

# BERKELEY VALE CAMPUS INFORMATION BOOK 2025





## WELCOME TO BERKELEY VALE CAMPUS

Tuggerah Lakes Secondary College Berkeley Vale Campus would like to warmly welcome you to our school community for 2025.

Berkeley Vale Campus acknowledges the Traditional Owners of Country and recognises their continuing connection to land, water and culture. We pay our respects to the Elders past, present and emerging.

For most new students, this is the beginning of a long association with our campus. We hope this association is happy and rewarding and that you find ready acceptance and friendship with the staff and your fellow students. Young people are at the centre of all our decision-making and our core business is ensuring that every student is known, valued and cared for in our school.

All communication will be available through the Berkeley Vale Campus Website – <https://www.berkeleyvale.schools.nsw.gov.au> Features worth your inspection include: the school calendar, timetable, canteen menu, bus information and uniform information, to name a few. We also encourage parents to follow our Instagram and Facebook pages. We have a general TLSC BVC Facebook page <https://www.facebook.com/Berkeleyvalecampus> and a specific Year 7 2025 group.

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. If you have any concerns, please don't hesitate to contact me. We appreciate hearing from parents and value your feedback.

Once again, welcome to our school. We hope you enjoy your time with us.

Debbie Miles  
Principal

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## IMPORTANT INFORMATION

TERM DATES 2025					
<b>TERM 1</b>	<b>FRIDAY</b>	<b>31 JANUARY</b>		<b>FRIDAY</b>	<b>11 APRIL</b>
	Friday	31 January	School Development Day		
	Monday	3 February	School Development Day		
	Tuesday	4 February	School Development Day		
	Wednesday	5 February	School Development Day		
	Thursday	6 February	Whole School First Day		
	Friday	7 February	Whole School Swimming Carnival		
<b>TERM 2</b>	<b>MONDAY</b>	<b>28 APRIL</b>		<b>FRIDAY</b>	<b>4 JULY</b>
	Monday	28 April	School Development Day		
	Tuesday	29 April	School Development Day		
	Wednesday	30 April	Whole School Return		
<b>TERM 3</b>	<b>MONDAY</b>	<b>21 JULY</b>		<b>FRIDAY</b>	<b>26 SEPTEMBER</b>
	Monday	21 July	School Development Day		
	Tuesday	22 July	Whole School Return		
<b>TERM 4</b>	<b>MONDAY</b>	<b>13 OCTOBER</b>		<b>FRIDAY</b>	<b>19 DECEMBER</b>
	Monday	13 October	School Development Day		
	Tuesday	14 October	Whole School Return		
	Friday	19 December	Last Day of Term		
<b>BELL TIMES</b>			<b>School Office Hours 8.00am – 3.00pm</b>		
<b>Monday, Thursday, Friday</b>		<b>Wednesday</b>		<b>Tuesday</b>	
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 - Ngiyang	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
		<b>EMERGENCY PLAN</b>		<b>ACTION</b>	
3 Bells		<b>Normal Assembly</b>		Proceed to the Quad or COLA as instructed	
Repeated Short Bell for 5 minutes		<b>Emergency Evacuation to Oval</b>		Proceed to the oval Normal assembly will be called to end the evacuation	
Continuous Bell for 5 minutes		<b>Lockout/Lockdown</b>		Students to remain in locked classrooms Students on oval go to the hall Students in playground go to the nearest block Normal assembly will be called to end the lockdown	

# SCHOOL MAP



## ABORIGINAL EDUCATION

Berkeley Vale Campus has a strong focus on Aboriginal Education for all staff and students. For developing cultural awareness and understanding, the Aboriginal Educational practices is an important tool to help engage all our students in their lives at school.

The school has a dedicated Aboriginal Education Team, which works closely with all staff and our local Aboriginal Community through the Kuriwa Aboriginal Educational Consultative Group. In addition to employing tutors for our Aboriginal students, our campus regularly employs Aboriginal community members to support art, cultural, academic and dance projects.

Throughout the year, our Aboriginal students are given the opportunity to participate in a wide range of activities, including leadership workshops, university visits, cultural festivals such as GulangFest and Reconciliation Day, art and writing competitions including the Patrick White competition, sporting events such as the Pelican Touch competition, health and wellbeing programs such as the Ngura Program and a host of other opportunities.

All our students have the opportunity to spend a day in the bush in Year 7, learning about bush foods and medicines, storytelling and traditional games. Our Reconciliation Day Celebration is a whole school event, and each year raises over \$1000 to support an Aboriginal charity or local Aboriginal event.

Berkeley Vale Campus has developed Aboriginal Student Leadership (ASL) Roll Call groups. This allows the Aboriginal students to gather daily and develop friendships. ASL is a vertical roll call with a mixture of ages within the group. This allows older students to mentor younger students and provide more support for the Aboriginal students whilst in the playground, including answering their questions and guiding them where to go when they need help.

## ACRONYMS

ALPHA	Advanced Learning Program for High Achievement
ASL	Aboriginal Student Leadership
CAT	Career And Transition
CAPA	Creative And Performing Arts (Art, Music, Dance, Drama)
COLA	Covered Outdoor Learning Area
DoE	Department of Education
D&T	Design and Technology (Wood and Metal Work, Sewing, Cooking)
HSIE	Human Society and Its Environment
HUM	Humanities
ICAS	International Competitions and Assessments for Schools
LAST	Learning and Support Teacher
LOTE	Languages Other Than English
MCAT	Multi Categorical / Special Education Unit
MPS	Mathematics, Personal Development Health and Physical Education, Science
PDHPE	Personal Development, Health, Physical Education
RoSA	Record of School Achievement
SRE	Special Religious Education
SRC	Student Representative Council
TAS	Technological and Applied Studies (D&T subjects)
TLS	Tiered Learning Space (in Student Hub)
TLSC	Tuggerah Lakes Secondary College
VA	Visual Arts



## AD ASTRA – TO THE STARS

In Year 7, specific students will be chosen to participate in the AD ASTRA pathway. This pathway will link with The Entrance Campus' 'Platinum Program' and will provide students with a strong foundation in 21st-century learning skills.

The AD ASTRA pathway will aim to inspire students to be resilient, self-directed learners, engaged and critical thinkers, creative problem solvers and active members of the community. Students will meet these goals by participating in problem-based learning and using their new skills to solve real-world issues.



## ALPHA – ADVANCED LEARNING PROGRAM for HIGH ACHIEVEMENT

The ALPHA Program at Berkeley Vale Campus consists of:

- A targeted Humanities curriculum with a focus on Future Learning - Project Based Learning in Year 7 and Year 8.
- Collegiate planning and differentiation of the English, History and Geography Curriculum.

A selection process for placement into the ALPHA Humanities class is designed to identify students for whom this type of learning is appropriate. Year 6 students nominate for their selection into the ALPHA class and complete a selective Humanities Test and collaborative Escape Room. The selection process includes information provided by primary school teachers and student academic results from Stage 3.

The selection process is thorough and students in ALPHA are reviewed half-yearly and annually according to academic performance, collaborative engagement and teacher concerns based upon commitment to learning, motivation as an independent learner and school reporting procedures.

