



Bacchus Marsh  
Grammar

PREP RECEPTION & PREP  
INFORMATION BOOKLET  
2022

MADDINGLEY CAMPUS

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## Maddingley Prep Information

On behalf of all the Junior School staff, I would like to welcome each new family to the school community. Together we will work in partnership to guide your child through an important stage of their development. In the Junior School, we create a caring, safe and happy environment where the child's continuing desire to learn and grow is fostered and developed.

Whilst parents are encouraged to participate in their child's education through involvement in a variety of activities and events, we also expect that parents allow their child to develop as an individual. With parental support and direction, children can learn to cope in a variety of environments and develop resilience which enables them to cope in the world in which we live.

Socially, the school provides new and wide-ranging experiences for each child. By working together, each child is encouraged to develop essential social skills. In the Junior School years, we aim to develop independence and establish healthy routines and acceptable codes of discipline to carry each child through to the Middle and Senior school years.

We would like to encourage each family to play their part in the development of strong partnerships between families and the staff. We value communication and encourage you to contact your child's teacher, year level coordinator or myself if you have any matters that need discussion or clarification. Good communication is a valuable key to success. We look forward to meeting all new families and getting to know you through your child's education.

### **Mrs Lisa Foster**

Assistant Principal - Head of Junior School

[fosterl@bmg.vic.edu.au](mailto:fosterl@bmg.vic.edu.au)

BACCHUS MARSH GRAMMAR

# VALUES



Ambition



Confidence



Respect



Kindness



Leadership



Discipline

## Uniform Requirements

The school colours are black, gold, white and blue. Wearing of the school uniform is compulsory for all students. Full school uniform must be worn correctly to and from school and on all formal occasions, including school assemblies.

Winter uniform is the Full School Uniform and may be worn at any time of the year but is compulsory for Terms 2 and 3. Students in Year Prep/Reception to Year 4 are required to wear their jumper to and from school. In the case of any unseasonable weather, where the forecast is above 25°C, students may choose to wear their summer uniform for that day. During Term 1 and 4, summer uniform may be worn as an alternative to full school uniform.

Where the forecast temperature is 25°C and above, the school jumper is not required to be worn. The reputation of the school is enhanced by the appearance of students in public and the pride with which the uniform is worn. Uniforms should be kept neat and tidy. School shoes (not boots) must be plain black and always be neat and polished.

All students who are not in correct uniform need to have a signed note in their school diary from a parent/guardian explaining the reason. A note shall not be regarded as sufficient explanation for continued variation to the uniform. Such students will be issued with a Breach of Uniform notice by their coordinator.

Students wear their sports uniform to and from school on their designated Physical Education day. Parents will be made aware of their child's Physical Education day/s at the beginning of the school year. Please note that it is preferred that the sport runners predominately reflect school colours of black, gold, white and blue. Skate shoes are not considered suitable.

Uniform and jewellery requirements are detailed in the school diary. Please refer to this for any information relating to uniform.

### Winter Uniform

Full Winter Uniform



Winter Sport Uniform



### Summer Uniform

Full Summer Uniform



Summer Sport Uniform



### Important

Label all of your child's clothing with their full name. Particularly hat, jumper, rugby top, anorak, lunch box and drink bottles. Please ensure that your child's drink bottle only contains water.

**All book list items must be purchased. Please bring all book list items to school either during the School Readiness Appointments or on the first day, labelled with your child's name. Any items without a name will be sent home for labelling.**



Label pencils, books, scissors and glue sticks, as these will be collected at the start of the year and distributed accordingly throughout the year. Please note that the coloured pencils and grey lead pencils on the booklist are carefully chosen for their shape and size and they aid in the development of your child's fine motor skills. Please refrain from purchasing substitute items.

An art smock, BMG pencil case, BMG reader bag and BMG Library bag are **compulsory** items and also need to be clearly labelled.

## General Information

School begins on **Tuesday 1<sup>st</sup> February 2021 at 10:00am** until 2:00pm. Wednesday 2<sup>nd</sup> February will also be from 10:00am until 2:00pm. On Thursday 3<sup>rd</sup> February students will attend from 8:45am until 3:20pm. Prep students attend school full time from this day.

