

2022



**Northern Bay P-12
College**

Handbook for Parents



Kindergarten
Transition
Program

Developmental
Curriculum

Learning beyond the classroom

Inclusive
Practices

Challenges and Opportunities

Pathways and Passions

High expectations
and leadership

The information in this handbook will give some simple advice and information to assist you to feel connected to our Northern Bay community. The College website is an ongoing source of information and we strongly encourage you to check in to the website for information and updates on a regular basis. www.northernbaycollege.vic.edu.au

COLLEGE CONTACTS

College Central Administration:

College Principal
College Business Manager
College Assistant Principal
 Programs and Student Engagement

Scott Diamond
 Lisa Gray
 Ken Massari



Scott

Lisa

Ken

Telephone Number: 1300 348 535
 Email Address: northern.bay.p12@edumail.vic.gov.au
 Postal Address: PO BOX 126, Corio. 3214
 Website: www.nbc.vic.edu.au
 Facebook: <https://www.facebook.com/northernbaycollege/>

Campus Contact Numbers

Goldsworthy Campus (Years 9-12) Erin Prendergast/ Emma Horne / Ricki O'Shannessy

Campus Principal Team

Telephone Number 5224 9700
 3-25 Goldsworthy Road, Corio. 3214



Hendy Campus (Years P-8)

Telephone Number 5228 4200
 Hendy Street, Corio, 3214

Campus Principal **Melissa Maccora**

Assistant Principal: **Mat Potter**



Peacock Campus (Years P-8)

Telephone Number 5245 3900
 Peacock Avenue, Norlane, 3214

Campus Principal **Kathleen Nardi**

Assistant Principal: **Josh Brown**



Tallis Campus (Years P-8)

Telephone Number 5275 1359
 Tallis Street, Norlane, 3214

Campus Principal **Janine McKenzie**



Wexford Campus (Years P-8)

Telephone Number 5273 2600
 Purnell Road, Corio,

Campus Principal **Ben McCredden**

Assistant Principals
Kate Sykes
Juanita
Mountjoy



Campus Office Staff



Goldsworthy Campus Office			Wexford Campus Office			
Jenny	Jenny	Amra	Trudi	Helen,	Bree,	Margaret
Hendy Campus Office			Peacock Campus Office			Tallis Campus Office
Tracey,	Cathy	Meagan	Dianne	Nicole,	Keirah	Bindi and Sarah

Welcome to Northern Bay College

A warm welcome to our community of students, families and school staff. This handbook is only a small part of the support we hope to provide to give you as much information as you need to feel welcome and confident as a family at our College. The main source of information is our Website and Facebook and we hope that you take time to explore them either for general interest or to find information and up to date activities happening at the college.

Visit www.nbc.vic.edu.au.
<https://www.facebook.com/northernbaycollege>

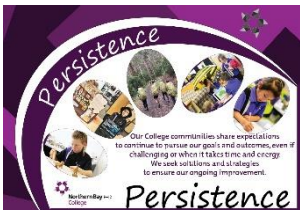
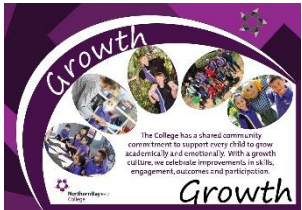
Scott Diamond
College Principal

College Mission and Values

It is important for all our community; students, teachers, education support staff and families to commit to the college vision and values. This is our work as a community.

Mission
'To provide the Corio Norlane communities with the highest quality educational programs in the best possible, world class facilities'.

Core Values (located on Northern Bay College website) www.nbc.vic.edu.au



Parent Participation

The college encourages parent participation in a range of ways and provides opportunities for parents to be involved. Please ask at the office if any programs are currently running or if you have an idea you would like to suggest involving families please let the campus office know.



School Council

Our school council works to achieve the College's mission of making Northern Bay College the best possible school for children in postcode 3214 to have a quality education, with quality programs, quality facilities and accomplished staff. Our college abides by Australian Democratic principles and supports inclusive practices throughout the college.

Elections for a number of places on Council happen each year in February / March. For a full list of Council members please see our College website and our comprehensive list of policies.

