

BRISBANE WATER SECONDARY COLLEGE



BWSC Information

Booklet for Parents

Welcome to BWSC Woy Woy Campus. This booklet is here to answer any questions you may have about daily school life here at the Woy Woy Campus.

If there is any question that is not answered here, please do not hesitate to contact the school with your enquiry.

Umina Middle School Campus

Veron Road
UMINA NSW 2257

Ph: 02 4341 9066
Fax: 02 4343 1704
Email: umina-h.school@det.nsw.edu.au

Woy Woy Senior Campus

Edward Street
WOY WOY NSW 2256

Ph: 02 4341 1600
Fax: 02 4344 3263
Email: woywoy-h.school@det.nsw.edu.au



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PRINCIPALS MESSAGE

INTRODUCTION TO BRISBANE WATER SECONDARY COLLEGE WOY WOY CAMPUS

On behalf of the Staff of Brisbane Water Secondary College Woy Woy Campus I would like to take this opportunity to welcome you to our College community and assure you that, from the moment your child walks through our doors, they will be accepted into a richly diverse, nurturing and supportive environment.



Schooling at Woy Woy Campus begins with students who are eager to learn, and staff who are passionate about facilitating their quest. The College experience is as much about its advisors, parents and teachers, as it is about its students. We offer innovative educational pathways that are designed to embrace academic progress, and build resilient, confident young adults, who will enter society equipped with a broad range of skills.

Throughout the region, Woy Woy Campus is highly regarded for its comprehensive academic and vocational programs; however, we maintain that learning happens best when it involves receptive minds and inspiring mentors. We offer an extensive choice of opportunities in many varying and interesting areas and we encourage your child to take advantage of as many of these opportunities as possible during their time here.

By joining our Campus, your child becomes a valuable member of a family, which includes students, staff and industry, working together to develop the very best quality educational outcomes for all. As parents or guardians, we encourage you to enjoy the experience of becoming part of our community, and watch your child develop with confidence as they prepare for post school destinations.

We encourage a fruitful and cooperative partnership with home so as to assist your child in the very best way we can. The following booklet provides a guide to many of the questions that you may have around the nuts and bolts of attending the Woy Woy Campus.

On behalf of the Staff of BWSC Woy Woy we look forward to your working with you over the next three years and beyond.

Rebecca Cooper
Principal
Brisbane Water Secondary College
Woy Woy Campus

ATTITUDES TO LEARNING

PERSONAL EXCELLENCE

- Strive for personal best
- Present work with pride
- Understand not just complete set tasks
- Wear the College uniform with pride

PREPAREDNESS

- Be punctual to class
- Have all necessary equipment for the lesson
- Check Campus communication systems daily notices and email daily
- Be prepared to work hard to understand, pay attention, discuss, question and think

PARTICIPATION

- Engage in the lesson by working to know more and demonstrate more – every lesson, every day, every week
- Listen and follow teacher instruction
- Complete set work in a timely manner
- Thoughtfully answer and pose relevant questions



Values

EXCELLENCE

- We strive for personal best in all pursuits.
- We take pride in what we do.
- We make the most of all opportunities we are given.

CURIOSITY

- We strive for understanding.
- We encourage learning through exploration.
- We question and seek solutions.

RESPECT

- We treat others as they would like to be treated.
- We take pride and respect in ourselves and our environment.
- We accept and celebrate difference and diversity.

INTEGRITY

- We take ownership for our actions and embrace constructive feedback.
- We follow through on our intentions.
- We are honest and transparent.

EMPATHY

- We are sensitive to the needs of others.
- We try to understand the needs of all in our school community.
- We listen in order to understand.

TEAMWORK

- We share knowledge and harness our collective strengths.
- We collaborate with others to work towards common goals.
- We believe everyone has a responsibility to contribute

ATTENDANCE

Students must attend school every day unless they are:

- Too sick to leave the house
- Suffering from an infectious disease eg. chicken pox, mumps, measles
- Honouring a religious commitment
- Accompanying a parent on a holiday which cannot be arranged in school vacation time. Prior arrangements should be made through the Principal.