In addition, on Friday 28<sup>th</sup> January and Monday 31<sup>st</sup> January, all students will be invited to a School Readiness Appointment on one of these days, where the teacher will spend time with your child and complete some basic assessments to ascertain where your child is at with their learning. This will ensure that the learning can be targeted towards your child's needs as soon as possible. We encourage families to bring their child's book box to this appointment to allow the teacher to organise your child's locker and tub before the commencement of school.

Normal dismissal time is at 3:20pm. For children initially not coping well, an alternative time can be discussed individually.

School hats are compulsory during Term 1 and 4. Students keep hats in their lockers. Sunscreen may be sent to school (roll-on only).

If your child is going to be absent, please ring and inform the school as soon as possible. The absentee number is 5366 4888.

## Additional Notes

### Diary, Reader Bag & Library Bag

Students have a diary and reader bag, which are required daily at school. Each day the diaries are checked and initialled by the teacher to ensure that any notes or messages you want to convey to us are read. Similarly we expect that parents check and initial the diary daily so we know you are not missing out on correspondence. Teachers will write notes in diaries and attach letters and important notes. The diary is carried to and from school in the reader bag. Library bags will be sent home once a week containing a library book. They need to be returned on the scheduled Library day so that your child can choose a new book.

### Canteen / Lunch Orders

The Canteen is open daily at recess and lunchtime. Emergency lunches are available, to be paid through the Qkr! By MasterCard App.

Canteen is very exciting at the start of the year. We encourage students to use their money at lunchtime rather than recess, as there is generally not enough time to eat their delights! At the start of the year, it can be helpful for your child if you place the canteen money in an envelope with a suggested order. Please refrain from giving your child more than \$2.00 to spend. Menus and Online Ordering (Qkr! by MasterCard App) information can be found on the school website.

- Online/Lunch Order Menu
- Over the Counter Purchases - Junior School

*Gluten Free - Please note that gluten free options are now available to order online and over the counter.*

Lunches can be ordered online through the Qkr! app, or by writing an order on a plain bag, with correct cash inside. Each Junior School Class has a lunch basket in their classroom in which students place their completed lunch orders. Junior classes send baskets with Canteen Monitors to the canteen by 9:30am daily.

Lunch orders are filled and then placed back into these baskets for collection from the canteen counter by Canteen Monitors prior to lunch.

**All written orders must include:**

- Student Name
- Tutor Group
- Items Ordered
- Amount of Cash Included in bag

## After School Arrangements

There are many different ways that students travel home from school and it is important that you inform the teacher about the 'normal' after school arrangements as soon as possible.

Parents collecting their child after school are required to pick up their child from one of the three allocated zones below in the main car park. Entrance to the main car park continues to be via South Maddingley Road and East Maddingley Road.

### Zone 1 - BLUE (Prep A and Prep B)

This is where the existing drop and go zone is and closest to the school. Parents collect students on the left hand side. Most suitable access to this zone is from East Maddingley Road.

### Zone 2 - RED (Prep C and Prep D)

This area is adjacent to the existing drop and go zone on the right hand side of the road. Students safely access this area by using the crossing and walking east down the path (median strip). Parents drive as normal toward the drop and go zone and collect on the right hand side. Most suitable access is from East Maddingley Road.

### Zone 3 - GREEN (Prep E)

This area is next to Zone 2 and students access this drop and go zone by crossing the road at the zebra-crossing and walking east down the path (median strip). Most suitable access is from South Maddingley Road.

Parents are asked to stay by their car. Students will be taken to the relevant drop off areas at dismissal time. Staff will supervise student's dismissal to parents.

## Siblings

If you have other children over a variety of year levels, there are two choices:

1. Collect your Prep child from the drop off zone and move off to another longer term parking area, or do a loop;
2. Request through your child's diary for your child to remain in class and have your older child collect them from the classroom to walk to the main car park.



## Important

- Drop off zones are designed for short term stays. Once you have collected your child, you are expected to drive off.
- Please be mindful that many families access these areas;
- Whilst there are designated paths for students to access the drop off zones in a safe manner, please be vigilant in reversing from car parks in the drop off zone;
- Walking paths have been designated to allow your child to access you from the front of the car; and
- Prep students will practise the expected dismissal procedures to familiarise them with the routine at the start of the year.