The annual meeting of Council is held in March each year where the annual report is presented.

School Council Committees

School Council Committees operate in small groups and work best with parents/ carers being involved in discussions and plans for the College. Please advise the Central Administration Team if you are interested in joining a great team.

Angie O'Day
School Council President

The College Day

Supervision of students at each campus commences at 8.45 each day (Goldsworthy 8.50) and ends 15 minutes after final school bell. (See below) Please be aware that arrival at school or staying after school is **not supervised** and is discouraged. **Student safety is paramount.**

P-8 Campuses

Session 1	9.00 am - 11.00 am
Recess	11.00am - 11.30 am
Session 2	11.30am - 1.30 pm
Lunch inside:	1.30pm – 1.40pm
Lunch recess	1.40pm – 2.10pm
Session 3	2.10pm – 3.10pm

7 to 12

Session 1	9.00am - 9.50am
Session 2	9.50am - 10.40am
Recess	10.45am - 11.10am
Session 3	11.15pm - 12.05pm
Session 4	12.05pm - 12.55pm
Recess	12.55pm - 1.25pm
Session 5	1.30pm - 2.20pm
Session 6	2.20pm - 3.10pm

NB *VET Classes run from 1.30 pm – 5.30 pm on Mondays and Wednesdays for-Goldsworthy Students*
Extended School participants study from 3.45 to 4.45 at the Goldsworthy Campus



Attendance

Regular attendance at school helps social adjustments as well as academic development. A roll is taken at start of day and at changes of sessions to assist us to know at all times where your child / ren is / are.



SMS Alert

An SMS is sent to families to advise them that the child is not at school at 10.30AM. Please note it is best to ring the campus to discuss the message.

Please inform your campus if the student is going to be absent. Compass – our online resource will enable families to monitor and approve attendance and absences. Each family is given a login to the site in a user friendly screen to share information.

At School arrival and Collection times Safety

All campuses are surrounded by roads, which become congested at home time. Please take extreme care when collecting children. Work with your children to use crossings at ALL Times. Families may also consider parking a block or two away from the gate to avoid congestion

Health research encourages all students to walk to school where possible. Additionally, many student may ride bikes/scooters.

All children must wear a helmet when riding a bike. Children under the age of twelve may ride on footpaths as may a supervising adult. They are required to give way to pedestrians and to wheel their bicycles over pedestrian and children's crossings. Children aged twelve years or older are required by law to ride on the road.

For the safety of everyone in the school grounds, all students must walks their bikes and scooters once entering the gates. There are bike racks located at the front and the back of the school grounds where students can lock their bikes and scooters up.

The College Year

Term dates are governed by the Department of Education and Training (DET) School Council is given 4 days for staff development programs which are student free days.

31	January 2021	Teachers Resume	Student Free Day
1	February	Students first day	
8	April	End of Term One	
26	April	Term 2 starts	
24	June	Term 2 ends	
11	July	Term 3 starts	
16	September	Term 3 ends	
3	October	Term 4 Starts	
20	December	Term 4 and school year ends.	

2022

Public Holidays during school term 2022 (Good Friday and Easter Monday in School Holidays and Anzac Day is a Saturday)

March 14	Labour Day
April 15	Good Friday <i>DURING SCHOOL HOLIDAYS</i>
April 18	Easter Monday <i>DURING SCHOOL HOLIDAYS</i>
April 25	Anzac Day
June 13	Queen's Birthday
October 19	Geelong Cup Day

Student Free Days

31 January
tba

Please note: Students are dismissed at 2:30pm on the last day of term (1, 2 and 3)

School Excursions

Learning beyond the classroom throughout the year.



The College is active in supporting education beyond the classroom and children have the opportunity to participate in excursions throughout the year.

In 2022 the costs of excursions will be charged to families. Recipients of the CSEF (Campus, Sport Excursions Fund) apply for support.

NB This does not include Outdoor Education, but Camps, sport and swimming can be supported if families have applied for the CSEF.



NB Up to Date Asthma Management Plans are essential for students to go on any excursion

Camps

The College has a camping program which is encouraged, but optional and government subsidy has made camps free in many cases. For others instalment payments are possible.