Other enrichment opportunities are offered in ALPHA. These include inter-school debating, performing arts camps, talent quests, dance troupes and ensembles, excursions and competitions such as STEM and ICAS.

## ANTI-SMOKING POLICY

Berkeley Vale Campus is a non-smoking environment. This includes the use of e-cigarettes and vaping.

# DO YOU KNOW



# WHAT YOU'RE VAPING?



Vapes can have the same harmful chemicals like in cleaning products, weed killer, bug spray and nail polish remover. They just don't put it on the pack.

Get the facts at [health.nsw.gov.au/vaping](https://health.nsw.gov.au/vaping)



# ATTENDANCE PROCEDURE

## ATTENDANCE POLICY

1. School hours are from **8:24am – 2:35pm** on Monday, Wednesday, Thursday and Friday and **8:24am – 2:00pm** on Tuesday.
2. All students are required by law to be present at all times when the school is open and any absence must be explained by a note from a parent or carer.
3. Once 7 days have elapsed, the absence will be officially recorded as unjustified.
4. Unjustified absences may result in loss of payment (Austudy and Abstudy) for parents who receive this support.
5. Parents are asked to notify the school by letter, telephone or email if the student's absence is likely to exceed one day. This will reduce the need for the school to contact parents.
6. In certain circumstances, students may obtain an **early leaver's pass**. Notes requesting permission to leave early must be taken to the Head Teacher Administration Office before 8:15am that day.
7. Permission will be granted for students to attend **specialist appointments** only. Those who take leave to attend other appointments or take care of errands, which can be done outside school hours, may be recorded as absent without sufficient reason. Proof of the appointment should accompany requests for leave or be brought to school the following day. Parents, carers and students should avoid making appointments (dental, medical etc.) during school hours on any day. If this is unavoidable (e.g. specialist, orthodontist), the time of the appointment and the name of the specialist should be indicated on the note.
8. **SPORT** - Students who are regularly absent from sport on Tuesday may not have leave approved. For students to achieve their RoSA in sport, regular attendance is mandatory.
9. Parents, carers and students should be aware of the legal requirements for students to be in attendance at school or at other venues when that is where the school's activities are being conducted.
10. Students who are unable to participate in sport or any other activity because of injury or recovery from an illness **should not** request permission to go home as provision is made for supervision of these students at school.
11. **Absentee notes** are located at the back of your diary. Complete all sections and return to your Roll Call class teacher on your first day back to school.
12. Students arriving at school at any time after roll call are to report to the Head Teacher Administration with a note or message (in the back of the student diary) explaining the reason for lateness.
13. Regular and punctual attendance is also indicative of attitude and self-reliance.
14. **90% attendance is required for students wishing to participate in representative sport and extra-curricular activities.**
15. All attendance meetings will have minutes taken and signed by participants.



### ARRIVING BEFORE 8:35AM

- Go to Roll Call

### ARRIVING AFTER ROLL CALL

- Students go to Head Teacher Administration office
- Students need a signed note from parents/carers when they are late to school
- If no note is provided, parents will be called to justify lateness



### UNEXPLAINED PARTIAL ABSENCE

- Students who have 5 or more unexplained late to school in a TERM will receive a Lab Detention or Deputy Principal Detention EACH time they are late
- Attendance improvement plan will be implemented where necessary

### LEAVING EARLY

- Students must have a signed note and present this note to the Head Teacher Administration office before recess
- The Head Teacher Administration office will print and issue an early leavers pass



### SPORT DAYS

- Sport is mandatory for all students 7-10
- Early leaver pass must be signed before roll call by the Head Teacher Administration office
- Early leavers will be monitored and doctor's certificate required for continued non attendance of Tuesday afternoon sport



### ATTENDANCE MATTERS

Every day and minute at school is important and will help students achieve educational lifelong goals.

**WE ENCOURAGE ALL STUDENTS TO BE ON TIME TO SCHOOL**

# BEHAVIOUR CODE FOR STUDENTS

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools, students are expected to:

- Respect other students, their teachers, school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or achieving high-quality teaching and learning.

## Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education. We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

### Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, abilities and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

### Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

### Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The Principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context, the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

## CANTEEN

Catering For Schools Pty Ltd operates your school canteen. We offer an exciting menu with plenty of healthy and affordable options for all students and staff.

TLSC Berkeley Vale Campus is officially a Healthy School Canteen.



We have a wide selection of food available to order, with specials available frequently. We are open for breakfast, recess and lunch.

We encourage all students to order through the Flexischools website/app, which is available free for Apple and Android. Once downloaded, follow the prompts to register and start ordering. If you have a Flexischools account from another school, do not forget to change over to Berkeley Vale Campus. The full menu for the canteen is available on the Flexischools app.

All food on the menu is available every day if ordered, but not necessarily over the counter. Orders over the counter will be taken but must be made at the break before the order is required or in the morning before school. Orders are collected by the student at the front window of the canteen at the nominated break. This saves time by not queuing in long lines and gives you more time to enjoy your purchase and socialise with your friends.

A variety of food will be available to purchase over the counter at each break and in the morning, and EFTPOS is available.

The Canteen Facebook page is: <https://www.facebook.com/BerkeleyValeCampusCanteen> You will find the menu there, as well as any specials or meal deals on offer.

Apple Pay on phones/watches is not permitted.

## CAT – CAREER AND TRANSITION

Education is rapidly changing, and at Berkeley Vale Campus, we recognise the challenges and changes that are occurring. Industry demands, coupled with the increased school leaving age, have seen a shift in educational practices and structure. Berkeley Vale Campus is committed to providing learning opportunities that are individualised and diverse whilst empowering all students with lifelong employment related skills.

### Employment-related skills in the classroom for Years 7-10

Employers consider that employment-related skills are just as important as job-specific or technical skills. You gain a variety of employment-related skills in every subject you study at school. Therefore, it is important to record the skills you develop so you can prepare a resume and be better prepared to select courses and careers in the future.

## CHANGE OF DETAILS

Please ensure that the school is notified if there is a change of personal details. This can include phone numbers, emergency contact and address information. Up-to-date information allows the school to contact you in case of an emergency. Please also ensure the school has the latest information for any required medications.

## CLINIC RULES (Sick Bay)

Students are to go to the clinic when sick. The clinic rules are:

- Students must come to the office with a note from their teacher before going to the clinic
- Students are, under no circumstances, to contact parents or carers to pick them up
- If necessary, parents, carers or emergency contacts will be notified and arrangements made for students to be sent home
- The clinic is for emergency use only – if a student is unwell in the morning, please remain at home
- The school has two first-aid trained staff members allocated to assist with minor ailments only. There are no qualified medical professionals on site
- For any serious illnesses, please contact your doctor
- There are to be no visitors and no eating in the clinic
- There is a student toilet available in the clinic area for patients only

## COMMUNICATION

Students can receive information in numerous ways. The most commonly used form of giving information to students is via the “student bulletin.” Each morning your child’s Roll Call teacher will read relevant information regarding school events. During whole school assemblies information is given verbally to students. A year assembly is also scheduled twice a term.

The communication coordinators will place information concerning examinations, student’s selections, assessment tasks, photos, updated information, regional trials, gala days, school carnivals and sport information on Berkeley Vale Campus social media.