## Bus Arrangements

If your child is going home on a bus, please provide the following details in the school diary:

- Name of bus
- What days they will be catching the bus.
- If your child is a regular bus passenger but circumstances change, it is **imperative** that it is noted in the diary to avoid confusion at home time.

Please be aware that an Education Support Officer accompanies the Prep students to the bus at the end of the school day to ensure they get on the correct bus and for their safety. The late bus service is not available to students in Prep.

## OSHC Program

Ballarat YMCA proudly provides Outside School Hours Care programs for students attending Bacchus Marsh Grammar. OSHC is available to students from Prep to Year 6.

These programs include:

- After School Care (3:20pm to 6:30pm Monday to Friday) afternoon snack supplied
- Vacation Care (7:00am to 6:30pm Monday to Friday during term breaks) afternoon snack supplied
- Pupil Free Days, as they occur during the school year (7:00am to 6:30pm) afternoon snack supplied

In partnership with Bacchus Marsh Grammar, Ballarat YMCA OSHC provides children with the opportunity to gain Educator support as they work through their homework. A variety of experiences are available to children in our play and leisure based programs. The OSHC program also provides opportunities for children to participate in physical activities incorporating gross motor, balance, coordination and sporting skills. This may involve indoor or outdoor activities based on the children's current interests, skills and abilities.

For further information regarding the OSHC Programs, please visit the [school website](#) or contact the relevant campus contact below:

Maddingley

Email: [bacchusmarsh.oshc@ymca.org.au](mailto:bacchusmarsh.oshc@ymca.org.au)

0438 154 842

Woodlea

Email: [Woodlea.OSHC@ymca.org.au](mailto:Woodlea.OSHC@ymca.org.au)

0490 490 362

OSHC Director

Email: [chrissie.ashmore@ymca.org.au](mailto:chrissie.ashmore@ymca.org.au)



## Medication

If your child requires medication please notify your child's teacher. Medication is stored at the Health Centre. Dosage and other details will need to be included with the medication. If your child has more specific medical requirements, please ensure that you have completed a medical alert form and speak to your child's class teacher to arrange a meeting with the school nurse and your child's class teacher.

## Homework

### Prep Reception

Prep Reception students are not expected to complete homework in Semester 1. Children will get the opportunity to bring home authentic texts to enjoy with their family. The reading you do at home with your child is fundamental to your child's progress. It is important for the reading to be consistent rather than abundant. Reading time at home should be enjoyable as you share picture story books with your child on a regular basis. In Semester 2, as students are introduced to the alphabetic code, they will be asked to practice reading sounds and words. Students will also receive their Magic 100 Words, which are words they are to learn 'by heart'. Homework should be an extension of the work done at school and should not create stress. Please let your class teacher know if any problems arise.

### Prep

Prep students are required to complete a small amount of homework on Monday, Tuesday, Wednesday and Thursday. Students will get the opportunity to bring home authentic texts to enjoy with their family. As students are introduced to the alphabetic code, they will be asked to practice reading sounds, then words, then sentences. Once they have mastered stages of the alphabetic code, decodable texts at their level will be provided for at home reading. Students will also receive an oral language card and their Magic 100 Words, which are words they are to learn 'by heart'. The reading you do at home with your child is fundamental to your child's progress. It is important for the reading to be consistent rather than abundant. Reading time at home should be enjoyable as you share picture story books with your child on a regular basis. Homework should be an extension of the work done at school and should not create stress. Please let your class teacher know if any problems arise.

## A Child Safe School

Bacchus Marsh Grammar is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a comprehensive Child Safe Program designed to keep children safe and endorsed by the Schools' governing body. We are clear about our behavioural expectations of every person in our community.

At Bacchus Marsh Grammar, we have a zero tolerance for child abuse and are committed to acting in a child's best interest and in keeping them safe from harm. The School regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture that;

- has zero tolerance for child abuse;
- actively works to listen to and empower children;
- has systems to protect children from abuse, and will take all allegations and concerns very seriously and responds to them consistently in line with the School's policies and procedures;
- is committed to promoting physical, emotional and cultural safety for all children; and
- is committed to providing a safe environment for all children.

