



BERKELEY VALE CAMPUS
SPECIAL EDUCATION
TRANSITION HANDBOOK
2024



# Welcome to Berkeley Vale Campus Special Education Faculty

I acknowledge that Traditional Owners of this land The Darkinjung people have shared a connection to country that is reciprocal between humans and nature and have helped to make the land the way it is. The beautiful flora that surrounds our school and the fauna that inhabits this land makes this an amazing place to be.

I would like to acknowledge that we are on the traditional lands of the Darkinjung people, and pay my respect to Elders both past, present and future. I care for the country and the beautiful environment we are lucky enough to be in today.

Tuggerah Lakes Secondary College Berkeley Vale Campus would like you to accept our sincere welcome to our community.

For the majority of new students this is the beginning of a long association with our campus. It is our hope that this association is a happy and rewarding one and that you find ready acceptance and friendship with staff and fellow students.

All communication from the school will be available through the Parent portal, Facebook, Instagram, Seesaw and the Berkeley Vale Campus website. Features worth your inspection include the calendar, e-forms, news feed, canteen news, bus information and uniform.

We believe that the education of young people is a partnership between the student, their parents and the school. The smooth functioning of such an important partnership relies upon communication and we encourage all parents to remain in frequent contact with the school.

Enclosed in this booklet you will find all the information about our school, the Special Education Faculty, teachers and other important information for transitioning into our school.



# **School Map**



# **Special Education Faculty**

These are the teachers you will meet in the Special Education Faculty as well as other important people to remember.

Ms Tahnae Apps
Head Teacher Special
Education



**Mr Chamberlain**Special Education Teacher



**Mr Evans**Special Education Teacher



**Miss Judge**Special Education Teacher



**Mr Flint**Special Education Teacher



**Jillian Regan**Special Education SLSO



**Kate Black** Special Education SLSO



**Kaituu Kaufana** Special Education SLSO



Shawn Thompson
Special Education SLSO

Dominique Rickard
Special Education SLSO





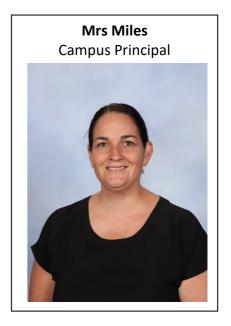






Mr Chapman
Deputy Principal







# **About Our Faculty**

We have 5 classes in our Special Education Faculty.

Our students range between years 7-10 before transitioning to our Senior Campus at Tuggerah Lakes Secondary College The Entrance Campus for Years 11 and 12.

The Special Education Faculty aims to provide students with a diverse range of learning opportunities which are tailored for the individual needs of all learners. The needs and wants of the students are determined through goal setting in Personalised Learning and Support Plan (PLSP) meetings at the beginning of each school year in consultation with families.

Our faculty is well resourced and offers all students a safe and supportive learning environment. All special education classes are smaller in size which enables our specialised teaching and support staff to deliver individualised learning programs. We provide a targeted literacy and numeracy program aimed at improving the academic learning outcomes for all students.

Our faculty runs integrated units of works that aims to develop 21<sup>st</sup> Century learning skills, build real world soft skills and encourage creative and innovative learners. These units of work integrate the key learning areas of English, mathematics, science, HSIE and PDHPE aligned with mainstream outcomes.

Staff at BVC are highly committed to support the policy of inclusion and provide students with a range of extra-curricular activities and opportunities to develop independence and positive relationships with their peers.

Our faculty acknowledges the importance of positive family and community engagement and staff continually strive towards developing real life learning experiences for all learners.

# **Example Weekly Timetable**

Weekly Timetable	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session 8:35am-10:35am	Literacy and Numeracy Program	Literacy and Numeracy Program	Literacy and Numeracy Program	Literacy and Numeracy Program	PBL Reward BBQ
	Maths Groups		Maths groups		
		Recess Break	Break		
Middle Session 11:05am-1:05pm	The power of film Integrated Unit	Exploring Risk Integrated Unit	Space Odyssey Integrated Unit	Health and Wellbeing Unit	Personal Interest Elective
		Lunch	Lunch Break		
Afternoon Session 1:35pm-2:35pm	Physical Education	Transport Safety Program	Social Skills Program	SPORT	SPORT
		Cooking Unit			

