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Introduction

Making the decision about which school is the best for your child is a very complex and important one. For people living in or near Essendon, the decision is made more complex by the range of fine schools from the government, catholic and independent sectors that are available to you.

The most important advice I can give you is to arrange to have a look at each school you are considering during a normal operating day. This will give you the chance to see what really happens warts and all.

Do not be dazzled by impressive buildings and equipment. Of course, the physical learning environment is important, but time after time research shows us that, after home factors, the strongest influence on a student’s learning is the quality of the teaching they receive.

Here at Buckley Park College we pride ourselves on the skills and experience of our teaching staff and on their ability and willingness to engage with students and provide personalised attention. This priority for individual attention is supported by the School Council’s commitment to keep Buckley Park College as a medium sized, co-educational school.

The information contained in this publication will help answer some of your questions about Buckley Park College. Many others will be answered by attending our Open Day on Tuesday 7 May.

Like all good schools, we are constantly evaluating what we do and making improvements. For this reason, while all the information in this booklet is correct at time of printing, there may be some changes by the time your child actually starts school here. One thing that I can guarantee will not change is our care for our students’ academic and personal development.

Thank you for your interest in Buckley Park College.

Nathan Chisholm
Principal
Curriculum

At Years 7 – 10, Buckley Park College ensures that students gain sound knowledge, skills and understandings in each of the eight key learning areas identified by the Victorian Curriculum and Assessment Authority. Courses and assessment processes are based on the Victorian Essential Learning Standards. Course descriptions for each study are available upon request. Details about the program for the Select Entry Accelerated Learning Program are contained later in this booklet.

A special program, English Skills, is available to students in Years 7, 8 and 9 who have been identified through our literacy testing program as being in need of intensive support in this area. With parental consent, these students take English Skills instead of LANGUAGES.

A special program “Maths Mastery” is conducted for students in Years 7 & 8 who have been identified by the school as needing extra assistance in meeting minimum standards in Mathematics. Classes are held before school three mornings per week in terms 2 & 3.

Years 7 & 8

**Year 7 Subjects**
- English
- Mathematics
- Humanities
- Science
- LANGUAGES: Japanese OR German OR English Skills
- The Arts: Art, Drama, Music
- Technology: Food Technology, ICT Design Technology
- HAPE: Health, Physical Education, Sport

**Year 8 Subjects**
- English
- Mathematics
- Humanities
- Science
- LANGUAGES: Japanese OR German OR English Skills
- The Arts: Art, Drama, Music
- Design and Technology
- HAPE: Health, Physical Education, Sport

**Year 9**

In Years 9 & 10 students take a range of core studies and then select from a range of electives that allow each student to pursue particular interests and talents. In the City Project students spend a week in the CBD undertaking independent research into aspects of the City of Melbourne. This program is integrated into school-based subjects.

**Core Subjects**
- English
- Mathematics
- Science
- Humanities
- Health and Human Relations
- LANGUAGES (German or Japanese or English Skills)
- Physical Education
- Sport Education

**Elective subjects**
- Two from: Art 2D, Art 3D, Visual Communication & Design, Drama, Media, Music, Writers’ Workshop
- And two from: Information Management & Applications, Information Systems, Wood Technology, Food Technology, Textiles, Electronics

**Year 10**

All Year 10 students undertake the Study Skills Program and complete a one week block of Work Experience. They also complete the “Making A Difference” program which builds on the community action programs of previous years.

**Core subjects**
- English
- Mathematics
- Science
- Humanities
- Physical Education

**Elective subjects**

**Years 11 & 12**

All students in Year 10 participate in a series of counselling activities so that they are prepared to select the senior school course that will enable them to follow their chosen career path. Students complete tasks that make them more aware of their interests and possible career choices. They are also given a comprehensive briefing about subjects in the VCE and VCAL.
Students may visit the Career Reference Centre where they are able to access information and advice regarding career choice. Coursescan and Ozjac, diagnostic software programs which assist in subject and career selection, are available. Guest speakers also form an important part in the information process. These involve representatives from University and TAFE colleges and members of the community who offer advice to students. A Career Expo, at which University and TAFE colleges are represented, is conducted.

Information Evenings are held so that students, with their parents, are accurately informed and feel confident in their choices. The school emphasises the importance of counselling at this time and welcomes discussion with parents and students so that the best possible decisions are made.

**Victorian Certificate of Education (VCE)**

Buckley Park College offers an extensive range of VCE Studies as accredited by the Victorian Curriculum and Assessment Authority. Classes are formed on the basis of student demand. The following studies have been conducted in recent years.

- Drama
- Music Performance
- Media
- Studio Arts
- Visual Communication and Design
- English
- EAL (English as an Alternate Language)
- Literature
- Health and Human Development
- Physical Education
- German
- Japanese
- General Mathematics
- Further Mathematics
- Mathematical Methods
- Specialist Mathematics
- Biology
- Chemistry
- Physics
- Psychology
- Accounting
- Economics
- Business Management
- History
- Legal Studies
- Information Technology: Applications
- Information Technology: Software Development
- Food and Technology
- Global and Australian Politics

Year 11 students normally undertake English and five other subjects while Year 12 students normally take English and four other subjects. All students also attend form assembly each morning.