Dental and medical appointments should be made out of school time.

Bell Times- 8.30am- 2.45pm

Roll Marking - Roll marking occurs at the start of every day at 8.30am. Rolls are also marked by classroom teachers, electronically in every lesson. Absentee lists will be generated from students NOT in rollcall.

Student Absences – Notes need to be brought to school on the day a student returns. They are to be given to the roll call teacher. Please ensure students do not write the notes and that they include: student's name, year, roll class, and reason for absence. This school App can also be used to return any absence notes.

Long Term Absence – If a student is going to be absent from school for a period of 3 days or more, leave must be applied for and approved by the Principal. Should this situation arise, please contact the school for further information.

Early Leavers - Students needing to leave school before the end of the school day need to bring notes to the Front Office before rollcall or during Lunch.

Late to School - Students arriving after roll call (8.30am) must report to the Front Office to have their name recorded before going to class. They will be issued with a late note to hand to their teacher. Students without a courtesy note from a parent will attract a lunch detention for lateness to school.



PRICE LIST

UNIFORM		PRICE
Boys shirt	White Peak collar with embroidered College emblem	\$30
Boys shorts	Navy blue with embroidered College emblem	\$32
Boys trousers	Navy blue	\$30
Girls blouse	White Audrey collar with embroidered College emblem	\$35
Skirt	Navy with pleats	\$53
Girls fitted shorts	Navy	\$33
Sloppy Joes	Fleecy V-neck sweats with embroidered College emblem	\$35
Jackets	Fleecy zip sweats with embroidered College emblem	\$49
Scarf	Knitted with logo	\$15
Sports Polo	Navy blue with embroidered College emblem	\$30
Sports Shorts	Navy blue	\$23
Sports Zip Jackets	Navy blue windcheater with embroidered College emblem	\$39
Track Pants	Navy blue	\$26
Bucket hat	Navy blue with logo	\$14
Cap	Navy blue with logo	\$11

Parents can purchase uniforms direct from:
(EFTPOS & CREDIT CARD FACILITIES are available)

We're Sportswear
U1/13-15 Mutu Street, Woy Woy
☎ 02 4341 5123

SENIOR EXECUTIVE 2020

Deputy Principals

- Simon Warren
- Simon Madden
- Angela Cox [Relieving Kennedell Smith]

STUDENT WELFARE AND ATLs 2020

Head Teacher Well Being

- Linda Langmaid

Ms Langmaid works with ten [10] Assistant Team Leaders for Year 10 students:

These teachers are:

Mr B Cameron, Mr S Fearnley, Ms S Storey, Ms L Wearne, Mr A Phillips, Mr R Brown, Ms K Dillon, Ms M Walmsley, Ms H Brown and Mr S Norris

Please see your ATL if you are experiencing any difficulties or have any concerns associated with the Campus or any personal problems or concerns.

STUDENT BOOKS

Subject	Year 10	SUPPORT CLASSES
English	1 x 128p A4 binder book	1 x 128p A4 Binder book or 1 x 190p exercise book
Mathematics	2 x 128p A4 Binder book Calculator – CASIO FX82AU PLUSII Geometry Set Ruler	1 x 128p A4 Binder book or 1 x 190p exercise book
Science	1 x 128p A4 Binder book or 1 x 196p exercise book	1 x 128p Binder book or 1 x 158p exercise book
History	1 x 128p A4 Binder book	1 x 128p A4 Binder book
Geography	1 x 128p A4 Binder Book 12 coloured pencils	1 x 128p A4 Binder book
Commerce	1 x 128p A4 Binder book	
Drama	1 x 128p Binder book or 1 x 158p exercise book	
Food Technology	1 x 128p A4 Binder book	1 x 128p A4 Binder book or 1 x 158p exercise book
Textiles & Design	1 x 128p A4 Binder book	
Design & Tech	A4 Design Sketch Journal	
Ind.Tech Timber, Metal, BAC	1 x 128p A4 Binder book or 1 x 96p exercise book 1 x HB pencil	
Photography	1 x Photography Diary	
Visual Arts	Visual Arts Diary 2B pencils	Visual Arts Diary 2B pencils
PDHE/PE	1 x 128p A4 Binder book 1 x A4 display book	
Dance	1 x 128p A4 Binder book or 96p exercise book	
Recreation Studies	1 x 128p A4 Binder book or 1 x 96p exercise book	
Language	1 x 128p A4 binder book 1 x 190p exercise book	
Music	1 x 96p Music book	1 Project book
IST	1 x 64p A4 Binder book or 1 x 96p exercise book	