# **Bell Times**

BELL TIMES			0,	School Office Hours 8.00am – 3.00pm	00am – 3.00pm
Monday, Thursday, Friday	y, Friday	Wednesday		Tuesday	
8:24am - 8:28am	Warning bell	8:24am - 8:28am	Warning bell	8:24am - 8:28am	Warning Bell
8:28am - 8:35am	Roll Call/Welfare	8:28am - 8:35am	Roll Call/Welfare	8:28am - 8:35am	Roll Call/Welfare
8:35am - 9:35am	Period 1	8:35am - 9:30am	Period 1	8:35am - 9:35am	Period 1
9:35am - 10:35am	Period 2	9:30am - 10:25am	Period 2	9:35am - 10:35am	Period 2
10:35am - 11:05am	Recess	10.25am - 10:50am	Assembly	10:35am - 11:00am	Recess
		10:50am - 11:20am	Recess		
11:05am - 12:05pm	Period 3	11:20am - 12:15pm	Period 3	11:00am - 12:00pm	Period 3
12:05pm - 1:05pm	Period 4	12:15pm - 1:10pm	Period 4	12:00pm - 12:30pm	Lunch
1:05pm - 1:35pm	Lunch	1:10pm - 1:40pm	Lunch	12:30pm - 2:00pm	Sport
1:35pm - 2:35pm	Period 5	1:40pm - 2:35pm	Period 5	2:00pm - 3:00pm	Staff Meeting

# We are a YONDR School



At Berkeley Vale Campus we do not allow phones to be out during class time or during recess and lunch.

When I walk into school I must put my phone in my Yondr pouch and lock it. I then place my locked Yondr pouch in my bag.

I can then reopen the case as I leave school in the afternoon.



1. POUCH
As you enter the phonefree area, your phone
will be placed in a Yondr
pouch.



2. LOCK
Once inside, the pouch
will lock. You'll maintain
possession of your
phone at all times.



3. UNLOCK
To use your phone, step
outside and tap it on
any unlocking base.















PHUNE POUCH ROUTINE



MORNING

What if I don't put my phone in the pouch?

# Suspension Caution



Returned to parents/caregivers.
Phone banned for the remainder
of the term.

# Suspension



Phone banned for the remainder of the year.

# **Positive Behaviour for Learning**

PBL is based around our School Core Values of Respect, Responsibility and Achievement. Our PBL rewards system uses a currency called *Berka Bucks*. All students who earn *Berka Bucks* by demonstrating these core values are eligible to win a great prize each week at our assembly's PBL Prize draw every Friday.

You can also save your *Berka Bucks* to attend our fantastic rewards excursion or spend them on our trading days.











**YEARS 9 & 10** 

20 BBs = Year Adviser Letter of Commendation

40 BBs = Deputy Letter of Commendation

60 BBs = Principal Letter of Commendation



# Ad Astra-To The Stars!

# **BERKA BUCKS TRADING DAYS**

# MONDAY

# **TUESDAY**

CAPA

100 = \$10 Gift Card RECESS OR LUNCH ART STAFFROOM

# WEDNESDAY

100 = \$10 Gift Card RECESS OR LUNCH ART STAFFROOM

# **THURSDAY**

ENGLISH

CAPA

100 = \$10 Gift Card RECESS OR LUNCH ART STAFFROOM

**ENGLISH STAFFROOM** 5 = Zooper Dooper RECESS OR LUNCH

# **FRIDAY**

STUDENT HUB

SENIOR EXEC

PBL BOXES IN

100 = \$10 Gift Card RECESS OR LUNCH ART STAFFROOM

# CAPA

Canteen Line 20 = Front of

(2 Weeks)

Year 9 and 10 ONLY

LETTER OF

# WELLBEING

COMMENDATION

WEEKLY PRIZE

RECESS IN GR1010 50 = \$5 Canteen Voucher

5 = Mystery Box LUNCH HT T & L STAFFROOM

20 = High Bounce RECESS PDHPE STAFFROOM

RECESS IN GR1010

50 = \$5 Canteen

Voucher

SCIENCE STAFFROOM 10 = 3D Print Large 5 = 3D Print Small RECESS OR LUNCH

LUNCH

# MATHS

**MATHS STAFFROOM** 3 = 1 Chocolate

SPECIAL ED

LUNCH SPECIAL ED 50 = Mini Sports 25 = Soft Drink STAFFROOM

SCIENCE STAFFROOM 10 = 3D Print Large 5 = 3D Print Small RECESS OR LUNCH

# 5 = Zooper Dooper STAFFROOM UNCH TAS

# Which house are you in?

# **Sport Houses**

Each member of the school belongs to a house named after a star in the Southern Cross Constellation.