**Facebook** forms a snapshot of the happenings at BVC with text and photos. Follow BVC on Facebook - [@berkeleyvalecampus](https://www.facebook.com/berkeleyvalecampus)

**Instagram** is a great place for keeping everyone informed with information snippets and clips. Connect with BVC on Instagram - [@tlscberkeleyvalecampus](https://www.instagram.com/tlscberkeleyvalecampus)

**Website** - The Berkeley Vale Campus website contains links and information on excursions, policies, upcoming events, sporting events, photos, results, school notes and letters. For more comprehensive information, please access the school’s website - [www.berkeleyva-h.schools.nsw.gov.au](http://www.berkeleyva-h.schools.nsw.gov.au)

Please encourage your child/children to pass on information at home to minimise confusion and missed opportunities.

## DIARY

All students will be issued with a school diary at the start of the year. The cost of the diary is included in the voluntary contribution fee. It is expected that the school diary is out and open on the appropriate page every lesson.

This diary will contain study and welfare information, including 'how to' pages, term dates, bell times, procedures for communication with the school regarding uniforms, sickness, taking prescribed medication, timetables (both for lessons and study) and toilet passes.

There are also tear-off slips for parents/carers to communicate 'reasons for absence' and 'out of uniform.'

The diary is to be used by students to keep track of their homework and study. It can also be used as a method of communication between parents and the school. Parents/carers are asked to sight and sign the diary every week.

We hope that your child will use this diary to assist in their homework and study and that parents/carers, as well as teachers, will use it as a method of communication.

Diaries are to be used for school purposes only.

## ELECTIVE SUBJECTS – Year 9 & 10

### Course Costs 2025

Costs	WHS Uniform Requirements	X AND Y ELECTIVES	HEAD TEACHER
\$50	Black / white leather lace-up shoes	Agricultural Technology	TAS
\$70 Yr 9-\$80 Yr 10	Black / white leather lace-up shoes	Building Construction Industrial Technology	TAS
\$30	Black / white leather lace-up shoes	Child Studies	PDHPE
NIL	Black / white leather lace-up shoes	Commerce	HSIE
\$40	Black / white leather lace-up shoes	Drama	ENGLISH
\$120	Black / white leather lace-up shoes	Food Technology	TAS
\$30	Black / white leather lace-up shoes	Marine Studies	PDHPE
\$70 Yr 9-\$80 Yr 10	Black / white leather lace-up shoes	Metal Industrial Technology	TAS
\$25	Black / white leather lace-up shoes	Music	CAPA
\$60	Black/ white leather lace-up shoes	Photographic & Digital Media	CAPA
\$25	Sports Uniform	Physical Activity & Sports Studies	PDHPE
\$40	Black / white leather lace-up shoes	Textile Technology	TAS
\$70 Yr 9-\$80 Yr 10	Black / white leather lace-up shoes	Timber Industrial Technology	TAS
\$50	Black / white leather lace-up shoes	Visual Arts	CAPA

Elective subjects are offered to Year 9 and Year 10 students

Elective choices are made during Term 3 in Year 8. Information booklets will be provided via email and on the school website.

# ELECTRONIC DEVICES

## BYOD All Years

The use of learning technologies and maximising students' digital literacy skills are central to the educational programs at Tuggerah Lakes Secondary College. To ensure the best possible technology outcomes for students at TLSC Berkeley Vale Campus, Year 7 from Term 2, 2025, will be required to have a laptop, which must be brought to school on their allocated day, fully charged. Below is information regarding why having a laptop is vital, which device would be the most appropriate, where to buy the laptop and special deals on new laptops.

## Rationale

Why is having a laptop vital for students?

- Students will enter a workforce where they are required to be tech-savvy and have a high competence in the use of computer programs and digital literacy skills.
- Weekly homework tasks for literacy and numeracy at Berkeley Vale Campus are completed using a digital platform.
- Furthermore, with many testing processes moving to an online platform (for example, PAT, NAPLAN, HSC Minimum Standards), students will be better prepared to achieve their potential.

## Hardware Specification Requirements

<b>Form Factor</b>	Laptop <b>Note 1:</b> The device must also have a camera and microphone. A stylus may be appropriate for touch screen devices. <b>Note 2:</b> BVC has made the decision that mobile phones, smartphones and tablets will not be part of the BYOD program.
<b>Physical Dimensions</b>	Minimum Screen Size: 9.7" <b>Note 3:</b> This ensures meaningful keyboard based work can be compiled with the device while also sustaining ergonomic posture and reducing visual fatigue.
<b>Operating System</b>	Microsoft Windows Chrome OS (Recommended) <b>Note 4:</b> Windows is available as a free download to students through the DET Portal.
<b>Processor</b>	<b>Note 5:</b> A quad core or better device is recommended but the need for processing power really does relate to the intended purpose.
<b>RAM Memory</b>	Minimum RAM: Laptops 4GB ***Please see software section for requirements for hardware that needs to run the Adobe Suite of software.
<b>Wireless Compatibility</b>	Wireless connectivity required. Devices that connect via the 802.11n Wi-Fi Standard, both 5 Ghz and 2.4 Ghz frequency devices will connect.
<b>Battery Life</b>	Advertised battery life of 5 hours or more.
<b>Storage</b>	Minimum 64GB storage on laptop device is required. This should be considerably larger (128GB) if SSD equipped and if students intend to use the Adobe Creative Cloud Suite of



	software available to students through the Student DET Portal. (See last note on additional recommendations).  <b>Note 6:</b> Students are recommended to make use of a storage device such as a USB drive and/or other cloud based options like Google Drive that are available to students via their DET Portal Login.
<b>Protective casing</b>	Students are required to store their device in a suitable protective case when not in use.  <b>Note 7:</b> A scratch/impact/liquid-splash resistant case is recommended. A screen protector may also be advisable for touch screen devices.
<b>Additional Recommendations</b>	Maximum weight: 2kg USB 2.0 or USB 3.0 port (highly desirable). Accidental loss and breakage insurance.

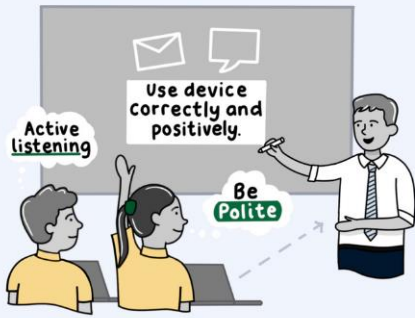
## Software Requirements

In addition to the hardware requirements outlined above, the device must also have access to the following software.

- Please note that a free student download exists for most of the software solutions below through your student's DET Portal Login; Microsoft 365, Adobe, and Google applications for Education.
- Microsoft: Can be downloaded onto multiple devices per student.
- Adobe: Can be downloaded onto BYOD.
- Google: Can be accessed from any device.

