



BALLARAT
GRAMMAR



PARENTS' CHARTER

WELCOME



Ballarat Grammar is a community grounded in positive relationships. These serve as the foundation through which we develop character and build intellect, preparing our students for their exciting futures. The success of our endeavors very much correlates with the strength of the partnership between the School and our parents. This Parent Charter creates a shared and clear understanding of the mutual expectations between parents and the School, providing the strongest possible footing for this partnership. We look forward to working together to nurture the exciting journey of your child's learning and development through Ballarat Grammar in the years ahead.

Adam Heath
Headmaster

LEARNING TO THRIVE; ENGAGED IN THE WORLD

A regional Anglican school, we foster

- Academic aspiration
- Trust
- Opportunity and engagement
- Resilience
- Social and environmental justice

within the search for faith and meaning.

BALLARAT GRAMMAR VALUES

In line with its Christian ethos and liberal heritage, Ballarat Grammar seeks to promote the following values

COMPASSION - a striving to care for self and others

ASPIRATION - the pursuit of excellence, for worthy accomplishment, and to provide leadership, in intellectual and other domains, while still displaying humility

JUSTICE - seeking the common good, where all are treated fairly

FREEDOM - enjoying the rights and privileges of citizenship free from unnecessary control, and standing up for the rights of others

HONESTY AND TRUSTWORTHINESS - being honest and dependable, and seeking the truth

INTEGRITY - acting in accordance with principles of moral and ethical conduct

RESPECT - treating others and their opinions with consideration; having regard for both tradition and innovation

RESPONSIBILITY - being accountable for one's own actions; resolving differences in constructive and peaceful ways; taking care of the environment

TOLERANCE - being committed to international and inter-cultural understanding; accepting diversity, and including others

COURAGE - showing resolve in the face of adversity, and being enterprising and adventurous, prepared to take risks and learn from mistakes

THANKSGIVING AND OPTIMISM - showing appreciation for the richness and the potential of life

SERVICE - a willingness to contribute to the wellbeing of others through voluntary service to the community

CHILD SAFETY

Ballarat Grammar is committed to zero tolerance of child abuse.

All staff and members of our community have a duty of care to protect the safety, health and wellbeing of children in their care and therefore any volunteers must also comply with Child Safe Standards. <https://dhhs.vic.gov.au/publications/child-safe-standards>

As a school with a diverse population, which includes students with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds, all volunteers must act in a manner that complies with the Victorian Equal Opportunity Act. <https://www.humanrightscommission.vic.gov.au/discrimination>

THE SCHOOL’S EXPECTATIONS

Ballarat Grammar prides itself on providing a breadth of high-quality educational experiences through an important partnership with parents and students. This partnership imposes obligations on all parties for the effective education of the young person. In particular, there are ways in which Ballarat Grammar relies upon parents to assist in this process, and students are enrolled into the School on the understanding that parents will support stated expectations.

Becoming a member of the Ballarat Grammar community involves upholding the values of the School and agreeing that the School will have the final decision about educational processes that, at times, may require change to be implemented.

SUPPORT FOR THE SCHOOL AND ITS ENDEAVOURS

The School prides itself on providing a friendly and open social environment, and expects parents to model respectful dealings with others in the Grammar community.

Details of expectations can be found in the Parent Code of Conduct on the School Website. www.bgs.vic.edu.au

BEHAVIOURAL EXPECTATIONS OF STUDENTS

Becoming a member of the Ballarat Grammar community involves upholding the values of the School. Therefore, if a student’s behavior does not align with the School’s values and expectations, the School reserves the right to review the student’s enrolment at any time.

OPTIMISING STUDENTS’ LEARNING OPPORTUNITIES

Parents’ support is expected for the learning process by ensuring that students attend school regularly, are punctual and are properly equipped for learning.

Students attendance throughout the year, unless illness or a serious family matter takes precedence, is fundamental to their learning. If a need for a student to be absent arises, parents should seek permission for absence from the Head of Senior School, Head of Middle School or the Head of Junior School. Parents are expected to refrain from arranging family holidays during term time (including the last day of term).

Ballarat Grammar is committed to zero tolerance of child abuse.

APPEARANCE OF STUDENTS

At Ballarat Grammar, students wear their uniform with pride; it is a powerful symbol of belonging to our community. Parents are asked to be aware of the uniform expectations; including those applying to hair, jewellery and dress length. These are outlined for students in the Study Planner. As a proud School community, we ask that parents partner with the School to support their children in upholding these requirements.