VCE Students also participate in a special program of workshops and guest speakers with a focus on motivation, study skills and post-school transition.

**Victorian Certificate of Applied learning (VCAL)**

VCAL provides an alternative post-compulsory qualification to the VCE and is most suited to students requiring a more practical approach to learning who intend to move directly from school into the workforce or work-based training.

The school offers Intermediate VCAL for Year 11 students and Senior VCAL for Year 12 students. Entry is only open to students who have satisfactorily completed Year 10 at Buckley Park College. Students are prepared and assisted to move directly into work-based training at the end of the program. It has been structured so that upon successful completion of the two year program these students will be awarded certificates for Intermediate VCAL, Senior VCAL, VCE and VET. Students take the following course:

**Year 11 Intermediate VCAL (Total of 11 units)**
- VCE Foundation English Units 1 & 2 (2 units)
- Personal Development Skills (2 units)
- Work Related Skills (2 units)
- VET Certificate 1 or 2 (2 units)
- VCE Industry and Enterprise Unit 1 (1 unit)
- VCE Foundation Mathematics Unit 1 & 2 (2 units)

**Year 12 Senior VCAL (Total of 9 units)**
- VCE Unit 3 English (1 unit)
- Senior Oracy (1 unit)
- Senior Numeracy (1 unit)
- Personal Development Skills (2 units)
- Work Related Skills (2 units)
- VET Certificate 2 (2 units)
- VCE Industry and Enterprise Unit (1 unit)

Students attend school three days of each week to complete coursework, one day per week at TAFE or a local school provider of VET and one day per week of work placement.

Students who complete this program will acquire the following certificates:

1. VCE certificate
2. VET certificate
3. Intermediate VCAL
4. Senior VCAL
Vocational Education and Training (VET)

Students undertaking VCE may include a VET program within their course while it is requisite for VCAL students. These relate to specific industries and provide base level qualifications. The programs are outsourced by the school through various Registered Training Organisations, usually local TAFE providers. Details of courses available will be provided to students as part of the VCE/VCAL course counselling. Fees are subsidised by the school and the Department of Education and Early Childhood Development with the balance required to be met by the student's family. Details of these are provided prior to enrolment.

Select Entry Accelerated Learning (SEAL) Program

The SEAL Program is for students with exceptional academic ability. The program allows students to progress through their secondary education in either five or six years by providing challenging learning experiences that are more tailored to the needs of talented learners. There is a greater emphasis on higher order thinking and learning skills and independent learning and research. Course content may be compacted so that a normal Year 7-10 program is covered more quickly than normal without omitting anything. Enrichment is provided by broadening of content, understanding, experience and skills to a level appropriate to the students' stage of development. Extension leads to in depth study and the integration and application of knowledge at a deeper level.

<table>
<thead>
<tr>
<th>Year at secondary school</th>
<th>Program</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Year 7</td>
</tr>
<tr>
<td>2</td>
<td>Year 8</td>
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<tr>
<td>3</td>
<td>Year 9</td>
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</table>

At end of Year 9 decision on appropriate pathway for each student

<table>
<thead>
<tr>
<th>4</th>
<th>Year 10</th>
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<tbody>
<tr>
<td></td>
<td>Enriched English</td>
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<tr>
<td></td>
<td>Enriched Mathematics</td>
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<tr>
<td></td>
<td>Enriched Science or VCE Biology 1 &amp; 2</td>
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<tr>
<td></td>
<td>VCE History 1 &amp; 2</td>
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<tr>
<td></td>
<td>Electives from the Year 10 elective program</td>
</tr>
<tr>
<td></td>
<td>One other VCE Units 1 &amp; 2 subject if appropriate</td>
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</tbody>
</table>

OR  Year 11 - Full VCE Unit 1 & 2

| 5 | Year 11 – Some VCE Unit 1 & 2 subjects and possibility of some Unit 3 & 4 subjects. |

OR  Year 12 – Full VCE Unit 3 & 4

| 6 | Year 12 – VCE Unit 3 & 4 subjects plus One Higher Education VCE subject (1st Year University) where appropriate |

Students whose families wish them to enter the SEAL Program will be required to participate in a comprehensive selection process. Those students who are accepted into the program will be grouped together in one form when entering Year 7 and will remain with that group until the end of Year 10 (provided they continue to meet the academic requirements of the program). Final decisions about offers of places will take into account all the available information.

On enrolling in the program parents are required to commit to their child completing the secondary education at Buckley Park College.

VCE Acceleration Program

The VCE Acceleration program provides for students in the mainstream program accelerating from Year 10 into a Year 11 subject, and for students accelerating from Year 11 into a Year 12 subject. The program aims to:

- provide challenges to highly able students
- provide the opportunity for students to broaden the range of subjects that they undertake as part of their VCE program
- provide the opportunity for students to complete an increased number of VCE subjects at Units 3 and 4

Students may be accepted for VCE Acceleration if, in the view of the Selection Panel, they meet the following criteria:

- an A standard for all assessment tasks in the subject that is considered as the best preparation for the subject they wish to be accelerated into.
- an average B grade across all other subjects at their level.
- a genuine commitment and a mature approach to study.
- independence in relation to class work, research and study habits.
- a demonstrated capacity to be both well organised and to cope with a substantial and ongoing workload.
- the student is not undertaking any other acceleration subjects, at the college or elsewhere, except under special circumstances.
Year 12 Enhancement Program

This program, a joint initiative of Buckley Park College and its neighbouring government secondary schools, is targeted specifically at the highest achieving students in Year 12 in each college and aims to bring these students together to give them:

- specialised coaching in the designated Unit 3 & 4 studies.
- opportunity to share ideas and learning with other similarly minded and highly motivated peers.
- increased access to teachers with highly specialised knowledge in their field and the VCE.