<b>Software</b>	<b>One of the following:</b>
<b>Operating System</b>	As outlined above.
<b>Web Browser</b>	Microsoft Edge, Microsoft Explorer, Mozilla Firefox and/or Google Chrome.
<b>Note Taking/Word Processor</b>	Microsoft Office, Microsoft Office 365 (online), Microsoft One-note and/or Google Docs.
<b>Spreadsheet Software</b>	Microsoft Excel and/or Google Sheets.
<b>Presentation Software</b>	Microsoft PowerPoint and/or Google Slides.
<b>Pdf Document Viewing Software</b>	Adobe Acrobat Reader or Equivalent Software.
<b>Google Apps</b>	Either through the browser or via a dedicated application.
<b>Additional Recommendations</b>	Adobe Creative Cloud suite (free download from student's DET Portal account). Check computer specifications carefully to comply if this is software your student would like to use. Adobe Creative Cloud software is designed for higher end manipulation of graphics, video, animations and illustrations.  <b>Note:</b> Adobe Flash and Adobe Animate are not compatible with Apple IOS devices.

## Respect



## Responsibility



## Achievement



# BYOD in the Classroom

## BYOD

Follow **EXIT ENTRY** routine.

Staying **ON task**

**SAVE work**  
File and naming Structure.

**GAMES** (with a prohibition sign)

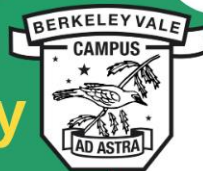
Ad Astra - To the stars!  
RESPECT | RESPONSIBILITY | ACHIEVEMENT

Ensure you:

- Pack your device
- Pack your protective case
- Ensure your device is fully charged



## Playground Safety



### What do I do with my device in the playground?

1. Put my bag on the hooks outside Mrs Miles and Mr Chapman office
2. Put my device in the shelves in Mr Monty's office
3. Keep my bag with me during the break

### Year 7

*Wednesday*

### Year 8

*Thursday and Friday*

### Year 9 & 10

*All Days EXCEPT Tuesday*

## YONDR POUCH

TLSC Berkeley Vale Campus acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

Mobile phones are not to be used during school hours. Every student has been assigned a personal TLSC BVC Pouch. While the TLSC BVC Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day.

As students enter the school, they will:

- Turn their phone off
- Unlock their empty TLSC BVC Pouch using an unlocking base at the School entry
- Place their phone inside the pouch, securely close it and store it in their backpack

Each student will maintain possession of their mobile device inside their TLSC BVC Pouch for the duration of the school day. Late students will do this process at the Front Office as they sign in.

As students exit the school at the end of the school day, they will:

- Unlock their pouch using an unlocking base at an exit
- Remove their phone from their pouch
- Securely close their empty pouch and place it in their backpack for the next day

(Exception: excused absence for a doctor's appointment, in which case the student will unlock their pouch at the Front Office.)

### Phone Violations

Violations are explained on the infographic on the next page.



**Suspension Caution**



1  
Returned to parents/caregivers,  
Phone banned for the remainder  
of the term.



**Suspension**



2  
Phone banned for the  
remainder of the year.

*The school HOLDS NO responsibility for the safety and security of such devices.*

## EXCURSIONS AND EXTRA-CURRICULAR ACTIVITIES

Excursions and extra-curricular activities are structured learning experiences provided by, or under the guidance of, the school that are conducted outside the school site. Determining the educational value of an excursion must take into account the needs and resources of the school, the needs of the students and the total learning program.

School excursions vary in terms of the curriculum focus, the students involved, the duration, and the excursion venue(s). The student group participating in the excursion may be a class, multiple classes or students drawn from a number of classes. An excursion can range from a brief visit of less than one hour to a local point of interest to an extended journey occupying a number of days or weeks, requiring overnight or long-term accommodation. Finally, a student's attendance must be at 90% or above to attend.

Examples offered at Berkeley Vale Campus include:

Cohort and activity	When	Approximate cost
Year 7 Camp	May	\$490
Year 8 Camp	September	\$490
Year 9 Leadership Camp	August	\$490
Duke of Edinburgh	Varies based on type of expedition	Approximately \$250 - \$400
Agricultural Competitions	Varies	From \$30 plus uniform
White Card	Varies	\$99
Snow Trip	August	\$700
Wellbeing Excursions	Every term	\$20
College Sport	Every term	Varies

## EXTERNAL COMPETITIONS

### English, Mathematics, Writing and Science (ICAS)

All students are encouraged to enter the external competitions held throughout the year. Such competitions allow students to:

- Practise test skills
- Extend specific skill strengths
- Develop examination strategy and culture

Students placed in the extension classes will be required to participate in at least two competitions over the year. A letter will be sent home outlining costs early in Term 1.

## FORBIDDEN ITEMS

- Pressure spray packs/aerosol deodorants
- Permanent markers
- Liquid paper
- Chewing gum
- Stigs/Vapes/Cigarettes

## HEALTH

It is Department of Education Policy that you inform the school before your child is enrolled if they have any medical conditions. It is essential that we receive all information about how to manage the condition, including recognising signs of an emergency and how to respond in an emergency.

If your child suffers from anaphylaxis, you are required to provide a current ASCIA Plan completed and signed by a medical practitioner outlining the steps to be followed for your child's medical condition. This needs to be updated each year or when medical conditions change. The Department of Education also states that schools must be provided with an EpiPen for your child to be stored in a central location in case of an emergency.

Parents of children who require their child to be administered prescribed medication at school must complete a written request. The school can provide you with a copy of a request form.

Please ensure that you have provided the school with all necessary documentation prior to their commencement at Berkeley Vale Campus.

## HOMEWORK AND STUDY

Homework is a valuable part of schooling as it allows for practising, extending and consolidating work done within the classroom. Homework provides training for students in planning and organising time as well as developing a range of skills in identifying and using information resources. It establishes habits of study, concentration and self-discipline, which will serve students for the rest of their lives. Homework strengthens home-school links and reaffirms the role of parents and caregivers as partners in education. It provides parents and caregivers with insights into what is being taught in the classroom and the progress made by their children.

At Berkeley Vale Campus, we expect that students in Year 7 engage in homework and study activities for a minimum of 30 minutes per night (weeknights).

Students can also engage with our two homework programs:

### MathsOnline (Maths Homework)

MathsOnline is provided for every student at Berkeley Vale Campus. Mathematics teachers set weekly tasks and it is strongly encouraged that every student complete tasks to further develop their numeracy skills.

### Writer's Toolbox (Literacy Homework)

Writer's Toolbox is provided for every Year 7 student at Berkeley Vale Campus. Teachers across all faculties will set tasks for their subjects. Students are also strongly encouraged to complete daily challenge tasks as homework to develop their literacy skills further.

## LEARNING SUPPORT

The Learning Support Team focuses on addressing the learning needs of students by ensuring that collaborative planning and programming occurs, effective implementation strategies are in place, that available and appropriate school resources are being utilised and that monitoring, assessment and reporting strategies have been developed.

The Learning Support Team considers the type and level of support students with disabilities and learning difficulties require, addressing their curriculum, communication, social skills, personal care, safety and mobility needs. The team identifies and brings together key personnel within the school community who are most suitable to support the classroom teacher in meeting the student's learning requirements. Learning and Support Meetings are held each week to ensure that students who have been referred are discussed and actions put in place. Please contact the school if you have any queries regarding your child.