APPLICATION AND MOTIVATION

The School aims to develop in every child an appreciation that effort is required for achievement and fulfilment. At Ballarat Grammar, any student who is making an earnest effort will be supported, irrespective of the level of achievement attained. Every student will be valued for working to their potential.

We feel that students who fail to commit to academic endeavour not only disadvantage themselves, they detract from the efforts of teachers and other students. In such cases, students will be challenged to improve their effort and performance. If students do not respond to this challenge they, and their parents, will meet with a Senior Staff Member to formulate a course of action. Parents are expected to support and reinforce the expectations of the School in this domain.

APPOINTMENTS FOR STUDENTS

In order to minimise the disruption to a student’s learning, parents are asked to avoid making appointments for their child during school hours.

RECOGNITION OF STUDENTS

Ballarat Grammar celebrates the achievement of students in a range of different areas. The School appreciates advice from parents of any successful involvements students have enjoyed. This can be communicated through the class or Homeroom teacher, House Mentor or Head of House.

Every student will be valued for working to their potential.

THE HEALTH CENTRE

The Health Centre provides health education and primary health care for all students and staff in the Ballarat Grammar community.

The Health Centre is staffed over the following hours:
Monday – Thursday 8:30am to 5:30 pm
Friday 8:30am to 4:00pm
Parents are asked to alert the School to any medical matters which may affect a student’s health and/or education. The School Nurses can be contacted on telephone **5338 0852** or mobile **0417 307 232**.

STUDENT ABSENCES

Parents are asked to notify the School of absences online via Nexus. If students become ill or injured whilst at school, they are required to visit the Health Centre. If it seems a child needs longer term care, Health Centre Staff will contact a parent/guardian to collect their child as soon as possible.

COMMUNICABLE DISEASES

It is likely that, at some stage during their school years, students will contract common childhood diseases. Health Department regulations about exclusion periods from school can be found at <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>. Parents are asked to make every effort to ensure that any child with symptoms, infection or those convalescing, do not attend school.

MEDICATION

Assistance to administer prescribed medication is available if requested. Such medications are to be located in the Health Centre to ensure safe dosage administration. A School Nurse may only administer or assist with administration of medications that are

clearly labelled with the student’s name and required dosage. Instructions regarding dosage must be in writing from the doctor and parent/guardian.

NON-PRESCRIPTION MEDICINE

Over the counter medications authorised by parents/guardians can be administered by a School Nurse. It is recommended that students do not self-medicate without the knowledge of the Health Centre.

ALLERGIES

It is asked that parents of children with allergies assist the School with the management of severe allergies by complying with the following:

All students with an Australian Society of Clinical Immunology and Allergy (ASCIA) Action Plan are required to provide the Health Centre with an up to date copy of their plan, and an up to date allergen pen for safe storage. Students are required to have an allergen pen with them at all times.

In the interests of students’ health and safety, all parents are asked not to provide foods with nuts or nut-spreads at any time.

Parents of children with hay fever allergies are asked to provide appropriate medication during vulnerable periods.

TRANSPORTING STUDENTS SAFELY

When transporting students to and from school, parents are asked to exercise caution at all times. When driving in Dare Street and Forest Streets parents must refrain from illegal or double parking which presents a threat to students’ safety. 40kmh speed limits should be adhered to at all times.

Because of high pedestrian flows, cars are not to be driven onto the campus.

INVOLVEMENT IN SPORT

At Ballarat Grammar, we recognise that regular physical activity promotes an understanding and appreciation of the benefits to physical and mental health and social wellbeing.

We therefore seek to maximise opportunities for students to participate in organised sport. Our aim is to foster exemplary sporting values and fairness and a culture of respect for other participants at all times.

At Ballarat Grammar, students enjoy participating in both competitive and non-competitive physical activity. The sport program at Ballarat Grammar is aimed towards building self-discipline, commitment

and teamwork skills in students as they strive towards their best endeavours in personal and team pursuits.

In both the Middle and Senior School, all students are expected to be involved in sport, preferably playing for the School to build friendships with their peers. Students are expected to participate in a sporting activity every term. If there is a reason that this is not possible, an exemption from Sport for that term should be sought from the Director of Sport.

The support which parents provide for school sport is much appreciated. It is expected that parents supporting their children’s sporting endeavours will model the School’s values.

Physical activity promotes an understanding and appreciation of the benefits to physical and mental health and social wellbeing.



