



Bayside P-12
College

New Families Handbook



2
0
2
6



Principal's Welcome

Welcome to the new school year. Thank you for choosing our college for your child's learning environment. Bayside P-12 College is an exciting place to learn academically, to make friends socially, to strengthen our community values and social skills, to appreciate different cultures, to develop your creative capabilities in music performance, dance and art and to grow their physical skills and abilities through games and activities. Our college has a vision and commitment that student learning is always first. As a true learning community, we are dedicated to the following: "Be a Learner, Be Respectful, Be Responsible".

Bayside P-12 College serves the diverse community of Hobsons Bay, situated in Melbourne's vibrant western metropolitan area. With three campuses in Altona North, Williamstown, and Newport, we offer a comprehensive educational journey from Prep to Year 12, providing students with a holistic learning experience. As a college, we are committed to our continuous improvement. Our college is successful because of our people. We value positive and productive relationships between students, staff and parents.

I believe it is important that every child achieves a certain level of success and is positive about going to school. We therefore offer a comprehensive curriculum that allows children to excel in their own areas of strength, whether these are in academic, sporting, music, or cultural endeavours. We continue to emphasise the importance of teaching and learning around literacy and numeracy in the curriculum, consisting of English, Maths, Humanities, Science, Health and Physical Education, the Arts, Music, Drama, Technology, LOTE (Japanese) and STEM.

The Parent Handbook provides a comprehensive overview of the policies, procedures, and organisational aspects of Bayside P-12 College. Please read the Handbook and then keep the booklet in a safe place for future reference.

Our Staff and Council are committed to ensuring that our children receive the best possible educational, social, emotional and physical experiences. One of the most remarkable aspects of our college is our parent community. I invite you to participate in this too.

Please feel welcomed as a member of our community of learners!

Bayside P-12 College Principal
Milan Matejin

School Values

We are committed to nurturing the holistic development of every student, fostering their social, emotional, and academic growth to achieve personal success.

At Bayside P-12 College, the foundation of our expectations for the school community is built on our three core values:



Be A Learner



Be Respectful



Be Responsible

Vision

At Bayside P-12 College, we embrace the diversity of our multi-cultural student body, fostering a rich and inclusive learning environment where every individual is valued. Our commitment to the Victorian Teaching and Learning Model ensures that we deliver a tailored and comprehensive curriculum, designed to meet the unique needs of each student and to inspire curiosity, creativity, and a lifelong passion for learning.

We prioritise the creation of a safe, supportive, and respectful environment where students feel secure to explore, grow, and engage. Through the explicit teaching of emotional intelligence, resilience, and social skills, we equip students with the tools to thrive not only academically but also socially and emotionally. Our values of Be a Learner, Be Respectful, Be Responsible form the foundation of our school culture, creating a positive and collaborative atmosphere that enables all students, regardless of background, to reach their full potential.

In preparing our students for success in an increasingly complex and technology-driven world, we focus on developing the skills, knowledge, and adaptability required to excel in a rapidly changing society. At Bayside P-12 College, we are dedicated to nurturing the leaders, thinkers, and problem-solvers of tomorrow.



Curriculum Information

Bayside P–12 College provides a broad and balanced curriculum from Prep through to Year 12, designed to engage every student and prepare them for future pathways. Our programs are aligned with the Victorian Curriculum and VCE/VCE VM, ensuring students develop strong foundations in literacy, numeracy, and critical thinking, alongside opportunities to explore their interests and talents.

- **Primary Years (Prep–6):** A strong focus on English, Mathematics, Science, Humanities, and Health & PE, supported by specialist programs such as The Arts, Japanese, and Digital Technologies.
- **Middle Years (7–9):** A diverse curriculum offering core subjects alongside electives in the Arts, Technology, and Sport, enabling students to discover their passions while building key learning skills.
- **Senior Years (10–12):** A wide range of VCE, VCE Vocational Major, and VET programs prepare students for university, TAFE, apprenticeships, or employment. Individualised pathways and subject choices allow students to tailor their learning to their goals.

Throughout all year levels, Bayside emphasises student voice, engagement, and wellbeing, ensuring that learning is purposeful, challenging, and supportive.