Highly focused and motivated students who are able and willing to put in the extra time and effort required are nominated by their school to participate in the program. The following selection criteria is applied:

1. A strong record of very high academic achievement in the designated area of study.
2. A strong record of commitment to their studies.
3. The maturity to participate meaningfully, cooperatively and fully in the program.

Homework Policy

Buckley Park College believes that it is essential for all students to develop good study and homework habits. Homework is seen to be both an extension and reinforcement of work done at school. The amount of homework will vary in nature and extent across the year levels and subjects.

Types Of Homework

- Long term tasks such as research assignments, problem solving exercises, projects
- Completion of classroom work
- Revision of daily lessons
- Preparation and study for tests/exams
- Homework sheets or exercises due on the next school day

In English and Maths particularly, homework is likely to be given more regularly; that is, more than once a week. In these subjects constant practice and reinforcement of material taught in class is essential. If there is no specific homework set it is useful for time to be devoted to reading for pleasure.

The Study Planner, required by all students, is expected to function as a homework diary. Parents, as partners in the education of their children, can assist by checking the planner, monitoring the progress of the work completed at home, regularly checking work folders and offering encouragement to the students. Students who have difficulty with organisation might need some assistance in setting up a homework timetable. The college acknowledges that there are differences in the type and quantity of homework given at the various levels. A suggested guide for the minimum time allotted to homework for each level is:

- Year 7: 1 hour five times per week
- Year 8: 1 hour five times per week
- Year 9: 1 1/2 hours five times per week
- Year 10: 2 hours minimum per night
- Year 11: 2 1/2 to three hours minimum per night
- Year 12: 3 1/2 hours minimum per night

There will be occasions when a student is unable to complete homework due the next day because of family commitments or because they have experienced difficulties with the work. Parents are encouraged to advise teachers of these problems through the Study Planner.

Assessment and Reporting

All students are regularly assessed on their progress towards achievement of course requirements. Apart from receiving comprehensive semester reports, parents are able to attend two formal teacher interview afternoon/evenings. There are also many informal opportunities for parents to discuss their child’s learning with teachers.

Where a student is experiencing problems making satisfactory progress appropriate and individual support structures, which involve student, parents and teachers, are put in place. This also involves more regular progress reports and closer monitoring.

Each student is issued with a detailed written report for each subject at the end of each semester. These reports detail progress and achievement in a number of key behaviours, work habits and competencies as well as outcomes of assessment tasks and coursework.

Year 7 to 10

Assessment is graded and based on the completion of course work and assessment tasks. Assessments against the Victorian Essential Learning Standards are also provided. Year 10 students also sit formal examinations at the end of each semester.
Years 11 and 12
Assessment procedures at these levels are governed by the Victorian Curriculum and Assessment Authority and are based on demonstrating successful achievement of required outcomes. VCE Students complete examinations in all studies.

All students in Years 10, 11 and 12 sit formal end of semester examinations.

Library
The Library aims to assist students to develop effective information literacy skills. Year 7 students undergo a short Library Orientation Program. Library staff assist all students to use the library effectively on an individual basis as well as conducting Information Skills classes. The reading of quality fiction is promoted. Support is provided to students conducting research projects with a range of both electronic and hard copy resources. Knowledge resources are collected in all media and across a diverse range of formal educational and wide interest topics. The collection is divided into fiction, non-fiction, audio-visual, electronic resources, journals, teacher reference, newspapers and class sets. The Library is open from 8.00am to 4.30 pm each school day.

Co-Curricular Programs
A comprehensive range of co-curricular programs enriches and extends the education of students.

Cultural and Artistic
- Annual Art Show
- Music performance ensembles and bands
- Music Concerts
- School production
- House Theatre Festival
- House Banners Competition
- Japanese school visits and cultural exchange
- Reader’s Cup
- Biannual tour to Germany

Mathematics, Science and Technology
- Science Show
- Mathematics Competitions
- Science Competitions
- Maths/Science Homework Club

Sporting and Leisure
- House swimming and athletics carnivals
- Interschool individual and team sports – summer and winter games.
- Annual Fun Run

Educational Enhancement
- Select Entry Accelerated Learning Program
- “Night of the Notables” Year 7
- City Based Program Year 9
- Debating & Public Speaking
- Year 12 Enhancement program

Leadership and Development
- School Captains
- House Captains
- Form Captains
- Student Representative Council
- Leadership Development Program
- Student representation on school council.
- Participation in Constitutional Conventions, Youth Forums, National Young Leaders’ Day
- ICT Leaders Program

