



BALLARAT  
GRAMMAR

# COMMUNITY GUIDELINES



201 Forest Street, Wendour ee VIC 3355 A ustralia  
P +61 3 5338 0 700 E bgs@bgs.vic.edu.au

[WWW.BGS.VIC.EDU.AU](http://WWW.BGS.VIC.EDU.AU)



BALLARAT AND QUEEN'S  
ANGLICAN GRAMMAR SCHOOL



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# WELCOME



At Ballarat Grammar, we believe in fostering strong relationships within our community. These relationships are fundamental in shaping the character and intellect of our students, equipping them for their future endeavours. The success of our efforts relies heavily on the partnership between the School and our community. The aim of this document is to establish a common understanding of the expectations shared among parents, carers, guardians, and visitors. We look forward to working together to nurture the exciting journey of learning and development that is offered through the School.

A handwritten signature in black ink that reads "A. Heath".

Adam Heath  
Headmaster

## OUR VALUES

### RESPONSIBILITY

We take responsibility for our actions, serving our communities and acting as stewards of the environment.

### COMPASSION

We show kindness and embrace diversity, committing to global awareness and understanding.

### COURAGE

We seek justice and the common good, leading with humility and persevering in adversity.

### ASPIRATION

We pursue excellence, in learning and in life.

### INTEGRITY

We act morally and ethically, seeking the truth and treating others with consideration and respect.

### HOPE

We share times of joy and live with hope in life's challenges, ever grateful for the richness of human experience.

# ENGAGEMENT GUIDELINES AND PARTNERSHIP

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## THE SCHOOL'S EXPECTATIONS

At Ballarat Grammar, we value our partnership with parents, carers, and students for a well-rounded education. Our community is built on trust, mutual respect and our school values. This partnership comes with responsibilities for effective learning and creating a caring and nurturing environment where young people feel supported. Successful learning outcomes for young people are best achieved when parents and carers demonstrate support and work in partnership with the School. Parents and carers play a crucial role, supporting the School's expectations, and students are enrolled with the understanding that parental support is essential. As part of our community, members commit to upholding the School's values and acknowledging the School's leadership in making decisions about educational processes.

## COMMUNITY GUIDELINES

It is expected that in all communication and interactions, parents, carers and visitors, will:

- Follow the School Values: optimism, compassion, responsibility, aspiration, integrity, and hope.
- Avoid disrespectful, threatening, or intimidating behaviour.
- Show courtesy and consideration in interactions with staff.
- Communicate in a kind, helpful and considerate manner in all interactions.
- Refrain from offensive language, raised voices, or offensive gestures.
- Not engage in any forms of bullying or harassment.
- Avoid actions or communication that could harm the school's reputation.
- Respect school property and the property of others.
- Not engage with staff or students while under the influence of alcohol or substances.
- Provide necessary information and schedule meetings with staff in advance.

More detail about what is considered unacceptable conduct can be found in the [Child and Student Safe Standards](#).

## BREACHES OF GUIDELINES

Parents, carers, and visitors must follow the guidelines outlined above. Breaches will be addressed by the Head of School, who may take actions such as warning parents, carers, or visitors of their inappropriate conduct, limiting communication with teachers or restricting access to the School grounds. Repeated breaches may result in referral to the Headmaster or Deputy Head and could lead to the conclusion of enrolment. Unlawful breaches will be reported to the police.



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WE LOOK FORWARD  
TO PARTNERING  
WITH YOU FOR  
YOUR CHILD'S  
EDUCATIONAL  
JOURNEY.

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## STUDENT 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 and Student 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. [For more details please click here](#)

## INVOLVEMENT AT THE SCHOOL

We encourage and seek parent and carer involvement in our community. Parent volunteers are always welcome in different areas including, but not limited to:

- Canteen volunteering.
- Helping in Junior School classes.
- Coaching rowing crews.
- Becoming an active member of the Parents and Friends of Ballarat Grammar.
- Volunteer support for community service initiatives.

Contact with the appropriate area of the School will enable opportunities to be outlined. All areas of involvement require a [Working with Children Check](#).

For volunteer opportunities contact: [volunteer@bgs.vic.edu.au](mailto:volunteer@bgs.vic.edu.au)

For sporting volunteer opportunities contact: [dean.rossato@bgs.vic.edu.au](mailto:dean.rossato@bgs.vic.edu.au)

## BEHAVIOURAL EXPECTATIONS OF STUDENTS

Becoming a member of the Ballarat Grammar community involves upholding the values of the School. In all instances, our student behaviour processes are focussed on the principles of restorative practice and natural justice. These principles prioritise student learning and promote changes in behaviour which better prepare students for life.

If a student's behaviour does not align with the School's values and expectations, the issue may be escalated to a Deputy Head or the Headmaster. Serious breaches of the School values may result in a student receiving a period of suspension or expulsion and the School reserves the right to review a student's enrolment at any time.