Curriculum

Core subjects Years 7 - 9	Arts and Technology Years 7 and 8 Students complete one semester of each elective	Electives Year 9 Students select one Art and one Technology subject per semester
English	Music	Music
Maths	Visual Art	3D Art
Humanities	Drama	Photography
Science	Textiles	Drama
Health & Physical Education (HAPE)	Digital Technology	Textiles
Japanese	STEM	Digital Technology
Voyager	Food Technology	STEM
Wellbeing		Food Technology

Academic Achievers

Our select-entry initiative is specifically designed for highly motivated and academically capable students. This program provides access to an enriched curriculum that challenges learners and supports them to excel, offering deeper engagement and extension beyond the standard classroom experience.

Key Features:

- **Academic Extension** – Curriculum is enriched and accelerated to challenge high-ability learners, with a focus on critical and creative thinking.
- **High Expectations** – A focused learning environment that fosters strong study habits, resilience, and positive learning behaviours.
- **Enrichment Opportunities** – Access to competitions, projects, and extension activities that go beyond the standard curriculum.
- **Holistic Development** – Emphasis on developing independence, teamwork, and leadership alongside academic growth.

Voyager

Our school is proud to partner with Melbourne University's prestigious New Metrics Research Project to deliver an innovative and enriching learning experience for students in Years 7 to 10. This program is designed to go beyond traditional classroom teaching, offering middle school students opportunities to engage in deeper, more meaningful learning that supports their growth and development in a rapidly changing world.

Our guiding principles:

- For our learners to develop confidence and the capability to thrive as citizens and community members
- For learners to develop appropriate skills, attitude and be successful in the transition from school to further education and employment
- For learners to be empowered as agents of their own learning
- For learners to celebrate and take pride in their achievement throughout certain stages of their school life



STEM

The Year 7 STEM program develops critical thinking, communication, and collaboration skills through hands-on exploration of 3D modelling, robotics, coding, and physical prototyping.

Students experiment with emerging technologies, engage in real-world problem-solving, and compete in challenges run by external organisations.

This dynamic program fosters curiosity and resilience, providing a foundation in STEM while encouraging creativity and teamwork in a fun, competitive learning environment.



Wellbeing

At Bayside P-12 College, the wellbeing of our students and their families is a central focus. We believe that strong, supportive relationships between students and teachers are key to fostering effective engagement and academic success. Equally important is maintaining open communication between home and school, ensuring that students receive the support they need both in and out of the classroom.

Each student works closely with their wellbeing teacher to explore important topics such as personal wellbeing, goal setting, respectful relationships, conflict resolution, self-management, and building resilience. In the senior years, there is also a significant emphasis on career counselling. Our dedicated wellbeing classes and events are designed to equip students with the skills needed to navigate the complexities of life with confidence.

Careers and Pathways

We value each student's individual pathway and are committed to supporting them through every stage of their learning journey. Key transitions, such as moving into Year 7 and progressing to the Senior Campus, are carefully supported with multiple orientation and transition programs.

In Year 9, students complete the Morrisby survey and interviews to guide their subject selections and future planning. Our dedicated Pathways Team works closely with students and families to provide course counselling, advice, and support. Orientation opportunities are also offered each year to ensure a smooth and confident progression.



Extra Curricular Information

Lunchtime Activities and Clubs

At Bayside P-12 College, we offer a variety of lunchtime clubs that give students opportunities to explore their interests, build friendships, and take part in school life beyond the classroom. While the clubs change from year to year, they are always designed to be inclusive, engaging, and student-focused.

Some of the clubs that have been offered include:

- Chess Club – strategy, problem-solving and friendly competition
- Board Games Club – a relaxed space for collaboration and fun
- E-Sports Club – organised online gaming in a safe environment
- Art Club – opportunities for creativity and self-expression
- Sports Tournaments – lunchtime competitions across a range of sports
- Diversity Club – celebrating inclusion and student voice
- Japanese Club – language learning and cultural appreciation
- Maths Club – extending problem-solving and critical thinking
- Student Representative Council (SRC) – leadership, projects, and peer representation

These clubs help foster creativity, teamwork, leadership, and a strong sense of belonging, making lunchtimes both productive and enjoyable.

Excursions/Incursions

Excursions and incursions form an integral part of our educational program. Parents will receive at least two weeks' notice via Compass Events wherever possible. Payment and consent for these activities can be completed electronically through Compass.

Please note that all due dates for permission and payments must be adhered to. The Principal reserves the right to deny participation under specific circumstances.