CHAPEL, CHAPLAINS AND COUNSELLING

As an Anglican School, students and their parents are expected to support and respect the School’s Christian ethos. Regardless of Faith, all students are expected to attend a weekly Chapel service, which presents an inclusive and values based message.

In the Junior School, Monday Chapel services are split by year levels. The first service at 8:50am is for Years 4 – 6 and a second at 9:20am for all other students. Parents of Junior School students are warmly invited to these services.

All Senior School students attend a Chapel service once each week with their House group. The Chapel is also available for quiet reflection

The Sunday Service is at 6:30pm for boarding students, which parents are always welcome to attend.

The School Chaplains serve the wider School community as well as students and staff. The Chaplain can be approached directly by parents for support.

A team of School Psychologists is available for all students and can be accessed either through their Mentor and Head of House, or through the Director of Care.



HARASSMENT POLICY

The Ballarat Grammar Policy on Harassment is available on the website and is included in the Student Study Planner. This Policy articulates our determination to create a safe and inclusive environment for all students, parents and staff.

Harassment can also take the form of what is described as ‘cyber – bullying’ through text messaging and social media. At the beginning of each year, parents are asked to sign the Harassment Policy re responsibilities and behaviours expected, along with students and staff, to indicate an understanding and acceptance.

While cyber-bullying predominantly occurs out of school hours, the School is prepared to share with parents’ responsibility for students’ wellbeing in this area. In this partnership, the School expects that parents will do all they can to encourage responsible use of electronic media and monitor their children’s usage.

The School relies upon parents to report any incident of harassment or bullying. All reports will be taken seriously, treated with respect and investigated without prejudice within a reasonable time frame.

ACCEPTABLE USE OF DIGITAL TECHNOLOGY

The School’s Digital Technology Acceptable Use Policy aims to promote both a responsible attitude and a balanced approach to the use of modern technologies. Ballarat Grammar recognises that parents are central in developing appropriate attitudes in this area.

At the beginning of each year, parents and students are required to sign the Information and Communication Technology Acceptable Use Policy in the Student Planner. By doing so, parents and students acknowledge their acceptance of the conditions of Digital Technology use.



Students' wellbeing is best promoted when both the School and parents share responsibility for students' progress.



COMMUNICATION WITH TEACHERS

Students' development is best promoted when both the School and parents share responsibility for students' progress. When parents need to contact the School, this is most effectively achieved by directly contacting the Class Teacher in Junior School, the Home Room Teacher at Years 7 and 8, or the House Mentor (or Head of House) in Years 9 - 12. While email can be an efficient form of communication, often a phone call is more appropriate and productive. It is also important to note that teachers are engaged with activities with students all day, including after school hours, which may create a delayed response.

Heads of CEEd, Junior, Middle, Senior School and the Headmaster are always open to direct communication from parents.

Headmaster: Adam Heath

53380816

headmaster@bgs.vic.edu.au

Head of Senior School: Christine Shaw

53380961

DepHead@bgs.vic.edu.au

Head of Middle School: Christopher Beechey

53380961

headofmiddleschool@bgs.vic.edu.au

Head of Junior School: Mark Warwick

53380846

Mark.Warwick@bgs.vic.edu.au

Director of CEEd: Koren Naylor

53380896

Koren.Naylor@bgs.vic.edu.au

PUBLICATIONS

Keeping up to date with the news, events and offerings occurring within the School is an excellent way of strengthening the partnership between parents and the School.

The School publishes the following:

- Letters and Videos
- Nexus notifications across the School
- Bulletins posted on Nexus (CEEd, Junior School, Middle School and Senior School)
- Careers News
- Boomalacka
- Grammarian



HOMEWORK

Guidelines about homework set for students at different year levels are published in the Study Planner. The published homework policy also outlines the organisation expected for optimal home study. Throughout the School, homework is seen as an integral part of the learning process and good homework habits provide opportunity for reinforcement of learning and prepare students for VCE studies when a substantial amount of homework is essential.

The purpose of, and guidelines for, Home Learning in the Junior School are also outlined in the Study Planner. Details of weekly/fortnightly Home Learning activities for each year level are communicated via Seesaw, an online application.

To support the School’s efforts, parents should ensure that students are provided with a suitable study environment; however, equally important is establishing guidelines around managing distractions from technology as this is a critical component of effectiveness.

Parents are asked to check the details of homework recorded in the Study Planner and if the student regularly records little or no homework, or appears overloaded with homework, parents should contact the class or Homeroom Teacher or House Mentor.

More specific details about individual Year Level requirements are listed in the Study Planner.