Year 4 one night

Year 5 two nights

Year 7 three nights

Optional Year 10 -12 Camps not classified as Outdoor Education



Summer and Winter, Terms and Semesters

The School year has four terms and two terms make a semester.

Sun Protection In term one and term four hats are compulsory for outdoor play as well as many activities (excluding sport). It is also strongly recommended that you administer sunscreen prior to school arrival on days where short sleeves may be worn.

Children's Health

If your child is ill, home is the best place to be. If children become sick or have an accident at school, they are cared for in the sick bay until contact can be made with parents/guardians. If your child is unwell at school, parents or emergency contacts are notified and asked to come and collect the unwell child. It is important to have your most up to date contact details in our system. The college needs to have your contact phone numbers, as well as that of a responsible friend in case of emergency. Student Support meetings may also be held to best cater for your child's health conditions if required.



Medication for children

Where medication for children is prescribed, parents are asked, where possible, to give the medicine outside normal school hours. Where a child is dependent on particular medication to control a condition; teachers may be able to assist. However it is the parents' responsibility to label the medicine with the student's name, dosage required and frequency of administration.



Immunisation Certificates

Certificates are necessary for enrolment and must be provided before students start school.

Head Lice

Head lice occur in all schools and are always a source of frustration to families. A Head Lice Check Consent form must be signed upon enrolment and renewed annually. Parents are urged to make regular inspections of their child's hair. When live head lice are found, children are NOT permitted to return to school until treatment has been completed. For more information:

<https://www.betterhealth.vic.gov.au/health/conditionsandtreatments/head-lice-nits>



Infectious Diseases – Exclusion from school.

Some illnesses require children to be kept at home whilst infectious.

The College Website has this information and can also be accessed at the Campus Office

Asthma

Students who suffer with Asthma MUST have an up to date asthma plan to start school EACH YEAR. Affected students are also required to carry their own Ventolin puffer with them at all times, including during recess, sports programs and excursions.

If the plan changes please contact the Office



Anaphylaxis

Children who are at risk of anaphylactic reactions must be identified on enrolment and plans put in place including having their EpiPen. Teachers undergo training to assist students who may have a reaction at school and EpiPens are maintained in learning communities.



Other diagnosed conditions

Please keep the College well informed of all conditions. Department of Education and Training (DET) also supports our campuses through the School Nursing Program and discussions with that team can also be supported at each campus. (Speak to the Campus Assistant Principal)

Exclusions to schooling are found on:

<https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>

Student Wellbeing

Each Campus currently has a team of people dedicated to the support of our students' wellbeing led by the wellbeing coordinator. Our teams provide support, links or advice to assist the family overcome concerns. Other team members include workers and program staff to assist our students. To further help equity and inclusion, Northern Bay College can access professional staff who may be engaged to support wellbeing. Access to other services from the Department of Education and Training (DET) may come and offer professional advice to students, staff and families. At times of emergency / trauma there is also support provided by DET.



Many other organisations and agencies work with the college to increase community resources and outcomes. The Wellbeing Coordinators can discuss with families a wide range of support that may be on offer for wellbeing issues, programs, skilling and information.

There are many programs and supports at Northern Bay to assist students in their wellbeing, engagement and learning. These include the Smith Family, Ardoch and the College Family Learning Centre on Goldsworthy Campus . Community Hubs are located there and also at Peacock Campus.



School Wide Positive Behaviours Support (SWPBS)

SWPB has been highly successful in a large number of schools. Northern Bay College has adopted this strong program to support student learning. The support provided to our children are in line with our Core Values of; Growth / Collaboration / Persistence / Kindness.

The strategy uses teaching positive behaviour in preference to punishing perceived negative behaviour and uses rewards and encouragements when students, in all stages of schooling, practice the behaviours we need as people working and socializing together both in class and in the playground

	Students	Staff	Community
Growth	Students will demonstrate growth in their learning and development.	Staff will model growth in their professional practice and personal development.	Community will demonstrate growth in their learning and development.
Persistence	Students will demonstrate persistence in their learning and development.	Staff will demonstrate persistence in their professional practice and personal development.	Community will demonstrate persistence in their learning and development.
Collaboration	Students will demonstrate collaboration in their learning and development.	Staff will demonstrate collaboration in their professional practice and personal development.	Community will demonstrate collaboration in their learning and development.
Kindness	Students will demonstrate kindness in their learning and development.	Staff will demonstrate kindness in their professional practice and personal development.	Community will demonstrate kindness in their learning and development.