Interschool Sports

Bayside P–12 College offers a wide range of interschool sporting opportunities that encourage teamwork, resilience, and school pride. Students from Years 7–12 can represent the College in both summer and winter competitions across sports such as football, netball, soccer, basketball, cricket, athletics, swimming, and more.

Our students compete in the School Sport Victoria (SSV) competition structure, providing pathways from local division events through to regional and state finals. These programs give students the chance to develop their skills, build friendships, and experience the excitement of representing their school at higher levels of competition.

Participation in interschool sport is an important part of our College culture, promoting healthy lifestyles, fair play, and a strong sense of community.

Student Representative Council (SRC)

The Student Representative Council (SRC) plays a key role in fostering student leadership and participation in decision-making processes within our college. Each year, students are elected to positions of responsibility, providing them with the opportunity to contribute meaningfully to the school community.

Camps

Bayside P-12 College offers a camps program across various year levels. These camps provide valuable opportunities for students to develop their social, emotional, and interpersonal skills.

For younger primary students, a range of on-site after-hours activities and programs are run to build independence and prepare them for future camps.



Instrumental Music

Our instrumental music program is available to all secondary students, offering lessons in keyboard, drums, woodwind, brass, guitar, and vocals. A fee is charged to cover lesson costs and instrument hire. Lessons are scheduled on a rotational basis to minimise disruption to other classes.

Performing Arts

Bayside P-12 College offers a vibrant performing arts program, with students actively participating in various productions and performances.

- Annual production
- Concert band
- Rock bands
- Choirs
- Instrumental music
- Drama
- Performing Arts concerts

Japanese Program

Bayside P-12 College is proud of its longstanding sister school relationship with Anjo Higashi Senior High School in Japan, a partnership that has flourished for over 30 years. This unique connection provides students with valuable opportunities to develop global awareness, build intercultural understanding, and engage meaningfully with another culture as part of their educational journey. The College engages in a biennial Japanese trip, with our sister school visiting us and staying with our families on alternative years.





General School Information

Accidents/Illness/First Aid

Students who feel unwell should report to their teacher or to the General Office who will undertake the necessary action. It is essential that parents inform the school of allergies and/or medication their child uses. In the case of extreme illness parents will be contacted to collect the unwell child as soon as possible. **NO child will be permitted to make their own way home, unless approved by the Principal.** Several staff are First Aid trained and can administer basic treatment. If any child exhibits cold like symptoms, they will be sent home and required to have a Covid test. Students can return to school after a negative result and/or after precautions have been made.

Appointments

The school welcomes contact with families, but it is essential that an appointment is made to facilitate this: call the General Office to be connected to the relevant staff member.

- Williamstown - 9393 5800
- Altona North - 9392 8600
- Paisley - 9392 8500

Attendance and Absences

Education is a sequential process, and it is vital that students attend school regularly to avoid missing out on important stages of their development. Students who engage in their learning, take part in extra-curricular activities, and develop positive peer relations will have a more successful school life. Absenteeism contributes to difficulties in learning and disengagement from school. Students need to attend 90% of their classes. Unapproved absences may result in a recommendation that your child does not progress to the next year level.

While taking holidays during the school term is not encouraged, we understand it may sometimes be necessary. If you are planning time away, please contact the School Attendance Officer as early as possible. We will support you by creating a Student Absence Learning Plan to help your child stay connected to their learning while away.

Our preferred option to add an attendance note via the Compass Portal, alternatively contact the School Attendance Line (03) 9392 8608 or email student.attendance@bayside.vic.edu.au before school to report an absence.

Parents should also provide a written note or medical certificate. Parents will receive a text message after 10.00am if your child has been marked absent without explanation in periods 1 and 2.

Banned Items

Several items are not permitted at school to ensure the safety of all students and for the good of the school community:

- Weapons of any sort or any item that could be used in a damaging or threatening way
- Cigarettes, e-cigarettes/vaping, alcohol or drugs
- Whiteout correction fluid
- Large textas or similar markers
- Chewing gum
- Laser lights
- Energy based soft drinks

Items considered to be inappropriate or banned will be confiscated. There may be consequences for students who bring any of these items to school. Parents will be notified.

Bicycles/Scooters

Students may ride bikes to and from school but must wear an approved helmet and dismount while on school grounds.

E-Bikes and Electric Scooters are not permitted at school.

Students must lock their bike/scooter in the allocated area. The school accepts no responsibility for lost, stolen or damaged bikes.