More information and a copy of the Child Protection Program Handbook can be found on the [school's website](#).

## Parental Involvement

Within the Junior School, parents are encouraged to become involved in their child's learning. This can be achieved in a variety of ways to suit the age of your child. Parents who wish to be involved must complete the following prior to engaging in volunteer work at the School:

1. Complete the Parent Helper Expression of Interest form at the beginning of the year.
2. Read the Child Protection Program Handbook and Child Safe Standards Toolkit that is provided after submitting the expression of interest form.
3. Complete the Child Protection Program Code of Conduct Acknowledgement Form and any other required forms in the information pack, and return it to the office.
4. Have a current Working with Children Check and list Bacchus Marsh Grammar as an organisation in MyCheck.
5. Provide the office with a copy of their Working with Children Check.
6. Show the classroom teacher their Working with Children Check each time they engage in volunteer work at the school. It is important that parents ensure they carry this card on them when involved in volunteer duties.
7. Parents must meet the school's vaccination requirements and provide their COVID-19 vaccination certificate.

**It is the parents/guardians responsibility to inform the school as soon as practicable of any court orders or pending child safe related matters that would cause your Working with Children Check clearance to be revoked.**

### **At school, parents can help by:**

- Listening to students read
- Supervising mathematical related activities
- Revising sounds with individuals or small groups
- Assisting with art and craft
- Utilising skills as a guest speaker
- Assisting at sporting events

### **At home, parents can help by:**

- Encouraging an interest in books by reading to and listening to your child on a daily basis
- Assisting in the learning of weekly spelling words
- Providing direction and encouragement with homework to enable the development of independence as your child grows

There is an expected level of confidentiality when assisting with children that must be adhered to at all times. If you believe there is a matter to be attended to with a particular child's reading then the appropriate person to inform is the child's class teacher. It is never appropriate to discuss a child's progress amongst the parent body whilst dropping off or waiting to collect children at the end of the day.

## Nuts and Nut Products

At Bacchus Marsh Grammar, we have a growing number of students who have been identified with anaphylaxis, a severe allergic reaction particularly to nuts and nut products. In the interest of the safety of all students in our school, it is important to note that we are a nut aware school. Please refrain from bringing food containing nuts and nut products as we have a Risk Management Plan in place to provide a safe environment for the students and staff with allergic and Anaphylaxis conditions to these products.

## Birthdays and Class Parties

Due to the increasing concern about the number of children who experience allergic and anaphylactic reactions to certain foods, additives etc. we ask that parents do not send in any food or gifts for their child to share with the class for their birthdays, Easter, Christmas or other special occasions.

We recognise that birthdays are an extremely special day for your child, the class teacher will celebrate your child's special day in many ways, such as a birthday badge, birthday crown, special seat etc.

## Prep Parent Reading Information Night and Workshops

**\* At this stage, all Prep information sessions and workshops have been cancelled until further notice. \***

It is important to read with your child on a daily basis. At Bacchus Marsh Grammar, we recognise the valuable part you, as parents, play in helping your child learn to read. To help close the gap between reading at home and at school, an information night and three practical workshops will be offered. All parents of Prep students are invited to attend the Parent Reading Information Night and one of the Practical Reading Workshops. Both the information session and the workshops are to promote a shared understanding of the reading process and to encourage consistent language throughout the school. This will not only help your children with their reading, it will build your confidence when helping them at home.

### **Prep Parent Reading Information Night**

#### Agenda for the Prep Parent Reading Information Night:

- Introduce the Prep reading curriculum.
- Discuss the different reading strategies that students need to use.
- Share useful prompts that will help your child in developing these strategies consistently.
- Discuss the importance of oral language, phonemic awareness and decoding.
- Share fun and effective ways to read with your child.
- Discuss the importance of the Reading Journal.
- Provide a great opportunity to ask questions about any concerns you might have.