Citizenship and Community
- Year 9 Red Cross Community Action Program
- “Make A Difference” program at Year 10
- Coaching sport teams in local primary schools
- Regular year level and school assemblies
- Valedictory Dinner
- Annual SRC Trivia Night
- “Keys Please” Driver Education Course
- Debutante Ball

Careers and Work
- Work Experience Program at Year 10
- Careers Counsellor
- Programmed visits to universities
- Managed Individual Pathways Plans Years 10-12.
- Ongoing, individualised career counselling

Pastoral Care and Counselling
- Form Teacher and daily form assembly
- Level Coordinator at each level
- Student Welfare Coordinator
- Educational Psychologist
- School Chaplain
- Student Wellbeing Officer (Counsellor)

Transition
- Peer Support Program
- Cross-age Tutoring

Scholarships and Awards
- John Maher Memorial Art Prize awarded annually
- Zane Barr Award for Sport
- Annual Year Level Academic and All Rounder Prizes
- Tony Tartaro Award for the Performing Arts

Camps
The school conducts a series of camps appropriate to the developmental levels of students. Attendance is expected unless there are medical reasons.
Early in the year, Year 7 students participate in a two night/three day residential camp near Rosebud as an important part of our Orientation and Transition Program. The emphasis of this time away as a group is for students and their core teachers to really get to know and respect each other as individuals while becoming part of the Buckley Park team through a range of outdoor activities. Cooperation, respect, initiative and teamwork are all developed during this camp, a highlight of our students' first year.

Year 8 students participate in an interstate bus tour of Tasmania which integrates subject based learning with first hand experiences. Year 9 students attend a team building camp. Outdoor recreation activities are the basis of this camp, with an emphasis on incorporating thinking and team skills which complement other aspects of the curriculum and prepare for participation in the City Project where all Year 9 students spend one week undertaking research activities in the CBD of Melbourne.

The Year 11 VCE Induction Camp, based at a regional University, occurs very early in the academic year with the focus being on study skills, time management, motivation, and health and personnel wellbeing. It also begins the process of orienting students to the university environment.

Students undertaking the Advance Youth Development Program or Outdoor Education are also required to attend camps while LANGUAGES students are able to participate in an international trip to Japan or Germany.

**Sport**

**Sport Education – Years 7, 8 & 9**

Students complete two periods per week of Sport Education throughout the year. The program also aims to provide a positive experience for all and offer students the opportunity to learn skills and attitudes that are transferable to their daily lives such as:

- leadership
- teamwork
- striving for excellence
- performing under pressure
- respect for others
- concentration

Students have the opportunity to choose from the following sports:

- Softball
- Cricket
- Tennis
- Basketball
- Athletics
- Volleyball
- Soccer
- Lawn Bowls
- Lacrosse
- Squash
- Self Defence
- Minor Games
- Netball
- Baseball
- Swimming

**Inter-School Sport**

The Inter-School Sport Program at Buckley Park College has as its focus the provision of opportunities for all students to participate in a range of team and individual sports. Although we provide experiences for elite athletes to develop their skills, our main focus is on encouraging and supporting all students to participate in a variety of sports at competition level. Furthermore we stress the leadership opportunities for students to act as role models and to coach, umpire and organize many sports, in conjunction with staff. Throughout the school year, students may represent the school in a variety of team sports including:

- Tennis
- Cricket
- Volleyball
- Hockey
- Football
- Soccer
- Netball
- Basketball
- Badminton
- Softball
- Baseball
- Table Tennis
- Golf

These competitions allow teams to compete at District, Inter-District, Western Zone and finally State levels.

**House Swimming & Athletics Carnivals**

The House Swimming Carnival is held in term 1. Students compete or support competitors in one of four Houses: Buckley, Croft, Graves or Hoffman. Individual winners represent the college at the District Carnival and, if successful, go on to the Western Zone and State Finals. The House Athletics Carnival is held in term 2. Again, students compete in four Houses. Individual winners represent the college at the District, Western Zone, State and All Schools competitions throughout the year. In past years our teams have been very successful with many students reaching the state championships.

**Cross Country**

Students are able to compete in Western Zone and State Cross Country competitions that are held in June each year.

**Music**

The school conducts both classroom and instrumental music programs. Tuition is available to students on a range of brass, woodwind, string and percussion instruments, keyboard & piano, as well as guitar and singing. Students in the instrumental program are also able to participate in the Junior or Senior Concert Band, Stage Band, Choir and various other groups and ensembles which perform at college and community functions throughout the year. Students taking Instrumental Music are required to pay subscription fees and are able to hire some instruments from the college.
Student Theatre

The Inter-house Theatre Festival is conducted each year and gives students the opportunity to work in multi-age teams to devise and perform their own work. Later in the year, students may participate as a cast or production crew member of the annual school production as well as various class and year level performances. Drama students also give regular performances of their work.

Debating & Public Speaking

Students may participate in the college debating program which fields teams in the Debaters Association of Victoria competition. In addition, students are encouraged and supported to develop public speaking skills and confidence by addressing general assemblies, SRC meetings, house assemblies and other formal gatherings.