## OPTIMISING STUDENTS' LEARNING OPPORTUNITIES

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

Regular attendance is crucial for learning. It is important for students to attend school regularly throughout the year, unless they are sick or dealing with a significant family issue. If there is a need for a student to be absent, please seek permission for absence from the relevant Head of School. Parents and carers are expected to refrain from arranging family holidays during term time (including the last day of term), to avoid disruption to crucial learning experiences

If unavoidable, leave requests for up to two days should be made to the appropriate Head of School. For more than two days, please contact the Headmaster.

## 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 or carers, will meet with a Senior Staff Member to formulate a course of action. Parents and carers are expected to support and reinforce the expectations of the School.

## APPEARANCE OF STUDENTS

At Ballarat Grammar, students are expected to wear their uniform with pride; it is a powerful symbol of belonging to our community. Parents and carers are asked to support students in understanding and complying with uniform expectations, including those applying to hair, jewellery and dress length. These are outlined for students and members of the school community on [Nexus](#).

## APPOINTMENTS FOR STUDENTS

In order to minimise the disruption to a student's learning, we ask that, where possible, appointments are made outside school hours.

# HEALTH AND WELLBEING

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## STUDENT ABSENCES

We ask that parents and carers notify the School of absences online via Nexus. If a student becomes ill or injured whilst at school, they are required to visit the Health Centre. If a child needs longer term care, Health Centre Staff will contact a parent or authorised contact 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 [here](#). Parents and carers are asked to ensure that children 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 or other authorised location to ensure safe dosage administration. To ensure the School maintains its duty of care to students, medication will only be administered in line with the School's [Medication Administration Policy](#).

## NON-PRESCRIPTION MEDICINE

Over-the-counter medications can be administered by a School Nurse or other authorised person. Students cannot self-medicate without the knowledge of the Health Centre. If your child has hay fever allergies, please ensure they have the necessary medication during vulnerable periods and encourage them to seek assistance from the Health Centre.

## ALLERGIES

To maintain a safe environment for all students, we kindly ask parents and caregivers of children with allergies to assist us in managing severe allergies by following these guidelines:

- Please provide the health centre with a current copy of your child's Australian Society of Clinical Immunology and Allergy (ASCI) action plan, along with an updated allergen pen for safekeeping.
- Ensure your child has their allergen pen and updated plan with them at all times, whether they are at school or participating in excursions and trips.
- To prevent allergic reactions, we request that foods containing nuts or nut spreads are not provided at any time.

## TRANSPORTING STUDENTS SAFELY

When transporting students to and from school, we expect everyone to exercise caution at all times. When driving in Dare, Norman and Forest Streets all drivers must refrain from illegal or double parking which presents a threat to students' safety. 40kmh speed limits must be adhered to at all times. Because of high pedestrian flows, cars are not to be driven onto the campus unless approval has been granted for designated areas.

## HOLISTIC APPROACH TO HEALTH AND WELLBEING

At Ballarat Grammar, we are enhancing student engagement by igniting their creativity, honing their problem-solving abilities, and encouraging teamwork. Our fundamental objectives are to cultivate resilience, foster a mindset that sees failure as a stepping stone to success, and nurture habits for maintaining a healthy mind and body.

We accomplish these goals by offering immersive experiences in service opportunities, music, arts, sports, camps and specialised academic programs. Through these initiatives, we guide students in developing resilience and essential qualities that enhance their overall wellbeing.

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# ALL STUDENTS WILL BE VALUED FOR DOING THEIR BEST.

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# SUPPORT

## CHAPEL, CHAPLAINS AND COUNSELLING

As an Anglican School, students, parents and carers 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, Chapel services occur at the start of the week. All Middle and Senior School students attend a Chapel service once each week with their House group. The Chapel is also available for quiet reflection. There is a Sunday Service at 6:30pm for boarding students. Family members are always welcome to attend respective Chapel services.

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

School Psychologists, Counsellors, and Social Workers are available to all students and can be accessed either through their homeroom teacher and Head of House or through the Director of Care. Students can also contact the counsellors directly via the [Nexus wellbeing page](#).

## ACCEPTABLE USE OF DIGITAL TECHNOLOGY

The School's Student [ICT Policy](#) aims to promote both a responsible attitude and a balanced approach to the use of modern technologies. Ballarat Grammar recognises that parents and carers are central in developing appropriate attitudes in this area.

## HARASSMENT POLICY

The Ballarat Grammar [Policy on Harassment](#) articulates our determination to create a safe and inclusive environment for all students, parents, carers and staff.

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

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



# COMMUNICATION

## COMMUNICATION

To ensure students thrive, the school, parents, and caregivers must collaborate closely. If parents or caregivers need to get in touch with the School, we recommend reaching out directly to the Homeroom Teacher in Junior School and Years 7 to 9, or the House Mentor (or Head of House) in Years 10 to 12.

Please understand that staff are occupied throughout the day, including after school, so there may be a delay in their response.

Your participation in supporting your child's educational journey is highly valued. Please note that due to teachers' busy schedules during school hours, there may be delays in their responses, although we strive to reply within the working week.