These are like four school families which compete in such activities as cross country, swimming, athletics, academic awards or fundraising and cooperate in the running of school socials, community visits, school beautification and publications.

It is hoped that these groups will provide permanent and continuing family structure within which students can be advised and supported whilst taking part in active decision making and problem solving activities within the school environment.





**Pegasus** 

# **Uniform**



# **Shoes**

Many subjects in school are practical. Work Cover states that shoes need to be fully covered and leather on the top to protect the feet from accidents like chemical spills, falling tools and other accidents. These can be either full black or white leather.

# **Transport Safety Program**

Our Transport Safety Program is designed to provide students with real life learning experiences to improve travel safety skills in the community. The program is aimed at improving the critical skills needed to become safe and responsible members of the wider community. Students focus on developing their ability to access a variety of public transport options including buses and trains. The program encourages students to develop their independent living skills, time management skills and improve student's capacity to identify risks and protective strategies.



# **Personal Interest Elective**







The Personal Interest Elective is an opportunity for the students to incorporate something they are interested in and enjoy doing into their learning each Friday. The Personal Interest Elective allows students to explore their interest as part of a team.

The aim of the Personal Interest Elective is to improve soft skills including time management, team work, creative thinking and networking in order for our students to be functioning members of society.









# TLSC BERKELEY VALE

CANTEEN MENU – TERM 1 2024

\$1.50 \$1.50

Orange (cut if required) (V & CM)

From \$1.50

Vege Sticks (Assorted)

Vege Sticks with Dip

\$1.50

From \$3.00

Small Fruit Salad (V & CM)

Watermelon (V & CM)

Apple (V & CM)

Medium Fruit Salad (V & CM) From \$4.00

From \$5.00

-arge Fruit Salad (V & CM)



# \* \* EFTPOS AVAILABLE \* \*

# @ BERKELEY VALE CAMPUS CANTEEN



# OTHER SNACKS

COLD & FROZEN SNACKS

BREAKFAST MENU

From \$1.50 From \$2.50 \$3.00 \$3.00

From \$1.50

Cruskits (4) (V)	From \$3.00
Rice Cakes (4) (GF)	From \$3.00
Fruity Bites (V)	\$1.00
Bread Sticks (V)	\$1.00
Milo Wholegrain Cereal (V)	\$1.00
Coco Bombs Cereal (V & GF)	\$1.00
ANZAC Cookies (V & CM)	\$1.00
Popcorn (V)	\$2.00
Red Rock Deli Chips (GF)	\$2.00
Vege Crackers (V & GF)	\$2.00
Low Fat Muffins (V)	\$3.00
Low Fat Slices (V)	\$3.00
Finger Bun (V)	\$2.50
Banana Bread (V)	\$3.00
Cheese and Bacon Roll (V)	\$3.00

\$0.80 \$1.00 \$1.50 \$2.00

\$2.50 \$3.00

Low Fat Ice Cream Cup

**Jucies Tubes** 

\$3.00

Oats, Yoghurt & Fruit

Muesli & Yoghurt

Cereal with Milk

From \$3.00 \$5.00

ice Mony

-rozen Yoghurt with Fruit Bits (CM) \$3.50

Frozen Fruit Yoghurt

Bacon and Egg Wrap Bacon and Egg Roll

Paddle Pop

Yoghurt with Fruit Pieces (V & CM) \$3.50

Frozen Juice Cup

\$2.00 \$3.00

Melted Cheese & Tomato Melted Cheese % roll

Quelch Stick

Low Fat Chocolate Mousse (CM)

ow Fat Yoghurt (V & CM)