### **Reading Practical Workshops**

#### Agenda items for the workshops:

- Ask any questions about difficulties you might experience when reading with your child.
- Explore the three reading strategies further and learn how to prompt your child to promote reading for understanding.
- Discuss the importance of reading the same book for multiple nights.
- Look at the difference between fluent, phrased and expressive reading.
- Learn to recognise what 'good reading' sounds like.
- Hand out practical tips and seeing a teacher model the prompts.

## Junior School Reading Journal

Students in Years Prep to Year 4 are required to read each night as part of the school's homework expectations. A Junior School Reading Journal has been developed, providing students with the opportunity to reflect on their reading as well as enabling each student to practise goals in relation to Reading Behaviours and Comprehension Skills that they set each fortnight, in conference with their class teacher. Students are also able to develop their own questions: Literal, Inferential and Critical Evaluative, in relation to their reading to develop a deeper understanding of the text whilst enhancing their understanding of the three levels of comprehension. The students will be required to bring their reading journal to school each day, as part of the daily homework routine to allow their teacher to monitor their reading progress.

## Fun and Effective Ways to Read with your Child

### 1. Choose a quiet time

Set aside a quiet time with no distractions. Ten to fifteen minutes is usually long enough.

### 2. Make reading enjoyable

Sit with your child and say how much you enjoy reading together. Talk about 'story time' as being the favourite part of the day. Try not to pressure your child if he or she is reluctant. If your child loses interest then do something else and finish the reader later.

### 3. Maintain the flow

When your child mispronounces a word do not interrupt immediately to allow for self-correction. If they do not self correct or if they appeal, remind them and encourage them to sound the word out. Support them to re read to maintain the flow and practise fluency.

### 4. Be Positive

If your child attempts an unknown word, praise your child's effort! Don't say "No. That's wrong", but try something like 'Let's read it together' and point to the words as you say them. Boost your child's confidence with constant praise for even the smallest achievement.

### 5. Success is the key

Parents anxious for a child to progress can mistakenly give a child a book that is too difficult. This can have the opposite effect to your child's reading progress. Until your child has built up his or her confidence, it is better to keep to easier books. Struggling with a book with many unknown words is pointless. Fluency, phrasing and expression are lost, text cannot be understood and children can easily become reluctant readers. Don't compare your child's performance with that of friends or relatives as every child progresses at their own rate.

### 6. Visit the library

Surround your child with books. Try to have books in your home for your child to read. Books can be expensive but they can be the treat instead of an 'ice-cream'. If he or she likes a book, find another book with a similar subject or by the same author. Use the local library and librarian, as they are marvellous resources.

### 7. Regular practise

Try to read with your child on most school days. 'Little and often' is best. Read the same book for multiple nights. This will give your child the opportunity to practise fluent, phrased and expressive reading. Once your child can read, have him or her read aloud to you every day and take turns. Your child will be given a book from school to read, however, keep your own book supply because children need a wide exposure.

### 8. Communicate

Your child will receive a Reading Reflection Journal from school. Try to communicate regularly with positive comments and any concerns. Your child will then know that you are interested in their progress and that you value reading. When reading books, help your child make connections between what he or she reads in books and what happens in life. If you're reading a book about a family, for example, talk about how what happens in the story is the same or different from what happens in your family.

### 9. Talk about the books

There is more to being a good reader than just being able to read the words accurately. Just as important is being able to understand what has been read. Always talk to your child about what the book might be about before you read it. Look at the pictures, the cover and the title. Ask "What do you think this story is about?" Go through the book page by page and talk about the picture and the words or ideas that might be in the book. After reading the book, ask questions. You will be able to see how well they have understood the story and you will help them to develop good comprehension skills.

### 10. Variety is important

Children need to experience a variety of reading materials like picture books, comics, magazines, poems, newspapers, diaries, atlases, maps, instructions, recipes and letters.



## Bacchus Marsh Grammar

### **Maddingley Campus**

South Maddingley Road  
Bacchus Marsh VIC 3340

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### **Woodlea Campus**

111 Frontier Avenue  
Aintree VIC 3336

**P** +61 3 5366 4900

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**General School Email:** [school@bmg.vic.edu.au](mailto:school@bmg.vic.edu.au)

**School Website:** [www.bmg.vic.edu.au](http://www.bmg.vic.edu.au)