## PARENTS AND CITIZENS ASSOCIATION (P&C)

The Parents and Citizens (P&C) Association is a forum that brings parents, citizens, and teaching staff together. Through the P&C, parents/carers are given a chance to keep up to date with all school activities and have a say in any issues that concern them or their child at our school. For example, the P&C provides a representative on selection panels for staff employment at Berkeley Vale Campus.

The P&C runs our uniform shop and helps with back-to-school readiness by selling stationery and art packs. All funds raised by the P&C uniform shop and other fundraising activities are redirected to the school for specific purposes (as directed by the school). The P&C, through the uniform shop coordinator, ensures that uniforms provided in the shop combine quality and affordability.

How can you be involved? The uniform shop consists primarily of parent helpers. These volunteers are an essential part of the uniform shop service provided to parents and students.

We encourage parents to come along to P&C meetings to mix with other parents and staff members. We welcome your ideas and suggestions with our BVC executive staff in an informal setting. Our meetings are held on the first Wednesday of each month TBC (5pm or 6pm) in the school Student Hub. Everyone is welcome. Our membership is only \$1 for the year.

We value your support with all aspects of the P&C and look forward to your involvement.

Janine van der Ham  
President

P&C Email: [berkapandc@gmail.com](mailto:berkapandc@gmail.com)

Find us on Facebook: [@BerkeleyValeCampusPandC](https://www.facebook.com/BerkeleyValeCampusPandC)

## PARENT PORTAL

Our school values our partnership with the learning community and making information accessible. The student and parent portal provides discreet information about each student's progress in our school, such as: timetables, attendance, records, reports, positive and negative mentions and the booking system for the parent-teacher evening.

If you have not previously used the parent portal, please log on to the Internet and register for access to our parent portal here: <https://berkeleyva-h.sentral.com.au/portal/register>

You must use a valid email address to create your username. Once successfully registered, you will be prompted to enter your username (email address) and the password you created.

To see information from the school and to link to your enrolled children, enter the access key provided by our office staff. Please note that the access key is case-sensitive, so copy it into the box provided onscreen exactly as it appears.

For continued access to the portal, you will need to log on to <https://berkeleyva-h.sentral.com.au/portal2>

You are not required to enter the above key if you currently use a password to access the portal.

You will immediately see the benefits of your registration and be part of our journey in providing this facility. The parent portal will become increasingly significant in your day-to-day management of your child's enrolment at our school.



## Berkeley Vale Campus Tuggerah Lakes Secondary College

### Create a Portal User Account

Username

MUST BE A VALID EMAIL ADDRESS

Title

Password

MUST BE AT LEAST 8 CHARACTERS

First Name

PLEASE PROVIDE YOUR FIRST NAME

Password (Confirm)

PLEASE CONFIRM PASSWORD

Surname

PLEASE PROVIDE YOUR SURNAME

Create your Account

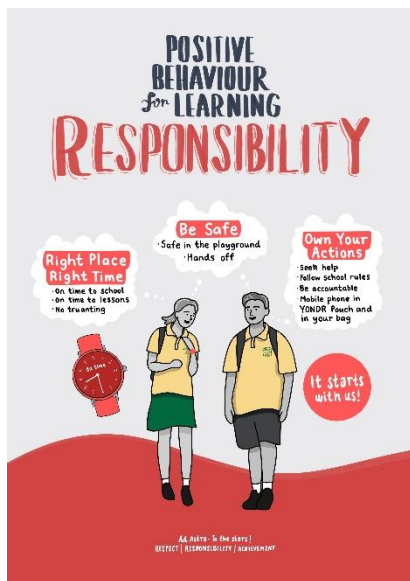


## PBL – POSITIVE BEHAVIOUR for LEARNING

Berkeley Vale Campus is a Positive Behaviour for Learning (PBL) School. PBL is based on the Core Values of Respect, Responsibility and Achievement. We have found that by all students following these Core Values, a more settled learning environment is created, which enables students to maximise their learning potential.

Students are given explicit lessons on what PBL looks like in all settings around our school, such as the canteen, bus lines and front office. Furthermore, we have a PBL rewards system that uses a 'currency' called "Berka Bucks". All students who earn "Berka Bucks" are eligible to win a great prize each week at our assembly's PBL Prize Draw every Wednesday. Additionally, students who earn enough "Berka Bucks" may be able to attend our fabulous Rewards Excursions.

Parents will receive a PBL Parent Guide day 1, 2025.



## Ad Astra - To The Stars! BERKA BUCKS REWARDS

\*You must collect the total number of BBs for each excursion  
Reward Excursions are coordinated by HT TAS



80BB = Gold Excursion



50BB = Silver Excursion



30BB = Bronze Excursion



**YEARS 9 & 10**  
20 BBs = Year Adviser Letter of Commendation  
40 BBs = Deputy Letter of Commendation  
60 BBs = Principal Letter of Commendation

# PBL- POSITIVE BEHAVIOUR for LEARNING



## What do our school-wide expectations look like in all settings?

		All Settings	Corridors	Bus Lines	Toilets	QUAD	Oval	Canteen	Assembly	Stairs	COLA	Front Office
<b>Expectations</b>	<b>Respect</b>	Be polite	Inside voice	Active listening	Privacy is a right	Follow instructions	Be positive	Best manners – please and thank you	Active listening	Consider others	Follow instructions	Best manners-please and thank you
		Consider others	Consider others	Remain seated	Keep it clean	Care for your school	Think first		Best manners	Hands to yourself	Safe play	Line up calmly
		Active listening	Hands to yourself	Consider others		Play it safe	Fair play	Follow instructions	Honour traditions	Consider others	Follow instructions	
	<b>Responsibility</b>	Right place, right time	Right place, right time	Inside voice	Smoke free zone	Rubbish in bins	Safe play	Be patient, wait your turn	On time, all the time	Keep moving, stay left	Keep it clean	Be patient, wait your turn
		Be safe	Move safely	Be in line, be on time	Be hygienic, wash hands	Safe play	Keep it clean	Be in correct line	Roll call line, in correct order	Walk safely	Right place, right time	Inside voice
		Own your actions	Stay left	Wait safely	Go during breaks	Right place, right time	Right place, right time	Plan your purchase, money ready	Keep steps clear	Return all equipment		
	<b>Achievement</b>	Be prepared	Feel safe, be safe	Feel safe, be safe	Clean facilities	Feel safe, be safe	Active participation	Fast queues	Celebrate success	Feel safe, be safe	Feel safe, be safe	Fast queues
		Be proud and participate	Class on time	Get along	Smoke free	Clean environment	Have fun, be healthy	Feel safe, be safe	Be informed, know your school	Get along	Clean environment	Feel safe, be safe
		Personal best					Clean and safe environment	Healthy choices				

# SAFE AND RESPECTFUL BEHAVIOUR

## Bullying: Preventing and Responding to Student Bullying in Schools Procedure

All members of the school community have the right to learn and work in a safe and happy environment. At Tuggerah Lakes Secondary College Berkeley Vale Campus, we are committed to the development of harmonious relationships between all. Expectations of the school community are based on the Core Values from Positive Behaviour for Learning: Respect, Responsibility and Achievement. Our school is an inclusive environment where diversity is embraced and individual differences are accepted and encouraged.