Canteen

The school canteen provides students with the option to purchase lunch on-site. To ensure safety, students are not permitted to leave the school grounds for lunch or any other reason. Purchases can be made with cash or an EFTPOS card. Please note that mobile phone payment options, such as Apple Pay, are not accepted.

The canteen also offers an online ordering system, QuickCliq. Parents can register and place orders for their child's lunch online. Online orders must be submitted by 9:30am on the day. Students can place a lunch order during recess at the canteen directly.

Child Safe Standards

Bayside P-12 College is dedicated to providing a safe and supportive environment where children feel protected and heard. We uphold the following principles:

- Prioritising the safety of Aboriginal and Torres Strait Islander children, children from culturally diverse backgrounds, those with additional needs, and vulnerable students.
- Maintaining zero tolerance for child abuse.

For more information, refer to our Child Safe Policy on the school's website.

Clean Up Duties

Students are required to take responsibility for their environment and contribute to our value of good citizenship. Students will be asked to undertake duties to ensure their learning environment is clean and free of rubbish. This may be completed as a class end of day clean-up session.

College Council

The College Council is the school's management body, overseeing matters such as grounds, buildings, and policy development to best suit our school community's needs. Joining the College Council is a rewarding way for parents to contribute to the school and gain insight into its operations. New members are always welcome!

Community Engagement for Learning

Our college promotes an open and welcoming environment that encourages family and community involvement. Parent and community volunteers play a vital role in bridging the partnership between home and school. Volunteers must hold a valid Working with Children Check.

Collection of Students

Students are dismissed at 3.15pm. Please ensure that if you are picking your child up from the school grounds that this is undertaken safely.

If it is necessary for you to pick up your child prior to 3:15pm, a note must be presented to the Year Level Coordinator first thing in the morning where an 'Early Leavers' pass will be issued, parents can email the Year Level Coordinator or class teacher or can ring the school campus.

NO student will be permitted to leave school by themselves without prior arrangement. An authorised adult must sign the student out at the General Office at the organised time.

Communication at Bayside P–12 College

At Bayside P–12 College, we value strong and effective communication with families. Clear, consistent, and accessible communication ensures we can work together to support every student's learning and wellbeing.

Compass Platform

Compass is the College's main communication hub with families, and is accessible via the Compass website or the Compass app. Provides daily updates including: attendance, class tasks, events, reports, and school news. Families are encouraged to check Compass regularly to stay informed.

Bayside P–12 College Website

A central resource for key information:

- College vision, mission, and values
- Campus information for Altona North (P–9), Williamstown (7–9), and Paisley (10–12)
- Access to policies and resources such as attendance, homework, and child safety
- Curriculum, co-curricular programs, wellbeing, technology (BYOD), transport, and events

Visit: www.bayside.vic.edu.au

Social Media

Families can stay connected and celebrate student achievements through our official channels:

Facebook: Bayside P–12 College

Instagram: @baysidep12college

These platforms share updates, photos, and highlights of college life, helping strengthen our community connection.

Contacting Staff

We encourage families to be proactive and effective communicators.

If you require support or have any concerns, please email your child's teacher or year-level coordinator via Compass.

Staff will respond as soon as possible and work in partnership with you to address any issues.

Daily Routine

Time	Description
8:45 am	Locker Music
8.50 am	Period 1
9.40 am	Period 2
10.30 am	Recess
10:50 am	Locker Music
10.55 am	Period 3
11.45 am	Period 4
12.35 pm	Lunch
1:25 pm	Locker Music
1.35 pm	Period 5
2.25 pm	Period 6
3:15 pm	End of School

A typical day at Bayside P-12 College follows a six-lesson timetable that includes core subjects such as English, Mathematics, Science and Humanities, as well as specialist areas like the Arts, Health and Physical Education, and Japanese. Students in Years 7–10 also participate in the Voyager Program, which offers an integrated and engaging approach to learning. The day includes recess and lunch breaks for students to eat, socialise and recharge, and concludes after the final afternoon class, when students are dismissed or may take part in after-school activities.

Detention

In accordance with the Code of Practice - Students and Department of Education and Training (DET) guidelines, students who breach class or school rules may be required to attend detention. Detentions may take place during lunchtime or after school.

All detentions are communicated via Compass. For after-school detentions, parents will receive a notification at least 24 hours in advance. Students may be detained for up to 10 minutes after school without prior notification.