REPORTING

At Ballarat Grammar, we see the role of parents in the learning process as crucial. The communication within our continuous reporting aims to provide accurate and

timely information to parents, so that the partnership between the student’s learning, the parents and the School can operate with maximum efficacy.

In the Junior School, reporting on assessment has as its central premise communicating what students know, understand and can do. Feedback is a crucial component of assessment and our reports aim to describe learning progress and identify areas of growth. With this in mind, in the Junior School learning is reported on in three ways:

- Student Portfolios (via Seesaw, an online platform that provides digital updates on student learning)
- Three-Way Conferences (early Term 2 and late Term 3)
- Written Semester Reports

Parents are strongly encouraged to view Student Portfolios, provide feedback on Seesaw, and attend Three-Way Conferences. Parents are also encouraged to help their child set goals and create opportunities to support the child to achieve, or at least strive towards those goals. Completion of feedback following Semester 1 Reports is an integral part of this process.

Student academic progress in the Middle and Senior Schools is reported via continuous reporting within the School’s online communication system: Nexus. Students’ Academic reports are issued according to the following schedule and aim to provide guidance for academic development and personal growth. An important part of the reporting process includes reflection. Parents’ support in reflecting upon accomplishments, and assisting students to set goals for coming terms is valuable. Middle and Senior School students are expected to complete, with parents’ assistance, written reflections after Terms 1, 2 and 3.

REPORTING SCHEDULE

	TERM 1	TERM 2	TERM 3	TERM 4
CEEd		Kindergarten end of Term - Semester Report	Reception end of Term Report	Kindergarten Transition Statements
JUNIOR SCHOOL		Three-Way Conferences to review Term 1 learning and set goals for Term 2 End of Term - Semester Report	Three-Way Conferences to review Term 3 learning and set learning goals for Term 4	End of Semester Report
MIDDLE SCHOOL	Continuous reporting in Nexus Parent/Teacher meetings Written reflections	Continuous reporting in Nexus Report including House & Music Tuition Written report reflections required from students	Continuous reporting in Nexus Written reflections required from students	Continuous reporting in Nexus Report including House & Music Tuition
SENIOR SCHOOL	Continuous reporting in Nexus Parent/ Teacher meetings Written reflections required from students	Continuous reporting in Nexus Report including House & Music Tuition Written report reflections required from students	Continuous reporting in Nexus Written reflections required from students	Continuous reporting in Nexus Report including House & Music Tuition

STUDY PLANNER

The Ballarat Grammar Study Planners contain important information about the School for students and parents. They also contain a calendar of School events, and provide a diary in which homework and other commitments can be recorded. Brief notes, about matters such as homework, can be communicated between parents and teachers via the designated section of the Study Planner; useful Wellbeing and study support material is included.

Important School policies on Harassment, Behavior Expectations, Digital Technology Acceptable Use and Uniform are outlined in the Planners, and students and parents are required to sign these at the beginning of Term 1 as an acknowledgement of the obligations these policies outline. Parents also play a part in the development of appropriate study habits by monitoring homework requirements, as recorded in each student's Planner, and by signing the Planner on a weekly basis, for students up to Year 10.



BALANCING WELLBEING, ACADEMIC SUCCESS WITH INTERNET AND MOBILE PHONE USAGE

All the elements of modern technology can have valuable places in the life of the developing child. Indeed, the School uses these in controlled settings for positive educational purposes.

On the other hand, there is clearly the potential for wrongful or excessive use of these technologies to be very damaging. There is significant research that suggests that “screen time” may be potentially damaging not only to young brains, but affect sleep patterns and impact upon attention spans.

Many parents find this area difficult to navigate and monitor, as do schools. As such, it is all the more important for school and parental approaches to be closely aligned. While different ages require different strategies, as general guidelines we suggest:

- Control/filtering of the content delivery of home Internet access is highly recommended. This can be achieved by using a downloadable electronic filter, as well as ensuring computers and laptops are used in an area that allows for casual supervision by parents.
- Agreed hours of access to the Internet.
- Consideration be given to quarantining or managing mobile phones, iPads and the like during weekday evenings, in particular during study and at bed times. The implementation of mobile phone, Internet, gaming free periods of time during the week, weekends and holidays should also be considered.

The School recognises the distraction mobile phones can be to both learning and socialisation. Students up to Year 10 will not have access to their mobile phones during the day, and if brought to School, phones are to be locked in students' lockers.

Dr Michael Carr-Gregg's *Real Wired Child* and *Strictly Parenting* are recommended resources for parents in this domain.