\$1.00 \$1.00 \$2.00 \$2.00

Yummy Drummy

Hash Brown Raisin Toast

Jelly with Fresh Fruit (CM) Jelly and Custard/Yoghurt

Plain Custard (V & CM)

\$1.50 \$2.00

Toast (2) with Vegemite or Jam

Plain Pikelets **Fruit Pikelets** 

# **DRINKS**

FRESH FRUIT & VEG SNACKS

300ml Spring Water	\$1.50
600ml Spring Water	\$2.00
1.5L Spring Water	\$3.00
Lightly Sparkling Water	\$3.00
Juice Cup x 3 Flavours	\$1.00
Juice Bomb	\$3.00
Fruit Juice 250ml	\$3.00
Milk (Plain) 300ml	\$2.20
Soy Milk (Cup)	\$2.50
Sipahh Straw	\$0.80
Milk – Flavoured 300ml	\$3.00
Milk – Flavoured 500ml	\$4.50
Up & Go	\$3.00
Hot Chocolate – Small	\$3.00
Hot Chocolate – Large	\$4.00
Light Iced Tea 500ml	\$4.50
Aloe Drinks	\$4.50
Cold Milo Milk – Small	\$3.00
Cold Milo Milk - Large	\$4.00

# HOW TO ORDER

ORDERING, ITEMS MUST BE SELECTED FOR THE BREAK WHICH THEY ARE REQUIRED ( E.G. ORDERS CAN BE MADE ONLINE VIA THE FLEXISCHOOLS APP BY 9.00AM, WHEN RECESS OR LUNCH)

COUNTER IN THE MORNING (30 CENT CHARGE FOR PAPER BAG). ORDERS CAN BE COLLECTED ORDERS ARE ALSO ACCEPTED OVER THE FROM THE CANTEEN WINDOW.

# NEW ITEMS AND SPECIALS WILL BE ADVERTISED ON THE CANTEEN NOTICEBOARD & FACEBOOK PAGE

CM = Canteen Made, V = Vegetarian, GF = Gluten Free (All possible care is taken when preparing GF foods)



# BERKELEY VALE CANTEEN MENU

(TERM 1 2024)







# SANDWICHES, ROLLS & WRAPS

CUSTOMISE YOUR OWN SANDWICH, ROLL OR WRAP ON FLEXISCHOOLS OR CHOOSE FROM POPULAR OPTIONS BELOW! GF AVAILABLE

ALI SANDVICHES, ROLLS & WRAPS ARE MADE FRESH IN THE CANTEEN.

\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$4.00	\$3.00	\$2.00
Ham & Salad	Chicken & Salad	Salmon & Salad	Tuna & Salad	Egg & Salad	Salad with Cheese (V)	Salmon	Tuna	Chicken	Ham	Salad (V)	Egg	Cheese (V)	Vegemite (V)	Buttered Sandwich or Roll

# FRESH SALADS

CUSTOMISE OR BUILD YOUR OWN SALAD ON FLEXISCHOOLS OR CHOOSE FROM POPULAR OPTIONS BELOW! ALL SALADS ARE MADE FRESH IN THE CANTEEN

Caesar Salad (CM)

Lettuce, Egg. Croutons, Bacon \$6.00 Parmesan And Dressing

Greek Salad (V & CM)

Lettuce, Capsicum, Tomato, Feta, \$6.00 Onion, Cucumber, Olives & Dressing

Cheese Salad (V & CM)

Lettuce, Tomato, Carrot, Capsicum, \$6.00 Celery, Cheese, Cucumber & Dressing

Pasta Salad (V & CM)

Pasta, Corn, Carrot, Capsicum, \$6.00 Cherry Tomatoes & Dressing

Garden Salad (V & CM)

Lettuce, Tomato, Cucumber, Carrot, \$6.00 Capsicum, Celery And Dressing

# ALLI

\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	Extra \$1.50
Ham & Pineapple	Ham	Vegetarian (V)	Cheese (V)	BBQ Chicken	Any Pizza with GF Base

# TOASTED FOCACCIA

BURGERS

Order on Flexischools to choose your Fillings or choose from options below!