Rights and Responsibilities

At Northern Bay College we adhere to the legislation that underpins all schools in Australia and ensures that every child's right to an education that is fair, inclusive and safe. Students, staff and parents/guardians of our school community all have **the right to belong, the right to be accepted and the right to be included.**

The College Statement of Values sets out our behavioural expectations of all members in this school community. It respects the diversity of individuals in our school community and addresses the shared responsibilities of all members in building safe and respectful school communities. Discrimination, sexual and other forms of harassment, bullying, violence, aggression and threatening behaviour are unacceptable and will not be tolerated in our college.

CHILD SAFE

The College, like all schools in Victoria has in place its response to Victoria Government's Child Safe Legislation with child safety compliance an essential practice in our community.

STUDENT VOICE

At Northern Bay we are committed to student voice as a major influence on our practices and improvement strategies. We encourage formal and informal feedback from students in many facets of daily activities and importantly in decision making. We have student leadership positions and student representation is involved in planning. We rely upon mentor students to be role models for younger children. All student belong a 'House System' where leaders and can support and inspire others.



Program for Students with Disability

Northern Bay has become one of the State's leading schools in trying to ensure education is inclusive for all students. There is outstanding support for students with additional learning needs and there are many ways this is undertaken. Most important is that there will be an Individual Learning Plan (ILP) set up for each child and shared with the family.

There are many ways to support your child including assessment for additional funding.

Each campus will be happy to discuss your child's needs in an effort to find the best possible way to access learning on an individual needs basis.

English as an Additional Language (EAL)

A large percentage of our students come from a non-english speaking background. They have come to Australia and settled in Corio and Norlane for a number of reasons and we are very happy to share their learning journey at Northern Bay College. The most prevalent of our community are Karen and Dari speakers and increasingly children born in Middle Eastern and other Asian countries have joined the College. We also have a growing number of children with African heritage born in many countries across that continent



Our inclusive practices ensure each child has the opportunity to reach their full potential and support for EAL students is provided by specialist teachers, Multicultural Education Assistants and Refugee Liaison staff. Access to the Geelong English Language Centre supports outcomes



Harmony Day



Special Events



Inclusive Learning



Parent Support

Aboriginal and Torres Strait Islander Education



Northern Bay has the Region's largest number of students who identify as Aboriginal and Torres Strait Islander. Staff work across our campuses and liaise with the wider community to ensure wonderful opportunities and support is available. Short Black Opera is one of the major First Nations programs

Campuses have student leaders (Gnaarweet Leader) and each campus has indigenous art works to acknowledge culture and beautify our grounds.

Our Gnaarweet leaders welcome our gathering students at Assemblies.

Communication between school and home

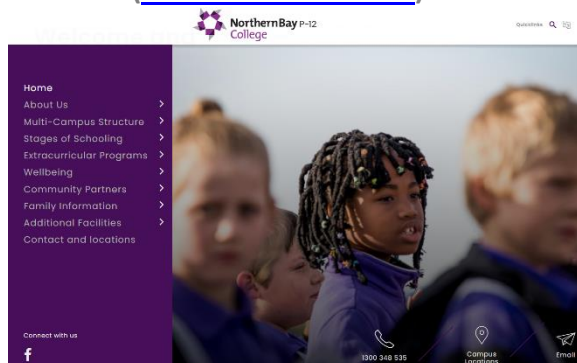
Communication is the key to a good relationship between family and school.

Teachers may use: **Diary / Communication Book / Phone Calls / SEESAW, Email and COMPASS**

NB Please check with your Mentor Teacher how they will be communicating with you to keep you informed of anything you may need to know about what has happened during the day. If available staff are certainly happy to talk with you briefly at the end of the day or preferably by appointment.