The school reserves the right to overrule claims that detentions cannot be attended due to other commitments. We ask parents to support the school's approach to managing inappropriate behaviour to encourage students to make responsible choices.

Fundraising

Our school community actively participates in fundraising to support charities and provide essential resources for student learning. Each term, there is typically one major fundraising project and one or two smaller activities. These events are coordinated by our Parents and Friends Group or the Student Representative Council (SRC).

Homework

Assigned homework tasks will build on concepts explored in the classroom and encourage students to use their initiative by gathering additional information or materials.

In Junior levels, homework will mainly consist of daily reading to, with, or by parents/carers or older siblings.

Year 5 to Year 6

In the upper year levels, the objective of homework is to build on the concepts of self-discipline, responsibility and initiative to prepare students for secondary school.

Assigned homework tasks will include daily independent reading and may include extension assignments, class work, essays and research.

Students are generally not expected to spend more than 45 minutes per day on homework and no homework tasks will be assigned over the weekends or during the holidays.

Year 7 to Year 9

For Years 7 – 9, it is recommended homework set by each subject should take no longer than 20 – 30 minutes.

The following recommendations are minimum times per week.

Year 7: 1 hour, 5 nights per week.

Year 8: 1.5 hours, 5 nights per week.

Year 9: 2 hours, 5 nights per week.

Year 10: 2.5 hours, 5 nights per week.

Year 11: 3 hours, 5 nights per week.

Year 12: 3 hours, 5 nights per week.

ICT (Information and Communication Technology)

Our College has a Bring Your Own Device (BYOD) program. All students are required to comply with the College's acceptable ICT user policy and e-safety program.

See Website for further detail regarding the BYOD program.

Inclusion

At Bayside P-12 College, we value diversity and are committed to creating a safe, inclusive, and respectful learning environment where every student feels a genuine sense of belonging. We celebrate the unique backgrounds, identities, abilities, and experiences of all students, ensuring that everyone is supported to reach their full potential.

Intervention

At the beginning of each year, students are assessed in Literacy and Numeracy. Those identified as needing extra support may participate in intervention programs. In some cases, an Individual Education Plan (IEP) will be developed, and parents will be informed.

Lateness

Students must arrive at school before locker music begins. Late students must report to the office and sign in using the Compass Kiosk with their student I.D. card.

Parents should provide a note explaining lateness, or alternatively, contact the attendance officer at 9392-8608. Frequent lateness without explanation may result in the student making up lost time during lunchtime or after school.

Leaving the School

Students are not permitted to leave school grounds during school hours. If early departure is necessary, parents must provide a note and arrange to pick up their child. The child must be signed out at the front office.

Lockers

Secondary students are assigned a locker and a combination lock at enrolment. Lockers must remain clean and tidy. Students are responsible for securing their combination details.

Mobile Phones and Electronics

In line with the Department of Education's Mobile Phone Policy, students must switch off and securely store their phones and Bluetooth earphones during school hours. These items may also be handed into the office for safekeeping.

Non-compliance will result in the device being confiscated and stored at the front office, with parents required to collect it at the end of the day. Continued non-compliance will result in suspension.

Parents needing to contact students during school hours must do so through the school office.

Parent Payment Arrangements

Bayside P-12 College aims to provide quality education and additional resources beyond the basic curriculum. These include special programs, celebration days, transition activities, and guest speakers.

A detailed list of essential educational items and their costs is included in the Payment Schedule provided with your booklist. Families experiencing financial difficulty are encouraged to contact the Office Manager to discuss available support options.

Reporting

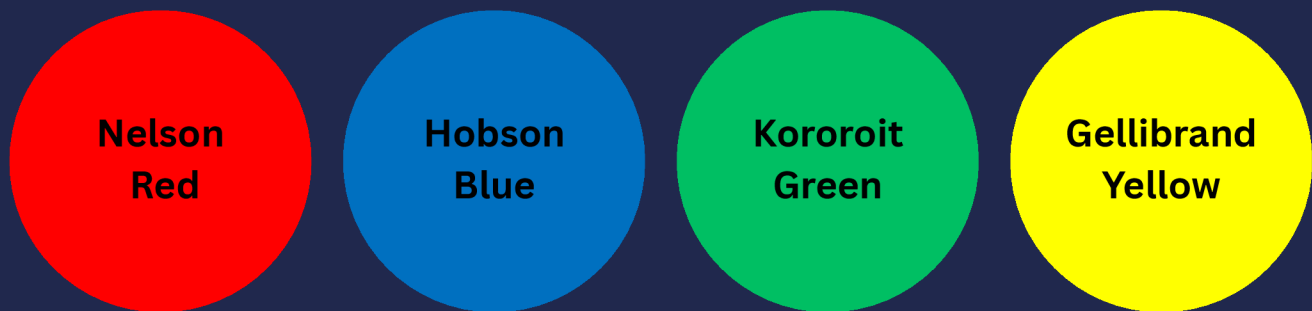
Progress Reports: Issued before Parent/Teacher Interviews to provide a brief update on student behaviour and academic progress.