Cheese (V & CM)	\$5.00	
Chicken & Cheese (CM)	\$6.00	
Ham & Cheese (CM)	\$6.00	
Ham & Tomato (CM)	\$6.00	
Chicken & Pineapple (CM)	\$6.00	
Ham, Cheese & Tomato (CM)	\$6.50	
Ham, Cheese & Pineapple (CM)	\$6.50	
Chicken & Avocado (CM)	\$6.00	
Chicken, Cheese & Avocado (CM)	\$6.50	

# HOMEMADE MEALS

Honey Soy Chick. & Rice (GF & CM) \$6.50	\$6.50
Beef Nachos (CM)	\$6.50
Vegetarian Nachos (V & CM)	\$6.50
Butter Chicken with Rice (GF & CM) \$6.50	\$6.50
Pasta Bolognaise (CM)	\$6.50
Vegetarian Pasta (V & CM)	\$5.50
Beef Burrito (CM)	\$6.50
Chicken Caesar Wrap (CM)	\$6.50
Chicken Fried Rice (GF & CM)	\$6.50
Vegetarian Fried Rice (GF, V & CM)	\$5.50
Mac & Cheese (V & CM)	\$5.00

A WIDE SELECTION OF FOODS WILL BE AVAILABLE OVER THE COUNTER FOR BOTH SREAKS ~ BUT NOT NECESSARILY ALL ITEMS ON THE MENU. ORDER ONLINE TO GUARANTEE YOUR PREFERRED ITEM!

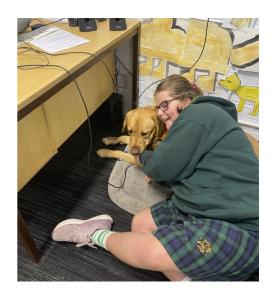
# ORDER ON FLEXISCHOOLS TO CHOOSE YOU'R FILLINGS, ALL BURGERS BELON COME WITH SAUCE Beef Burger (CM) From \$6.00 Chicken Burger (CM) From \$6.00 Vegie Burger (V & CM) From \$6.00 Any Burger with Salad (CM) From \$6.00

# OTHER HOT FOODS

\$2.50	\$2.00	\$2.50	\$2.50	\$3.00	\$3.50	\$3.50	\$3.00	\$3.50	See Sandwich section	From \$4.00	\$4.70	\$6.00	\$5.00	\$3.50	\$4.00	\$4.00	\$0.30	From \$5.00	\$1.00	\$4.50	\$1.00
Junior Beef Pie (Low Fat)	Garlic Bread (V)	Boiled Rice (V & GF)	Pizza Slice (Small) (CM)	Cheese Pocket (V & CM)	Ham & Cheese Pocket (CM)	Chicken & Cheese Pocket (CM)	2 Minute Noodles	2 Minute Noodles (GF)	Toasties See Sandv	Hot Dogs	Beef Pie (Low Fat)	Beef Pie (GF)	Potato Pie	Sausage Roll - Small (Low Fat)	Sausage Roll – Jumbo	Spinach & Ricotta Roll	Sauce Sachets	Chicken Nuggets x 5 (GF)	Hash Brown	Chicken Tenders x 2	Yummy Drummies

# Things to do at recess and lunch











# What do I do if.....

I get sick at school	Report to a teacher and go to Sick Bay
I lose my timetable	See your teacher and request a new one to put into your diary
I am late	Sign in at Mr Montogomery's Office with a note explaining why you are late and you will receive a late pass. Once you have the pass go to class
I miss my bus/transport home	Tell a teacher/office and they will ring your parent/carer
I am getting picked up early	Your parent/carer must contact the taxi service to let them know the changes. Report to the office and they will collect you from there
I am being bullied	Tell either your class teacher, Ms Apps or Mr Sanderson
I am away sick from school	Parent or carer is to contact the school with explanation. You must bring a note to school explaining why you were away within 7 days
I need to contact my parent/ carer whilst I'm at school	Ms Apps will help you make a call home
I am out of uniform	Bring a note from home and hand it to your teacher for a uniform pass
I forgot my lunch	Tell your teacher See the Wellbeing Team and they can provide you with something to eat

# Packing my backpack for High School...

# What things will I need?

I must remember to wear the correct shoes – I will not be allowed to participate in some classes as it is not safe. I need to wear fully enclosed black leather shoes.