Leadership

The school places considerable emphasis on the development of leadership skills and confidence in each student. Through both the class room program and the co-curricular program, students are encouraged and supported to progressively take on leadership roles. Students are supported to participate in events outside the school which will enhance these skills. Leadership is also acknowledged at general assemblies and through a range of special awards. Students have the opportunity to undertake leadership roles in a variety of contexts including through the Student Representative Council, School Council, as School Captains, as members of our four Houses, as Form Captains, as ICT Leaders and through the Peer Support Program as well as through a range of other programs and activities.

Promotion Policy

The Promotion Policy provides guidelines for assessing whether or not students at years 7, 8, 9, & 10 should promote to the subsequent year level. The promotion of students from year 11 to 12 is dealt with by processes established by the Victorian Curriculum and Assessment Authority.

Guiding Principles

Promotion from year level to year level should not be taken as automatic: it should be earned and should rest upon each student's performance across all key learning areas balanced by:

- what is best to further the educational progress of each student.
- the need to foster a culture of commitment to work and achievement.
- the need to maintain community confidence in both the school's processes and the achievements of our students.
- the individual needs and circumstances of each student.

The application of this policy is not to be used as a punishment for misconduct.

Detailed guidelines for the implementation of this policy are available from the college. Parents of students whose academic performance renders them at risk of not being promoted are advised ahead of time and strategies are put in place to improve learning outcomes. In other cases a conference of the student’s teachers and parents will decide upon the appropriate course of action which may include:

(i) promote the student to the next year level provided the student has demonstrated adequate literacy and numeracy skills to participate in subjects at the next level.
(ii) promote the student provisionally to the next year level pending satisfactory outcomes at the end of a predetermined review period.
(iii) retain the student in the current year level for another year.

An appropriate learning improvement plan will be drawn up for the student and reviewed throughout the year.

Pastoral Care

Buckley Park College has a strong emphasis on transition, participation, welfare and pastoral care. These programs provide support for each student as they move through their teenage years and secondary school.

The Form Teacher is the first point of contact and functions in a similar way to the grade teacher at primary school. Throughout Years 7 - 12 students develop a special relationship with their form teacher who is expected to get to know the students and their families. At Years 7 & 8 in particular, each student has a form teacher who teaches their class for two subjects in addition to the daily Form Assembly. A range of activities and issues pertinent to young adolescents are covered throughout the year.

The Peer Support Program provides younger children with an all important older (other than teacher) contact, role model, helper and friend within the school. It provides a greater level of ease and comfort for incoming Year 7s and an opportunity to demonstrate leadership skills for older students. Year 11 students are selected and trained in leadership, communication and presentation skills to deliver a ten week program of transition, self awareness, self esteem, belonging and confidence etc. in a spirit of thinking, discussion, respect, co-operation and fun. Peer Support happens once a week at differing times. Our Year 11 leaders become role models and ongoing figures of friendship in a relationship that usually endures the test of time.
Student welfare is an important aspect of Buckley Park College. The Student Welfare Co-ordinator can arrange support for students and their families from the school’s Student Welfare Team which includes the Student Wellbeing Officer (a qualified Social Worker), the Chaplain and the Educational Psychologist or facilitate access to a number of agencies in the community.

Transition

The transition from primary to secondary school is a major step for many children. The Buckley Park College Transition Program assists this process and helps students feel welcome, valued and confident. Students in the junior school, for instance, have fewer teachers and room changes and efforts are made to keep groups together over the two-year period. Helping new students to confidently contribute in a range of social situations is considered important. Through the Peer Support Program specially trained Year 11 students work with Year 7 students participating in activities to build leadership skills and independence. Students attend school camps and excursions and are encouraged to be involved in a wide range of activities such as the school’s Magazine Committee and Student Representative Council.

Student Code of Conduct

Statement of Belief

➢ The Buckley Park Secondary College community of students, parents and teachers is committed to providing a safe and positive environment.
➢ The college’s aim is that all students develop to their full potential.
➢ The college believes that emotional, social and physical well being are fundamental to effective learning and are best achieved by developing co-operative attitudes and respect for the rights, feelings and property of one another.

Guiding Principles

➢ All students have a right to an education
➢ All students have a right to work and learn in a safe environment without intimidation, bullying or harassment so that they are able to fully develop their talents, interests and ambitions
➢ Teachers have a right to be able to teach in an orderly and co-operative environment
➢ All students are responsible for their behaviour
➢ Self-discipline is an important component of acceptable student behaviour
➢ Parents have an obligation to support the school in its efforts to maintain an effective teaching and learning environment
➢ All individuals in the college and their property are valued and will be treated with respect
➢ The code of conduct will be implemented fairly, reasonably, consistently and in accordance with the Student Discipline Procedures, 1994 and Ministerial Order No. 1, Discipline of Pupils.

Students are expected to

➢ Be polite and respectful towards all members of the college community. Students should use courteous language at all times.
➢ Behave in ways that ensure the safety of themselves, other students, college staff and members of the community
➢ Follow promptly any lawful instructions given by a staff member
➢ Take an active role in their learning and allow others to do the same
➢ Attend all classes with the correct books and equipment
➢ Be regular and punctual in their attendance
➢ Care for their own, others’ and the college property
➢ Wear the college uniform when at school, travelling to and from school and when on excursions

Each student is provided with a copy of the Code of Conduct Guidelines which clearly and consistently explain the consequences for breaking school rules.