Semester Reports: Distributed at the end of Term 2 (Semester 1) and the end of the year (Semester 2).

Parent/Teacher Interviews: Held at the end of Term 1 and Term 3. Parents are encouraged to arrange meetings with staff at any time if concerns arise.

Sport Houses

Students are allocated to a House upon enrolment. Annual events include House Swimming (Secondary only) and Athletics.



Student Voice, Agency, and Leadership

Students are encouraged to actively contribute to school life through:

- Attitudes to School Survey (Years 4–12)
- Whole school and cohort assemblies
- Class discussions and meetings
- Student Representative Council (SRC)

Wellbeing Supports

The wellbeing of our school community is a priority. Our Student Wellbeing Coordinators are available to assist students and parents with educational, personal, and family concerns.

The coordinator can also provide referrals to a range of community services and allied health professionals, ensuring students and families receive appropriate support.

Additionally, we have the following supports for each campus:

- Doctor-in-schools
- Student Wellbeing Leader
- Students Wellbeing Coordinators
- Mental Health Practitioner
- School Nurse
- Mental Health in Primary Schools Leader
- Year Level Coordinators
- Mentor wellbeing teachers

Year Level Coordinators

Year Level Coordinators are appointed to oversee a year level of students. They are responsible for behaviour management, student wellbeing and administrative duties related to their year level. **Year Level Coordinators should be contacted via Compass email or calling the office if you have concerns about your child and their learning.** Please do so with respect and courtesy.



Uniform

Wearing the correct uniform is compulsory at Bayside P-12 College, reflecting the pride and high expectations we have of our students.

PE Uniform: Required for participation in HAPE classes, interschool sports, and events. Students may wear their PE uniform for the entire day when they have a PE practical lesson.

The dress code applies during school hours, while travelling to and from school, and on school excursions. Students must wear the full uniform and maintain a neat appearance. The official Uniform and Dress Code policy is available on our college website.

Uniform Guidelines

- Modifications: Uniform items must not be altered in any way.
- Dress and Skirt Length: Must be mid-knee to no more than 5 cm above the knee.
- Headscarves: White or navy only.
- Long-sleeved tops: Must be white or navy and worn under the school shirt (not black).
- Tights: Navy tights may only be worn with the tunic or skirt.
- Socks: White ankle socks for dresses, skirts, and shorts; grey ankle socks with grey trousers.
- Shoes: Black, sturdy leather without logos, brand names, or sport/leisure styles.
- Hats: Navy broad-brimmed hats. No other caps, beanies, or headwear are permitted during school hours or while travelling to/from school.
- Hairstyles: Hairstyles should be neat, non-extreme, and of natural colours.
- Cosmetics and Nails: Minimal makeup; no acrylic or fake nails.
- Jewellery: Small and unobtrusive ear sleepers/studs are acceptable.
- Facial Piercings: Not permitted.

Out of Uniform

If a student is unable to wear the correct uniform, parents must provide a written note outlining the reason and duration. The Year Level Coordinator will issue an out-of-uniform pass.

Continued non-compliance with the uniform policy will result in students being removed from class and in sent home until the issue is rectified.





Williamstown Campus (7-9)

9393 5800

29-69 Kororoit Creek Rd,
Williamstown, 3016

bayside.p12@education.vic.gov.au

Altona North Campus (Prep – 9)

9392 8600

1 McArthurs Rd,
Altona North, 3025

bayside.p12.altona.north@education.vic.gov.au

Paisley Senior Campus (10-12)

9392 8500

33-43 Blenheim Rd,
Newport, 3015

bayside.p12.paisley@education.vic.gov.au