# What do I need to pack for school each day?

# My recess and lunch



# My pencil case with:

- A blue pen
- A black pen
- Lead pencil
- Eraser
- Gluestick
- Sharpener



My books – one for each subject with my name clearly printed on the front

Your books can be kept at school each day if you choose



PE uniform for the days I have Sport



# Berkeley Vale Campus Year 7 MCAT Stationary Requirements 2024

Please ensure all books are covered and clearly labelled with the student's name and subject. Please ensure all other items are clearly labelled with student's name (Don't forget to label all uniform items as well)

ADT	1 v A4 Visual art diany
ART	1 x A4 Visual art diary
HUMANITIES	3 x A4 128 Page binder book with ruled margin
	1 x A4 48 Page binder book with ruled margin
LANGUAGE	1 x A4 128 page binder book with ruled margin
MATHS	1 x A4 128 Page binder book with ruled margin
MUSIC	1 x A4 128 Page music book
PDHPE	1 x A4 96 Page binder book with ruled margin
SCIENCE	
	1 x A4 128 Page binder book with ruled margin
TECHNOLOGY MANDATORY	1 x A4 128 Page binder book with ruled margin
EQUIPMENT	1 x Pkt coloured pencil
	1 x
	Eraser
	1 x Glue stick
	1 x 2B pencil
	1 x HB pencil
	2 x Blue pens
	2 x Red pens
	1 x Ruler 30cm
	1 x Scissors
	1 x Sharpener
	1 x Stick on notes
	1 x Scientific Calculator - available for purchase from the
	uniform shop
	1 x USB Flash drive

# LOCKDOWN PROCEDURE IN THE CLASSROOM instructions Wait for be quiet and Students to floor under **BERKELEY VALE CAMPUS** sitting on 5-25 Berkeley Rd BERKELEY VALE NSW 2261 | Ph: 4388 1899 F: 4338 5539 E: berkeleyva-h.school@det.nsw.edu.au | W: berkeleyva-h.schools.nsw.gov.au tables 3 bells - end of lockdown assembly in move to Quad Blinds down and lights off instructions teachers Continuous Follow bell over 5 minutes BERKELEY VALE T CAMPUS -

# AQUILA PEGASUS CLASSROOM EVACUATION PROCEDURE OVAL **BERKELEY VALE CAMPUS** 5-25 Berkeley Rd BERKELEY VALE NSW 2261 | Ph: 4388 1899 F: 4338 5539 E Berkeleyva-h.school@det.nsw.edu.au | W. berkeleyva-h.schools.nsw.gov.au CORONA COLA Go to house areas marked on the oval Repeated short bells Follow classroom evacuation route Sit down in homegroup rolls in alphabetical order Wait for teacher instructions Don't lock the doors Take bags STEP 2 STEP 3 STEP 1 STEP 4 BERKELEYVALE

# EVACUATION ASSEMBLY Agriculture Plot Car Park **BERKELEY VALE CAMPUS** POINT **EMERGENCY EVACUATION ROUTES** 5-25 Berkeley Rd Berkeley Vale NSW 2261 | Ph: 4388 1899 E: berkeleyva-h.school@det.nsw.edu.au | W: berkeleyva-h.schools.nsw.gov.au Basketball/Netball COLA l Block BASKETBALL COURT Hall M Science Block 3 3 3 5 5 7 Canteen A Block G Block Main Entrance LIBRARY F Block **B** Block E Block Art 3 Art 4 D Block TAS I C Block ГС BERKELEY VALE OLS

# Who do I see if I am feeling?





Who could I see or where could I go?



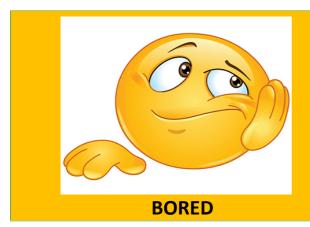
Who could I see or where could I go?



Who could I see or where could I go?



Who could I see or where could I go?



Who could I see or where could I go?

After your firswant to ask n	erkeley Va	ale Campu	s, are ther	e any quest	tions that you





