### Prevention

Tuggerah Lakes Secondary College Berkeley Vale Campus has implemented a range of strategies and programs targeted to prevent unsafe, disrespectful behaviour. All programs follow the Positive Behaviour for Learning Core Values of Respect, Responsibility and Achievement.

Programs include:

- Year 6 to 7 Transition Programs, which include anti-bullying messages
- Positive Behaviour for Learning – specific lessons focusing on respectful relationships
- Input from Police School Liaison Officer or Cyber Safety presenters
- Explicit programs in PDHPE aimed at increasing student understanding of the impact of bullying
- Peer Support and Peer Mediation Program
- Externally provided programs, e.g. DOVE, Drumming, OASIS, Big Brother and Big Sister
- Year Meetings and Welfare Day
- Wellbeing Team – Head Teacher Wellbeing, Wellbeing Officers and Year Advisers are accessible to all students requiring support
- Year Adviser programs, e.g. CONNECT, RAGE, Rock and Water, Check and Connect

### Response

To empower students to recognise and respond appropriately to any unsafe or disrespectful behaviour, there is a clear policy across the school of **STOP – IGNORE – REPORT** for the recipient and **STOP – REVIEW – RESPECT** for the offender. All reports will be addressed as soon as practicable by the relevant staff member. When the student-activated response is unsuccessful, **support** is provided for the students affected by unsafe and disrespectful behaviour.

### Reporting

Reporting can be made via the following:

- Classroom teacher or playground staff wearing a Fluro safety vest
- Year Adviser
- Head Teacher Wellbeing

## VOLUNTARY CONTRIBUTIONS AND ELECTIVE COURSE COSTS

Berkeley Vale Campus offers a broad curriculum at minimal cost to parents and carers. Costs are limited to cover essential materials needed to run educational programs. An outline of costs appears in the schedule of voluntary and subject contributions.

### Voluntary Contribution

At the start of each year, we ask each student for a voluntary school contribution to enhance our educational and sporting programs. Our Campus abides by the Department of Education's Voluntary Code of Practice, which can be accessed via <https://education.nsw.gov.au/content/dam/main-education/policy-library/associated-documents/pd-2005-0233-01.pdf>. We try to keep any additional costs to a minimum, and we may be able to assist families who are having financial difficulty paying schooling costs.

### Subject and Elective Contributions

We may ask you for financial contributions to cover the costs of materials used by your child in subjects that go beyond the minimum requirements of the curriculum. Individual arrangements can be made confidentially if you cannot pay these costs.

### Financial Assistance

Financial assistance is available to ensure all students have access to the same events, uniforms and stationery. Students each year are asked to contribute to various expenses relating to their education. These expenses include, but are not limited to:

- Uniforms
- School books and equipment
- School incursions and excursions
- Extra-curricular activities
- Subject contributions

Any parent or caregiver with difficulty funding these activities should contact the school and ask to speak with the Deputy Principal or Principal. All conversations are strictly confidential and no student is disadvantaged because of circumstances beyond the family's control. Families can apply for student assistance. The application form can be obtained from the front office.

### Additional Equipment

- Scientific calculator purchased at the Uniform Shop
- Book Pack (annually) purchased at the Uniform Shop

## SCHEDULE OF VOLUNTARY AND SUBJECT CONTRIBUTIONS

	YEAR 7	YEAR 8
Voluntary Contribution Includes Campus Diary, access to school bus (and Yondr Pouch for Year 7 only)	\$15	\$15
Technology materials Includes Online subscriptions	\$25	\$25
Visual Arts materials Includes pallet of water colours and brush set	\$25	\$25
Design and Technology materials Includes apron, tea towel, hair net and containers	\$35	\$35
<b>YEARLY TOTAL</b>	<b>\$100</b>	<b>\$100</b>
	YEAR 9	YEAR 10
Voluntary contribution Includes Campus Diary and Year 10 portfolio	\$25	\$30
Technology materials Includes Maths Online and Lexia Reading subscriptions	\$25	\$20
<b>YEARLY TOTAL</b>	<b>\$50</b>	<b>\$50</b>
Elective courses have an individual cost	Plus elective fee	Plus elective fee

## SCHOOL PHOTOS

School photos will be taken on Monday, 17 February 2025.

Catch up day is Monday, 24 February 2025.

More information will be given in Week 2, Term 1, 2025.

## SPORT

### Mandatory Requirements

School Sport is a mandatory requirement for Years K-10 and is held for students on a Tuesday afternoon from 12:30pm - 2:00pm. Students are required to participate in a minimum of 150 minutes of planned moderate exercise with some vigorous physical activity across the school week, as stated in the Department of Education's Compulsory Sport and Physical Activity Policy. At the completion of Year 10, Berkeley Vale Campus must sign off that students have met the required hours of sport. On a Tuesday, school hours are from 8:24am to 2:00pm. All students are required by law to be present at all times the school is open and any absence must be explained by a note from a parent or carer.

### Cost

All Year 7 sports for Term 1 and 4 will incur a cost of \$5 each week. Term 2 and 3 will be at the student's choice and may or may not incur any costs. All money for sport is to be paid in full at the beginning of the Term. This will be approximately \$45. No students will be allowed to participate in their sport until their money has been paid in full. No refunds will be given if the sport is cancelled, the student is sick, or they miss the bus. If a student is sick or injured for an extended period of time (doctor's certificate required) or suspended, they will be offered a refund.

## Early Leavers

In certain circumstances, students may obtain an early leaver's pass. Notes requesting permission to leave early must be submitted to the Head Teacher Administration before 8:15am that day. Students will be issued with an early leaver's pass. Students are not to leave the school before the agreed time.

Permission will be granted for students to attend specialist appointments only. Those who take leave to attend other appointments or take care of other errands which can be done outside school hours will be required to have parent contact details available on the note. Proof of the appointment should accompany requests for leave. Parents and students should avoid making appointments (dental, medical, etc.) during school hours on any day. If this is unavoidable (e.g. specialist, orthodontist), the time of the appointment and the name of the specialist should be indicated on the note.

## Sports Detention

If your child does not have a signed note for non-sport or an incorrect uniform, they will be placed in Sports Detention. Your child may also be placed in Sports Detention for inappropriate behaviour at the previous week's sport. If your child is placed in Sports Detention twice in a term, they will be issued with an After School Detention with the Head Teacher PDHPE.

## Non- Sport

Students who are unable to participate in sport or any other activity because of injury or recovery from an illness should not request permission to go home as provision is made for supervision of these students at school. Students are required to provide a signed note stating the reason they are unable to participate and attend non-sport. Students are able to catch up on classwork, homework or complete assessment tasks during this time. Prolonged injury/illness will require a doctor's certificate.

## Sport Uniform Requirements

Students are required to actively participate in Tuesday sport each week. The uniform requirements are that students wear full sports uniform to school on Tuesdays.