You can contact the Headmaster and leadership team directly using the contact details below:

**Headmaster: Adam Heath**  
533 808 16  
headmaster@bgs.vic.edu.au

**Deputy Heads: Chris Beechey and Mark Warwick**  
dephead@bgs.vic.edu.au

**Head of Senior School: Brianne Cuthbert**  
533 809 61  
headofss@bgs.vic.edu.au

**Head of Middle School: Hannah Wise**  
533 809 73  
headofms@bgs.vic.edu.au

**Acting Head of Junior School: Sharon Cuff**  
533 808 46  
headofjs@bgs.vic.edu.au

**Director of CEEEd: Koren Naylor**  
533 808 96  
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 carers and the School. The School publishes the following:

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

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STUDENTS'  
WELLBEING IS  
BEST PROMOTED  
WHEN WE SHARE  
RESPONSIBILITY FOR  
THEIR PROGRESS.

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# ACADEMIC SUCCESS AND WELLBEING

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## **HOMEWORK, HOME LEARNING AND REPORTING**

The Study Planner contains guidelines for homework and home learning for students across different year levels. It is important for parents, carers, and guardians to understand these guidelines and encourage students to follow them. By doing so, we can help instill good study habits and better prepare students for their future studies.

The Junior School's Home Learning details are communicated through Toddle, and parents and carers are urged to ensure a suitable study environment while managing technology and other potential distractions. If there are concerns about home learning, please contact your child's teacher.

In the Junior School, assessment and academic progress are communicated through Student Portfolios, Three-Way Conferences, and Written Semester Reports. Parents and carers are encouraged to view Portfolios, give feedback on Toddle, and attend Conferences. Middle and Senior School academic progress is reported through continuous reporting on Nexus, with reflections expected after Terms 1, 2, and 3.

Support in reflecting on accomplishments and setting goals is valued throughout the reporting process.

## **BALANCING ACADEMIC SUCCESS AND WELLBEING 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 it may also affect sleep patterns and impact upon attention spans.

Many families and schools struggle to navigate and monitor this area effectively. Therefore, it is crucial for both schools and families to closely align their approaches.

Students are expected not to use mobile phones during school hours and devices are expected to be locked in lockers from 8:30am to 3:25pm. For more information please see our [Mobile Phone Student Use Policy](#).

# ACADEMIC SUCCESS AND WELLBEING

	TERM 1	TERM 2	TERM 3	TERM 4
<b>CEED</b>		Parent Teacher Conversations (Reception and Kindergarten)		Kindergarten Transition Learning and Development Statements
<b>JUNIOR SCHOOL</b>	Prep Chit Chats – During the first three weeks  Student Portfolio (Toddle)  Unit of Inquiry reports (Nexus)  PE Unit Reports (Nexus)  Three-Way Conferences	Three-Way Conferences to review Term 1 learning and set goals for Term 2  Student Portfolio (Toddle)  Unit of Inquiry reports (Nexus)  PE Unit Reports (Nexus)  End of Term – Semester Report	Student Portfolio (Toddle)  Unit of Inquiry reports (Nexus)  PE Unit Reports (Nexus)  Three-Way Conferences to review Term 3 learning and set goals for Term 4 in preparation for transition to the next year level	Student Portfolio (Toddle)  Unit of Inquiry reports (Nexus)  PE Unit Reports (Nexus)  End of Term – Semester Report
<b>MIDDLE SCHOOL</b>	Continuous reporting in Nexus	Continuous reporting in Nexus  Student Lead Conferences  Written reflections 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
<b>SENIOR SCHOOL</b>	Continuous reporting in Nexus  Written reflections required from students	Continuous reporting in Nexus  Student Lead Conferences Report including House & Music Tuition  Written report reflections required from students	Continuous reporting in Nexus  Written reflections required from students  Student Lead Conferences	Continuous reporting in Nexus  Report including House & Music Tuition

# FINANCE

## ACCOUNTS

Ballarat Grammar recognises the significant commitment made 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. Anyone experiencing difficulty with fee payments must contact the Finance Department or the Headmaster proactively. There are schemes which will assist fee paying 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 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.

## INSURANCE COVER

The School's insurance generally does not provide coverage for personal items, items in student's possession or outside the School's direct control. It is expected that parents and guardians will have necessary insurance cover to protect items students bring to school or have in their possession. Similarly, it is recommended that families have Private Accident/Health Insurance cover for students.

## SURVEYS

The School periodically engages an external agent to conduct satisfaction surveys. These surveys are of real value when we receive significant response numbers. Therefore, we encourage everyone to contribute to the development of the School through this process.

## FEEDBACK AND RAISING CONCERNS

The School recognises that concerns will arise from time to time. Parents and carers 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 and Compliments Handling Policy](#) outlines how these concerns can be raised and how they will be handled. This policy can be found under "Documents for Parents" in the Parents' area of Nexus. To submit a complaint please contact [complaints@bgs.vic.edu.au](mailto:complaints@bgs.vic.edu.au).

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:

**Adam Heath**  
Headmaster  
[headmaster@bgs.vic.edu.au](mailto:headmaster@bgs.vic.edu.au)