Attendance

Attendance is intrinsic to educational achievement and opportunity. The school takes the monitoring and follow up of student attendance very seriously. Students are expected to be at school every day, or as close as possible to full attendance, to be able to take full advantage of the educational opportunities available at school. Parents are required to ensure that their child attends school at all times on all school days unless they have been specifically advised of alternative arrangements for a particular day.

All students in Years 10, 11 and 12 must attend a minimum of 90% of scheduled class time for each unit to be eligible for satisfactory completion.

A more comprehensive Attendance Policy and Procedures is made available to students and parents on enrolment.
Uniform

Under authority arising from an Order made by the Governor-in-Council under Section 13(4) of the Education Act 1958, the Buckley Park College Council has adopted the following policy for mandatory school uniform to be worn by students of the school. The supplier is Dobson’s Pty Ltd. The Uniform Shop is located on campus at the school. Telephone: 9337 3651

Why have a school uniform?
Buckley Park College is a 7 - 12 school and as such expects all of its students to demonstrate their citizenship of this community. This should be reflected in the school uniform. The school believes that the wearing of school uniform by students:

- promotes a sense of cohesion, citizenship and school spirit.
- supports the maintenance of a safe and secure environment by making it easier for staff to identify outsiders (particularly on excursions).
- raises the esteem of the college, its students and graduates in the broader community.
- assists in maintaining a “business like” atmosphere in the school.
- provides a more cost effective method of clothing children for school than casual dress.

Who is required to wear uniform?
The wearing of a uniform is compulsory for all students of the college. Students must wear the appropriate uniform on all excursions and school activities unless the nature of the activity renders other clothing more appropriate and the Principal has approved this exception. Students who are unable to wear uniform on a particular day must provide a note signed by a parent/guardian to their form teacher during form assembly on that day who will issue a temporary pass for the day if appropriate. The note should indicate the reason for the student being out of uniform and the period for which this will be the case. Only except in extenuating circumstances, students will be expected to be back in full uniform the following day. Repeated and regular breach of uniform for any reason will not be acceptable.

Year 7 – 12 students out of uniform without a note will be required to attend detention. Year 11 & 12 students out of uniform without a note may be required to return home and change.

What is the uniform?

<table>
<thead>
<tr>
<th>Boys</th>
<th>Summer Regular Day Wear – Mandatory</th>
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<tbody>
<tr>
<td>To be worn while travelling to or from school, at school and on all excursions and school activities.</td>
<td></td>
</tr>
<tr>
<td>➢ White short sleeve polo shirt with the college logo and colours OR white, short sleeve business shirt <strong>WITH</strong></td>
<td></td>
</tr>
<tr>
<td>➢ Grey shorts <strong>OR</strong> college grey long trousers</td>
<td></td>
</tr>
<tr>
<td>➢ Green pullover with the college logo</td>
<td></td>
</tr>
<tr>
<td>➢ Black leather lace-up school shoes (sport shoes are not acceptable)</td>
<td></td>
</tr>
<tr>
<td>➢ White socks</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Girls</th>
<th>Summer Regular Day Wear – Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be worn while travelling to or from school, at school and on all excursions and school activities.</td>
<td></td>
</tr>
<tr>
<td>➢ College summer dress <strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>➢ White short sleeve polo shirt with the college logo and colours <strong>OR</strong> white, short sleeve business shirt <strong>WITH</strong></td>
<td></td>
</tr>
<tr>
<td>➢ Grey shorts <strong>OR</strong> college grey long trousers</td>
<td></td>
</tr>
<tr>
<td>➢ Green pullover with the college logo</td>
<td></td>
</tr>
<tr>
<td>➢ Black leather lace-up school shoes (sport shoes are not acceptable)</td>
<td></td>
</tr>
<tr>
<td>➢ White socks</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Boys</th>
<th>Winter Regular Day Wear – Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be worn while travelling to or from school, at school and on all excursions and school activities.</td>
<td></td>
</tr>
<tr>
<td>➢ White long sleeve polo shirt with the college logo and colours <strong>OR</strong> white, long sleeve business shirt <strong>WITH</strong></td>
<td></td>
</tr>
<tr>
<td>➢ College grey long trousers</td>
<td></td>
</tr>
<tr>
<td>➢ Green pullover with the college logo</td>
<td></td>
</tr>
<tr>
<td>➢ Black leather lace-up school shoes (sport shoes are not acceptable)</td>
<td></td>
</tr>
<tr>
<td>➢ Black socks</td>
<td></td>
</tr>
<tr>
<td>➢ Black showerproof jacket. No other over garment may be worn.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Girls</th>
<th>Winter Regular Day Wear – Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be worn while travelling to or from school, at school and on all excursions and school activities.</td>
<td></td>
</tr>
<tr>
<td>➢ White long sleeve polo shirt with the college logo and colours <strong>OR</strong> white, long sleeve business shirt <strong>WITH</strong></td>
<td></td>
</tr>
<tr>
<td>➢ College tartan skirt <strong>OR</strong> college grey long trousers</td>
<td></td>
</tr>
<tr>
<td>➢ Green pullover with the college logo</td>
<td></td>
</tr>
<tr>
<td>➢ Black leather lace-up school shoes (sport shoes are not acceptable)</td>
<td></td>
</tr>
<tr>
<td>➢ Black tights or white socks</td>
<td></td>
</tr>
<tr>
<td>➢ Black shower proof jacket. No other over garment may be worn.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Boys</th>
<th>Optional Regular Day Wear</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Green blazer with the college logo</td>
<td></td>
</tr>
<tr>
<td>➢ College tie</td>
<td></td>
</tr>
<tr>
<td>➢ Black bucket hat with red wings insignia</td>
<td></td>
</tr>
<tr>
<td>➢ Black baseball cap with red wings insignia</td>
<td></td>
</tr>
<tr>
<td>Note: The rule will be “uniform hat or no hat” for all students. No other headwear may be worn by students. In the interests of protecting students from damaging UV rays it is recommended that students wear this cap at all times when outside. Hats/caps are not to be worn indoors.</td>
<td></td>
</tr>
<tr>
<td>➢ A plain, black scarf, worn tucked in, is permitted in cold weather.</td>
<td></td>
</tr>
</tbody>
</table>