SCHOOL FEES AND CONTRIBUTIONS

These contributions form a vital part of the school budget and allow the provision of a broader curriculum for students than is possible by only relying on funding provided by the Department of Education and Communities.

All money received by the school from general contributions is returned to the students in the form of sporting equipment, computer software, library and text books, student awards and student amenities.

Elective fees are also set to provide the materials which students use and consume in practical classes and in many cases, take home afterwards.

Without such fees and contributions, the school is severely limited in the provisions and resources it can supply for students.

THE GENERAL CONTRIBUTION SET BY THE SCHOOL FINANCE COMMITTEE IS \$100.

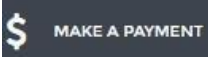
PAYMENT METHODS AVAILABLE:

- **On-line via the school website**
- **Credit card over the phone**
- **In person at the school office during school hours (EFTPOS/cash/cheque).**



EXCURSIONS



We understand that notes don't always make it home. To assist with communication about excursions, where possible, details of upcoming excursions can be found on the campus website. This may assist parents with planning and budgeting for school activities.

	<p>It is important that excursion permission notes are signed by parents and returned by the due date. This ensures that your child's name is added to the excursion list and contact/medical information is printed for the teacher to take with them on the excursion.</p> <p><i>Permission notes can be downloaded from the school website.</i></p>
	<p>If there is any payment due for an excursion, then payment must also be made one week prior. Payments can be made by:</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="528 786 724 898"> </div> <div data-bbox="842 786 1050 846"> </div> </div> <p>See  link on school website to make on-line payments</p> <p>Credit Card/EFTPOS Payments can be made by parents either at the Front Office or over the phone.</p> <p>Cash Place in envelope with student's name, class and excursion description clearly marked on the envelope.</p>



STUDENT ASSISTANCE

Sometimes, financial circumstances make it difficult for parents to meet the full cost of items such as uniform, subject fees or some excursion costs. Should this be the case, assistance is available:

	<p>Arrangements can be made for a payment plan to be set up for parents who are finding it difficult to make one lump sum payment for their child's elective fees or extra-curricula activities. Should you wish to discuss setting up a payment plan at any stage, please contact either, the Principal, Mrs Rebecca Cooper or the School Administration Manager, Mrs Joe Green. All such arrangements will be in the strictest confidence.</p>
<p>Student Assistance Scheme</p> 	<p>Student Assistance funds are available for the purpose of providing financial assistance to eligible families for school related expenses. The following items/activities are regarded as acceptable for the request of financial assistance: excursions/camps, sport, elective subject fees, textbooks and stationery needs, uniform and school shoes.</p> <p>Should you wish to apply for Student Assistance, please contact the school office and arrange for an application form to be sent home for completion. Once completed, return the form to the Principal, who will notify you of the assistance that the school can give. Again, all applications are treated confidentially.</p>

BUS TRAVEL



- Opal Cards are issued to students who meet the residential criteria
- Opal Cards are to be applied for online only. You will be prompted to print out the completed form and return it to school for validation.
- The Opal Card will be sent to your home and can take between two to three weeks to process.
- A colour coded chart outlining bus routes is on display in the front office
- Enquiries about the school bus service: **Busways Kincumber ☎ 02 43682277**






To apply for an Opal Card and for further information please go to:

<https://www.opal.com.au/en/about-opal/opal-for-school-students/>



STAYING INFORMED

BWSC Woy Woy is committed to improving our communication with our whole school community to ensure they stay informed and updated on what is happening at the school. This has seen the development of systems such as the BWSC Facebook site, Parent Portal, School Website and Anti Bullying Website.