PARENT ENGAGEMENT

INVOLVEMENT AT THE SCHOOL

Parent volunteers are always welcome in different areas: helping in the Canteen, in Junior School classes, coaching rowing crews, etc. Contact with the appropriate area of the School will enable opportunities to be outlined.

All areas of involvement require a Working with Children Check. <http://www.workingwithchildren.vic.gov.au/>

PARENT SUPPORT GROUPS

Parents are encouraged to enrich their children's education by being actively involved with one or more of the following groups. Details are on Nexus under 'Parent Groups'.

The Friends of Ballarat Grammar (FOBG) meet once each month during the school term. Gatherings are informal and all members of the school community are welcome to attend. This group receives updates from the Headmaster, Heads of the Junior, Middle and Senior Schools as well as presentations from guest speakers, who often outline initiatives within the School.



The role of FOBG is to promote fellowship and communication between parents, friends and staff and to support the School in the conduct of activities such as the Careers Expo, Parent/Student/Teacher meetings and social events. Not only does involvement with this group offer an opportunity to be informed of Grammar initiatives, but also reflects the School's values of service and building connections with others in our community.

Information about FOBG is published regularly in the School Bulletin.

The Junior School Parents' Representatives Group promotes social interaction, especially among class groups. The Group meets once a term.

The Ballarat & Queen's Old Grammarians' Association is a body of past students; the Association's core activities maintain social communication between past students and the School and ensure that past associations and memorable recollections are fostered for the betterment of the School and its past students.

The Vikings Club, supported by current and past rowers' parents, supports Ballarat Grammar in delivering the equipment and environment to provide students with a positive sporting experience in rowing.

The Boarders' Parents' Network provides contact and support for boarding families, new and continuing.

The Friends of Music support the activities of the Music Department.

For information about joining any of these groups, please contact Claire Hay at the Development Office. Claire.Hay@bgs.vic.edu.au

PARENT ENGAGEMENT



ACCOUNTS

Ballarat Grammar recognises the significant commitment made by parents through the payment of school fees. As outlined in the Annual Business Notice, fees are required to be paid prior to the commencement of each Term, unless other arrangements have been made with the Business Office. Any parents experiencing difficulty with fee payments are encouraged to contact the Business Office or the Headmaster proactively. There are schemes which will assist fee-paying parents through periods of difficulty.

FEES TRUST

The Fees Trust charge on school accounts provides possible coverage for school fees in the case of extended student absence due to illness, or the death or permanent disability of a parent. This coverage is obtained by accepting the charge on school accounts, and distributions may be accessed by application to the Fees Trust, via the Headmaster.



FEES DURING ABSENCE

In the case of extended absences during term time, the School policy is such that when students go on leave, and request the place which they vacate to be held for them upon their possible return, the following conditions apply:

- For absences of up to two terms, full fees are payable.
- For absences beyond two terms, 75% of normal fees would be payable.
- Where absences span one calendar year, 50% of fees would be payable for that year.

The School's cost by way of salaries and the provision of services does not diminish, due to the absence of students over periods less than a year. There are certain circumstances where this can be waived and, in these instances, written application can be made directly to the Headmaster.

INSURANCE COVER

The School's insurance policy does not generally cover items it does not own; it is expected that parents will have necessary insurance cover to protect items students bring to school. Similarly, it is recommended that parents have Private Accident/Health Insurance cover for students.

PARENT SURVEYS

The School periodically engages an external agent to conduct a survey of parents' satisfaction. This survey is of real value when significant numbers of parents respond. Therefore, all parents are encouraged to contribute to the development of the School through this instrument.

FEEDBACK AND RAISING CONCERNS

The School recognises that concerns will arise from time to time. Parents have every right to expect that these concerns will be dealt with thoroughly and fairly, in a mutually respectful manner.

Equally, the School also expects fair treatment in having concerns raised directly, rather than being voiced elsewhere. Communication of parents' concerns to the School can be very helpful in enabling the continuous improvement of the School's procedures.

The School's Complaints Policy can be found under "Documents for Parents" in the Parents' area of the Portal. There is also provision for feedback on the School website.

We look forward to partnering with you for your child's educational journey. Questions or suggestions in relation to matters in this Charter can be directed to:

headmaster@bgs.vic.edu.au
Adam Heath
Headmaster
Ballarat and Queens' Anglican Grammar School

We look forward to partnering with you for your child's educational journey.





BALLARAT AND QUEEN'S
ANGLICAN GRAMMAR SCHOOL