Information for Prospective Students and Parents

Buckley Park College
**Information for Prospective Students and Parents**

**Mandatory Sport Uniform**

To be worn in all Physical Education & Sport Classes and at all Interschool and House Sporting Events

- Red polo shirt with the college logo and colours (Students may wear a tee-shirt in their house colour instead at inter-house sporting events)
- Black sport shorts
- Black track suit pants
- Green polar fleece top with the college logo
- White socks
- Sport shoes (no specific colour or brand)
- Uniform bucket hat or cap may also be worn with sport uniform.

The acceptable colour and style of all uniform items will be that available from the college uniform shop. If parents choose to purchase items from other sources they must be identical to those available from the college uniform shop.

**Other guidelines which will apply to ALL students.**

- Female students who practice the Islamic faith may wear a plain white hijab.
- Students are expected to be clean and tidy in appearance.
- All uniform items must be clean and in good repair.
- For safety reasons jewellery, other adornments and hair arrangements should be appropriate to the activities undertaken:
  - students may only wear small amounts of simple jewellery.
  - facial piercings are prohibited. Students attending school with such piercings will be required to remove them, cover them or return home.
  - long hair must be tied back when working with machinery.
  - where students choose to wear ribbons, other ties, clasps or headbands in their hair these must be simple in style and can only be in the school colours of green, red or black or plain white.
  - strongly coloured nail polish or noticeable makeup is not permitted.
- Parents are expected to take responsibility for ensuring that all uniform items are labelled with the student’s name.

**International Students**

Our own college community represents a diverse range of ethnic, cultural and religious traditions. International students find it easy to form friendships and fit in. We believe that the opportunity to form strong friendships with people from other places in the world enriches the education of our students.

**Fee Paying International Students**

Buckley Park College is accredited to provide education for Fee Paying International Students. Students are generally only accepted into Years 10, 11 or 12. Assistance can be provided with homestay and guardianship arrangements. Overseas students access the full range of programs in the college and are supported by the International Programs Coordinator with all aspects of their transition into the college and personal well-being. Initial applications for enrolment must be made through the International Students Unit, Department of Education and Early Childhood Development, Telephone: +613 9637 2202 [www.study.vic.gov.au](http://www.study.vic.gov.au)

**Exchange Students**

The college welcomes exchange students from many parts of the world and has supported our own students with successfully participating in exchanges to other countries. Exchange students must be sponsored by a registered international exchange organisation.

**School Council**

The School Council is the school's policy making body. It also acts a valuable conduit for community opinion. The membership is made up of 7 parents elected from and by the parents of students, 4 members of the staff elected from and by the staff, 2 students nominated by the Student Representative Council, 1 community member nominated by the Friends of Buckley Park. Council meets 6.00 pm on the second Monday of each month.

**Friends of Buckley Park**

“Friends of Buckley Park” is our name for the parents, teachers and friends group. We work on the principle that we all have a common interest and partnership in the students and their learning. We support the college and our students by:

- conducting information and discussion evenings, where parents and teachers meet informally to share ideas and identify common issues and further develop ways of working together.
- working in conjunction with the school council to plan fundraising activities that provide improved facilities for the students.
Information about the activities of Friends of Buckley Park appears regularly in the parent newsletter. There are many ways in which parents can be involved in the life of the college and by doing so support its educational programs. Parents and friends of students at any level are always welcome. We meet regularly in the evening to plan our activities. Dates and times are published in the newsletter.

**Class Times**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 0 (VCE only)</td>
<td>8.00am</td>
</tr>
<tr>
<td>Form Assembly (all classes)</td>
<td>8.50am</td>
</tr>
<tr>
<td>Period 1</td>
<td>9.02am</td>
</tr>
<tr>
<td>Period 2</td>
<td>9.50am</td>
</tr>
<tr>
<td>Recess</td>
<td>10.38am</td>
</tr>
<tr>
<td>Period 3</td>
<td>10.58am</td>
</tr>
<tr>
<td>Period 4</td>
<td>11.46am</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.34pm</td>
</tr>
<tr>
<td>Period 5</td>
<td>1.25pm</td>
</tr>
<tr>
<td>Period 6</td>
<td>2.13pm</td>
</tr>
<tr>
<td>End of School Day</td>
<td>3.01pm</td>
</tr>
</tbody>
</table>

On certain days throughout the year different schedules apply.