	<p>The Woy Woy Campus Website is updated regularly and contains important information on current school events. There is a dedicated “Parents Tab” which includes access to Facebook, School App, Bullying Website, BYOD information, Parent Portal and other school information. Website address: http://www.woywoy-h.schools.nsw.edu.au/home</p>
	<p>Parent Teacher Night bookings can be made through the Parent Portal. Parents can also access details of their child’s attendance and provide absence notes electronically. The Parent Portal can be accessed via the Campus website.</p>
	<p>The Campus Newsletter is issued monthly. The newsletter can be found on the campus website. A number of paper copies are also available for parents and students to pick up from the Front Office or Student Reception.</p>
	<p>Text messages are used to notify parents when students are absent from school and there has been no notification from parents.</p>
	<p>The College has a Facebook page that all can access. It is used to provide information and recognise accomplishments of students at the College. You can easily access the page from the link on the Campus website. BWSC Woy Woy</p>

UPDATING IMPORTANT STUDENT DETAILS

Up-to-date contact details are vital for the safety and wellbeing of your child, should an emergency arise. It is therefore essential that parents notify the school office should any phone numbers, addresses or email addresses change.

As well as contact information, it is important that the school has current details of any **court orders** or **medication information** relevant to your child.

You can notify the school of changes to your child’s information by any of these communication methods:

 4341 1600 or fax 02 4344 3263

Email: <http://www.woywoy-h.schools.nsw.edu.au/home>

Change of Details form can be collected by students to take home for completion



STUDENT SICKNESS / INJURIES

Students who are feeling unwell or have sustained a minor injury are to report to the Front Office after referral by their class teacher, whereby they will be assessed by a member of staff who is a dedicated First Aid Officer. If students are not well enough to return to class after a rest in sick bay, office staff will contact parents to come and collect their child. **It would be appreciated if parents would assist with this procedure by encouraging their child to go to the Front Office if they are unwell and NOT make their own arrangements with their parents via mobile phone.**

If a student sustains a more serious injury and cannot be moved, a First Aid Officer will attend the student for assessment. Parents will be contacted in the case of any accident and if further treatment is required. An ambulance will be called in emergency situations. Again, it is important that the school has current contact details so that immediate contact can be made with parents.

Ambulance costs – The Ambulance Service of NSW *Ambulance Group Cover Scheme – Schools* provides cover to ensure that in the event a student enrolled in a NSW government school has an accident or falls ill whilst at school or on an organised, fully supervised school excursion and requires an emergency ambulance service, that neither the school nor the parents will be responsible for the payment of the ambulance account under the terms and conditions of the policy.

If a parent receives an Ambulance account and is not covered under their own private health insurance, then the bill should be forwarded to the school who will arrange for the account to be settled.

IMPORTANT: HELP TO KEEP YOUR HOME AND WORK CONTACT NUMBERS AND EMERGENCY CONTACTS UP TO DATE by informing the school of any changes.

STUDENT SAFETY

The safety of students is paramount. Accordingly, it is school policy to lock the school gates each day at 9.00am and re-open them at 2.15pm. During these times, access to the school can only be made via the Front Office.

Should a parent wish to enter the school grounds at any time, arrangements must be made with the Principal or a Deputy Principal. This helps to ensure the protection and safety of each and every student whilst they are at school.

CANTEEN

Our school provides a wonderful canteen service for students. Our canteen is known as the Campus Cafeteria and is run by the P&C. Parent helpers are always welcome and can contact Dianne Williams on 02 4341 3446 for more information.



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WOY WOY



CAMPUS



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