Appointments are really the best way to have a full discussion to problem solve or find out about activities, school/ class events or even incidents. If concerns arise, the Learning Community Leaders and Campus leaders are accessible, also through appointments. Monday and Tuesday after school is regularly used for professional meetings and discussions and appointments may be difficult.

Internet (www.nbc.vic.edu.au)



The College is proud of its internet presence.

Every effort is made to ensure information is current and useful. It is our hope that families, including students use the site as a source of information and archived news. If you find outdated information or something missing please contact the campus office or use the email to inform us of the issue:

northern.bay.p12@educationl.vic.gov.au ,

The College Visitor Protocol

Safety of our students is a priority! Schools must provide a safe environment. However, we want parents and carers to feel part of College and be made welcome. To solve this we have a visitor protocol insisting anyone who is in the school grounds or in the learning communities has been to the Campus Office, signed in and been given a badge.

The protocol therefore states that All visitors to the college should report to the office and register to collect a visitor's badge. Anyone not wearing a badge should be directed to the office for registration. Parent helpers also report to the office and sign in as part of emergency management protocols but may have a **Classroom helpers badge**. In the event of an emergency, the classroom teacher is responsible for anyone helping in his or her classroom and the Sign in / Sign out book becomes an important document for safety management when evacuation or lockdown is required. All helpers in schools must have current a Working With Childrens Check

Parent complaints and concerns

The college seeks a strong partnership with families and also within the wider community. We expect an open conversation to take place to resolve concerns not online forums.

While it is most appropriate to discuss your concerns and your child's learning with their teacher, we ask that this is done through an appointment given that staff may have duties before or after school.

Social media and school yard discussions are invariably positive and welcomed but sometimes questions and opinions are shared in the community and can lead to negative feedback and false information. The college cannot address concerns to any level of satisfaction if they are not brought to the campus principal's attention. It is our expectation that all concerns can be politely discussed and a resolution agreed Please the website for our policy:

Permissions and Information sharing

Parents/ carers will be asked to complete approval forms which asks for your agreement in some everyday or regular happenings at school. These include:

- ✿ Permission to go on local excursions
- ✿ Students Internet and Mobile Device Usage
- ✿ Use of School Books / Library etc
- ✿ Use of images and recordings to highlight great programs and activities at the college

Annual or Regular Updates

Each year families are given a page of information that the school has legal need to maintain. It is very important to let the school know of changes to guardianship, access, phone numbers, emergency contacts and even physical addresses and email address changes. You can contact the Office at any time with updates throughout the year or promptly respond to requests sent home. Asthma Plans are an essential annual update.

- ☑ Annual Permission to use a photograph if the College staff think this is a valuable education purpose (Website, Newsletter etc) – this is an OPT OUT form

Lost Property

It is easy for children to misplace things while busy playing in the school yard. We ask that parents label all items before they are worn or brought to school. Lost property is placed in the lost property area of each campus and too often brand new clothing is found without a name to help us return to the owner. Lost property can be collected after school. Unclaimed items are cleaned and repurposed as needs arise.

Please label all clothing clearly and permanently.

The College is not responsible for personal items being lost or stolen. Strong advice to families is to discourage children bringing valuables to school or make arrangements to have the item collected after it is needed. Often younger children don't understand that finding something does not mean it becomes their own. If you find any 'new' items with your child please tell staff.

Mobile Phones

Government regulations have required schools to ensure that no mobile phones are accessed during periods of student learning. Exemptions on medical grounds can be requested.

All phones will be placed in a secure locker from arrival until home departure. It is a Ministerial regulations to support student outcomes and minimize risk.



CANTEENS and School Lunches

Northern Bay College believes in a healthy eating practice and strongly discourages foods which are generally accepted as unhealthy. This includes many varieties of fast foods and sugared drinks. Campuses have Canteens operating daily

Your support in using these services is greatly appreciated.

We are genuinely helped by having a canteen service from Individual business owners under the H and H partnership that offers good food, drinks and tries to provide good nutritional value. Good food is important for activity, energy and for the brain. Water is the preferred drink for Northern Bay College students



Breakfast Clubs operate in our campuses and if you wish to volunteer for this program please ask at your campus office. In 2022 Government support ensures basic breakfast items are provided on specified days during the week. Other organisations support these programs with additional food and provisions.