The full sports uniform includes:

- Green polo with emblem – multipurpose
- Green & gold sports polo with emblem can be worn until end of 2025
- Green school hoodie with emblem
- Green fleece zippered jacket with emblem
- Track jacket with emblem
- Green shorts with emblem - multipurpose
- Green & gold sports shorts - BVC embroidered can be worn until end of 2025
- Green fleece track pants with BVC logo or Green Microfibre track pants
- Black or white socks
- Sport shoes that provide adequate protection

A note must accompany the student if they are not in full sports uniform. The note must be signed by a parent or carer and explain the reasons for non-uniform. Students without a note will not be allowed to participate in sport. They will remain at school and spend the allocated time in sports detention. Two appearances in sports detention per term will result in an after school detention. Further consequences will result for further infringements.

## Sport Behaviour and Attendance

Student behaviour and attendance at Tuesday sport are no different to all expectations whilst at school. Students who behave inappropriately will be referred to the Head Teacher and serious consequences will result. Students may become ineligible to represent the school for sport, attend excursions and camps for inappropriate behaviour or truancy. Persistent truancy or negative behaviour will be referred to the Deputy Principal and may result in suspension from school. We will not tolerate rudeness or inappropriate behaviour towards staff, students, or community members whilst travelling on buses and representing the school.

## SPORT CALENDAR

The following items are for the information of parents and students. Please be aware further details of events, permission notes, days, times and specific information will be given closer to the event. Sydney North and College team trial dates will also be given when made available to the Sports Coordinator. Regular updates will be available on the School Website and Facebook.

Term 1	Term 2	Term 3	Term 4
Campus Swimming Carnival	Zone Cross Country	CHS Cross Country	Sport Presentation
College Netball Gala Day/Trials	Campus Athletics Carnival	Regional Athletics Carnival	
College Rugby League Gala Day/Trials	Regional Cross Country	CHS Athletics Carnival	
College Sport Trials	Zone Athletics		
Zone Swimming Carnival			
Campus Cross Country			
Regional Swimming Carnival			
CHS Swimming Carnival			

## SPORT HOUSES

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

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

It is hoped that these groups will provide a 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.



**Aquila Eagle**



**Corona Crown**



**Orion Hunter**



**Pegasus Horse**

## SRC - STUDENT REPRESENTATIVE COUNCIL

The Student Representative Council (SRC) of Berkeley Vale Campus is a group of students from Years 7 - 10 who are elected to work together and represent the student body. These students work with the help of the SRC Coordinator to improve school life and to contribute ideas.

Students are elected from each year group to become active members of the SRC. These students then liaise with their peers and staff on school issues. The SRC focuses on school and community issues, charity fundraising, environmental issues, school improvement, social gatherings, school participation and spirit.

The SRC has a vision to make all students' experiences at this school enjoyable, worthwhile, and comfortable. They endeavour to do this by having confident and approachable people representing the student body who will listen and take ideas on board. There is no outcome that the SRC will not attempt to achieve!

## SRE - SPECIAL RELIGIOUS EDUCATION

In every government school, time is to be allowed for the religious education of children of any religious persuasion. Completion of the Special Religious Education form in the enrolment pack is essential. This information is used to plan for the Special Religious Education (SRE) at individual schools. SRE is taught by approved SRE providers. Should you wish your child to participate in SRE, please identify the student's religion on the form in the enrolment pack.

The school can provide contact details for the SRE program coordinator if required.

Below are the approved SRE program options provided at Berkeley Vale Campus:

- Option 1 - Special Religious Education (SRE) Tuggerah Lakes Christian Education Board.
- Option 2 - Catholic Scripture Diocese of Broken Bay.

## STUDENT HUB/LIBRARY

**Student Hub Hours**                      **8:00am – 1:35pm** (only during student break times)

Student payments, receipts, borrowing of books, using computers for schoolwork or leisure, timetable access, information notes for excursions and career opportunities.

### Careers and Transition

The Careers and Transition teachers are located in the Student Hub to provide information, assist, and support students with work experience and career opportunities.

### Library

The Library aims to please all readers with a wide variety of well-known authors, series, and relevant material. Students can use their school photo ID cards to borrow up to 4 books in a 4-week borrowing timeframe.

### Computers and printing services

Students can access the computers and printing facilities during the Student Hub's opening hours. Students are allocated an amount for black and white printing.

### Study access

On Wednesday afternoon, arrangements can be made with the Librarian to stay for study until 4:00pm. However, students must have prior approval from the Librarian to attend and parental permission. Students must organise their own transport home. Please use the note provided on the Study Access link: <https://berkeleyva-h.schools.nsw.gov.au>.



## TECHNOLOGY AND STATIONERY REQUIREMENTS

Students are required to be equipped with a Scientific Calculator, which are available for purchase through the Uniform Shop and a **16GB USB Flash Drive**. (These are usually also available at most stationery suppliers, department stores and supermarkets.)

At Berkeley Vale Campus, we realise the importance of technology and how important it is to the education of our students. Our facilities allow us to educate our students in a way that integrates technology with learning and knowledge.

## TRANSPORT OPAL CARD

The School Opal card gives eligible school students free or subsidised travel on public transport between home and school on trains, buses, ferries and light rail on the Opal network.

Do not throw out this year's School Opal card because eligible cards will be automatically updated for the new school year. It's important to remember that the School Opal card is only for travel to and from school on school days and does not cover travel to After School Care, school excursions, sport and other activities away from school, so it's a good idea to get a Child/Youth Opal card for personal travel.

To apply for a School Opal card, you will need to live a minimum distance from your school to be eligible:

### Years 7 - 12 (Secondary)

2km straight line distance or 2.9km walking or further.

You will only need to make a new application if you are:

- Applying for a School Opal card for the first time.
- Requesting an additional pass as a result of a new shared parental responsibility (joint custody) situation.

If you do need to apply, the application must be made by a parent or legal guardian if you are under 16 years of age. If you are 16 years or older, you need to complete and sign the application form yourself.

Applications are subject to eligibility criteria.

**You will need to update your application if you have a current School Opal card and:**

- Your circumstances change. e.g. change of school, home address or school year outside of the usual progression.

Transport operators will allow a grace period at the start of the new school year to give time for you to receive your School Opal card.

### How to apply

#### Step 1

There are two different application forms – one to apply for a new School Opal card and one to update your details (e.g. changing schools, your address or your name).

Choose the one below that applies to you:

- If you're applying for a new School Opal card, complete the [application form](#).
- If your details have changed, complete the [application to update form](#).

## Step 2

The school endorses your application. You will be advised if you need to do anything further when you have completed your online application.

## Step 3

Transport for NSW then processes the application. Once approved, the School Opal card will be sent to the home address you provided in the application.

**Remember:** Parents must apply for students aged 16 and under. Students must apply if aged 16 and over.

## RED BUS

Details of bus routes, times, etc., are available on the Red Bus website:

<http://www.redbus.com.au/schooltimetables.html>

Details will also be given to new students at the beginning of the school year or upon enrolment. Enquiries regarding eligibility and change of address are to be made to the Student Hub. Replacement of lost Opal cards will need to be made by visiting the Opal Card website: <http://www.opal.com.au>

## Buses

- Senior Executive members are responsible for bus duty supervision
- Students catching a bus home are supervised by Deputy Principals (and others as required) under the COLA
- All students catching a bus are to assemble under the COLA at 2:35pm on Mondays, Wednesdays, Thursdays and Fridays
- Tuesday - Sport day - Students are to assemble under the COLA and be dismissed to buses by the PDHPE Faculty
- Students are called to assemble in a line for the bus as they arrive in the bus bay
- Once students are in a line, they are then forwarded to the bus bay to board the bus
- Students who miss the bus are asked to move to the Office to contact parents/carers for advice



**Opal for students**

# UNIFORM CODE

Full school uniform must be worn at all times. Hair should be neat, tidy and clean.