**Fees**

**Education Resources Charge**
The school council annually reviews the various costs associated with the provision of requisite materials and resources to students that are beyond the services for which the government provides funds. [Payment for these items is required for each student](#).

Most of these are incorporated into one Education Resources Charge. By consolidating these into one charge we hope to minimise the number of individual payments you need to make and to assist you with planning the family budget.

In 2013, the Education Resources Charge for a student in Years 7 – 10 is $230.00 and for a student in Years 11 – 12 it is $270.00. The Education Resources Charge may be paid in one sum or as instalments over terms 1 – 3 with statements sent home each term.

**Voluntary Contributions**
The school asks families to support programs by making a voluntary contribution towards:
- the provision of extra computers and other IT resources
- the provision of supplementary resource materials including class sets of text books
- establishment of new programs.

While $60.00 is suggested, families should make whatever contribution is appropriate to their circumstances.

**Tax Deductible Donations**
Donations to the Library Fund and the Building Fund are fully tax deductible and, while an amount of $50.00 to the Library Fund and $60 to the Building Fund is suggested, families should make whatever donation is appropriate to their circumstances. Funds will be used to enhance Library resources available to students and to improve the physical learning environment. A key project for the building fund is better landscaping, more shelter and the provision of more outdoor seating for students.

**Other Known Costs**
- Students taking Instrumental Music are required to pay fees ($640.00 per year per instrument in 2013) and are able to hire some instruments ($160.00 per instrument in 2013).
- Students taking Art, Food Technology, Design & Technology, Textiles, Wood Technology, Electronics, Advance Youth Development Program and Outdoor & Environmental Technology will be required to pay for the costs of ingredients and materials. Parents are advised of these on enrolment.
- For Sport activities students will be required to pay relevant entry and travel costs as they arise.
- Information about costs of Camps and Excursions and will be forwarded to parents in advance of the events. At this stage it is possible to give you the following approximate costs:

  | Year 7 Orientation Camp | $265.00 |
  | Year 8 Tasmania Tour    | $800.00 |
  | Year 9 Adventure Camp   | $250.00 |
  | Year 9 City Project     | $140.00 |
  | Year 10 AYDP            | $440.00 |
  | Year 10 Outdoor Education Camps | $500.00 |
  | Year 11 VCE Induction Camp | $330.00 |
- Parents are advised of other costs related to other excursions, programs and activities ahead of time.
Public Transport

Buckley Park College is well served by public transport in Essendon and surrounding suburbs. Timetables and stop details are available from the service provider or via the internet on http://ptv.vic.gov.au/timetables/

Trams
The Number 59 Tram from Elizabeth Street, City to Airport West stops on Keilor Road at the northern end of Cooper Street

Buses
The following bus routes stop at or near Buckley Park College

- Route 465 Essendon – Keilor Park Ryan Bros Bus Service
- Route 467 Aberfeldie – Moonee Ponds Ryan Bros Bus Service
- Route 475 Moonee Ponds – East Keilor Kastoria Bus Lines
- Route 476 Moonee Ponds – Hillside Kastoria Bus Lines
- Route 477 Moonee Ponds – Broadmeadows Tullamarine Bus lines Via Gladstone Park
- Route 478 Moonee Ponds – Melbourne Airport Tullamarine Bus Lines
- Route 479 Moonee Ponds – Sunbury Tullamarine Bus Lines
- Route 483 Sunbury – Moonee Ponds Sunbury Bus Lines

Trains
Essendon Station, on the Broadmeadows Line, is relatively close by and students can catch a connecting bus service which stops in Mary Street outside the school or the Number 59 tram.

Other Connecting Services

- Bus Route 468 Essendon – Highpoint City Ryan Bros Bus Service
- Bus Route 508 Alphington – Moonee Ponds Dysons
- Bus Route 510 Essendon – Ivanhoe Moreland Bus Co.
Contacts

Buckley Park College welcomes inquiries from prospective students and their families.

Principal
Mr Nathan Chisholm

Assistant Principal
Mr Geoff Currie
Mr Richard Jones

Student Welfare Coordinator
Ms Jessica McWilliam

Year 7 & Transition Coordinator
Mr Don Laurence

Year 8 Coordinator
Ms Jemina Kolber

Year 9 Coordinator
Ms Arturo Tallarida

Year 10 Coordinator
Mr Garrett Townsend

Year 11 Coordinator
Ms James Fidler

Year 12 Coordinator
Ms Kathleen McGarrity

International Programs Coordinator
Mr Justin Garrett

Telephone: 9331 9999
Fax: 9331 9977
Email: buckley.park.co@edumail.vic.gov.au
Website: http://www.buckleyparkco.vic.edu.au


Dobson’s Campus Uniform Shop: 9337 3651