Voluntary Student Contributions

Each year, School Council determines the level of budgets that are needed to provide for student learning. College families are fortunate that Northern Bay receives additional government funding to support us to provide programs and initiatives for better outcomes for our students.

The Camps, Sports and Excursions Fund (CSEF) also provides eligible families with financial support to meet the costs of these school activities. The CSEF is paid directly to the school and can be used ONLY to support the three forms of activities. Applications to receive this allowance are made each year on evidence of a valid health care card.

It is Government Policy that parents are not charged for general education but can advise families of the costs that School Council have agreed will enhance curriculum delivery. These amounts are advised to families and they are invited to make a contribution towards these.

Each family has an account and each child has charges placed against their name for optional items and the activities, such as swimming and course costs. There are payment options available including Centrepay or Direct deposit. Please discuss with Campus Offices.



1:1 Learning (Chromebooks and Tablets)

The College has a commitment to 1:1 devices which assist student learning and engagement.

In P-2 children access learning devices and in Years 3 to 12 students received a complimentary Chromebook to facilitate their learning. Year 3 2022 will receive a chromebook and by start of 2023 all year levels 3 to 12 will have this tool. Chromebooks have a minimum expected 3 year cycle. BYOD must meet college requirements.



College Uniform



Our Uniform Supplier is Noone's Imagewear and there is a shop in Geelong (Bellarine Uniforms) and an outlet at Peacock Campus on Monday morning and Thursday afternoon. School Council expects its Uniform Policy to be followed to bring pride and meaning to being part of Northern Bay College. Other items such as the College Blazer was asked for by students but is optional. College Leaders will access Blazers for formal occasions representing the College.



Outside School Hours Care

is available to families and operates from the Wexford Campus Centre.

The service is run by Their Care and they have a webpage on our college website (Link Below) Students based at other campuses are provided with free shuttle bus driven by College staff from TheirCare to the home campus and collected at the end of the school day and safely transported to TheirCare. This bus is a complimentary service option - free of charge – A booking form is required.

This is not compulsory and alternate transport can be arranged by families if preferred.

<http://www.northernbaycollege.vic.edu.au/out-school-hours-care>



Assessment and Reporting: *Knowing how your son / daughter is doing at school.*

Northern Bay College wants to make the partnership between teacher / student / family work when it comes to knowing how learning is progressing and what goals have been achieved or are being set in place for improvement.

There are two written reports for families (June and December) They are accessed through COMPASS. **NB:** It is always possible to request an interview to raise any questions with the mentor / subject teacher.

One of the most important opportunities to learn how the young person is doing at school is the **3 way Conferences**. Twice a year your child / children take the lead to share what is happening with their learning. It is important for the student can talk about, and show, what they have achieved and what they need to do next to make progress. The 2022 dates for these are sent by COMPASS and families can book their time online. Support from translators can be arranged



Family support in talking about achievements is important, but should not be something that only takes place at Conferences. Try to be involved in day to day achievements too.

Scholarships

The college offers a number of scholarships and awards. The major scholarship is a Year 7 program for years 7 to 8, and an end of year award system for excellence and achievement

The College also connects students with important National Scholarship opportunities.



NAPLAN

In May the Federal Government requires all students to undertake a testing process called **National Assessment Program Literacy and Numeracy (NAPLAN)** for all students in Years 3, 5, 7 and 9.

Exemptions may be granted for students with a language background other than English or for students with a disability. In both cases, schools need to discuss the proposed exemption with the student's parent/carer and gain their permission prior to the testing period.

NAPLAN is not a pass or fail test and families receive the outcome of their child's individual result usually before the end of term three.

For more information use this link / website <http://www.nap.edu.au/> .

More and Much more

In this short handbook we cannot cover everything that we would want you to know to make your partnership with Northern Bay College the best it can be. We still think that when we enrol your children we are enrolling the family too. The strongest message we can give is:

- Always know you can contact the Campus for things you want to know or make clear.
- Ask your children what their friends are doing at school (sometimes children say more when it isn't about them)
- Check out the website or our news feed regularly.

Please let the campus know what more you may need to assist your knowledge and support