If you are temporarily unable to wear school uniform, a note must be given to the Uniform Coordinator before 8:24am.

The school uniform is outlined as follows:

Uniform Expectations	
<p><b>Everyday Uniform</b></p> <ul style="list-style-type: none"> <li>• Green polo with emblem – multipurpose</li> <li>• Lemon polo with emblem can be worn until end of 2025</li> <li>• Black or white long sleeve shirts may be worn under polo during cooler weather - No logos, patterns or hoodies</li> <li>• Green school hoodie with emblem</li> <li>• Green fleece zippered jacket with emblem</li> <li>• Track jacket with emblem</li> <li>• Green tartan culottes or skirt with emblem</li> <li>• Green shorts with emblem - multipurpose</li> <li>• Grey woven knee length shorts or long pants</li> <li>• Green fleece track pants with BVC logo or Green Microfibre track pants</li> <li>• Black or white socks</li> <li>• Black coloured stockings</li> <li>• Black plain scarf</li> <li>• Watch</li> <li>• Appropriate jewellery i.e. no hooped earrings</li> <li>• <b>Fully enclosed black or white leather shoes (No coloured logo or stitching on shoes)</b></li> </ul> <p><b>Acceptable variation</b> A school endorsed sport current year representative jumper or jacket ie: Sydney North, CHS, Dance or NGURA is acceptable, but they must apply annually for a pass from the PDH/PE faculty to verify the achievement.</p>	<p><b>NB:</b></p> <ul style="list-style-type: none"> <li>• Black or white socks MUST be worn</li> <li>• Jeans, pale grey, pinstripe or cord pants are NOT acceptable</li> <li>• No tracksuit pants other than school issue are to be worn</li> </ul> <div style="border: 2px solid black; background-color: #cccccc; padding: 5px; margin-top: 10px;"> <p><b>NB:</b> It is advised that leather shoes are mandatory due to Work Health &amp; Safety Regulations. (Canvas shoes are not permitted)</p> </div>
<p><b>Sport and PE</b></p> <ul style="list-style-type: none"> <li>• Green polo with emblem – multipurpose</li> <li>• Green &amp; gold sports polo with emblem can be worn until end of 2025</li> <li>• Green school hoodie with emblem</li> <li>• Green fleece zippered jacket with emblem</li> <li>• Track jacket with emblem</li> <li>• Green shorts with emblem - multipurpose</li> <li>• Green &amp; gold sports shorts - BVC embroidered can be worn until end of 2025</li> <li>• Green fleece track pants with BVC logo or Green Microfibre track pants</li> <li>• Black or white socks</li> <li>• Sport shoes that provide adequate protection</li> </ul>	<p><b>NB:</b></p> <ul style="list-style-type: none"> <li>• <b>Sport Day:</b> Every Tuesday</li> <li>• Sport uniform can also be worn on any day that a student has practical PDHPE lessons</li> </ul>
<p><b>Please Note:</b></p> <ul style="list-style-type: none"> <li>• <b>Uniform Supplier:</b> The school uniform shop is the sole supplier of the school uniform</li> <li>• <b>NSW Department of Education School Uniform Policy</b> <a href="https://education.nsw.gov.au/policy-library/policies/school-uniform-policy">https://education.nsw.gov.au/policy-library/policies/school-uniform-policy</a></li> </ul>	<p style="text-align: center;"><b>Uniform Labelling</b></p> <p>To assist the school with lost property, please ensure all items of clothing are clearly labelled with your child’s name.</p>

## Uniform Examples



Please be advised that notes will not be accepted

## Shoes

Many subjects in school are practical. WorkCover 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.

## Not in Uniform

### 1<sup>st</sup> Time Out of Uniform

- Students will be expected to change into a replacement uniform provided by the school
- Student assistance may be offered

### 2<sup>nd</sup> Time Out of Uniform

- Students will be expected to change into a replacement uniform provided by the school
- Parent will be informed

### 3<sup>rd</sup> Time Out of Uniform

- Parent will be contacted to bring students uniform to school

## UNIFORM JUSTIFICATION

The Department of Education Core Rules specifically states that students must: “Maintain a neat appearance, including adhering to the requirements of the school’s uniform or dress code policy.”

### Education

This is our prime function as a school. Having a standard of dress will mean that students are not worried about what they are wearing or what other people are wearing and so will focus on learning. It also means that teachers of practical subjects can focus on teaching instead of having to enforce Work Health and Safety (WHS) Regulations the same way any work site functions.

### Safety

People not in uniform are easily identified in the playground and are politely asked to go to the front office to sign in and state their intention before entering the school. A student going home in school uniform is also easier to identify by a witness than someone wearing plain clothes. Students in uniform are easy to identify, especially by casual teachers and new teachers who may not know all the students and may only be doing their job by not allowing what they perceive to be an intruder into a safe zone.

### School Attendance

It helps us to manage truancy. If a student is in school uniform, they are easy to identify if they are out of the school.

### Work Health and Safety

Fully covered leather shoes are a **legal requirement** by WHS to participate in the woodwork rooms, metal rooms, cooking rooms and science labs. Shoes with grip are also needed for the playground as accidents have occurred where students have slipped and hurt themselves.

### Personal Hygiene

The PE uniform is important because of hygiene. Students are required to participate in physical activity in this subject but then need to change out of their sweaty clothes afterwards.

### Cost

It is cheaper to have a school uniform than to have a range of different casual clothes. A uniform is usually more durable than casual clothes. The uniform is also designed to be affordable.

### Equity and Identity

All students are seen as the same, but they are challenged to make their own identity by developing individual skills and abilities and bringing them into the culture of the school.

As a school, we will continue monitoring our uniform each and every year to make sure that students comply with the requirements. If you need to know about particular uniform items, please consult the student diary or call the Uniform Coordinator.

# UNIFORM PRICE LIST

## Berkeley Vale Campus Uniform Shop Price List – 5 September 2024

All prices are subject to change at short notice and stock is subject to availability

All enquiries - [bvcpandc@gmail.com](mailto:bvcpandc@gmail.com)

ABN – 86 578 621 195

Item	Size	Price
<b>UNIFORM</b>		
Polo green with emblem - multipurpose for everyday/Sport/PE	8-6XL	\$35.00
Long sleeve undershirt - tick box <input type="checkbox"/> black <input type="checkbox"/> white	10-2XL	\$10.50
Hoodie with emblem - green fleece	10-34	\$46.00
Track jacket with emblem – green, gold & white Microfibre	10-5XL	\$76.00
Zip jacket with emblem - green fleece	10-28	\$46.00
<b>BOTTOMS</b>		
Culottes with emblem – green tartan	8-28	\$49.50
Shorts green with emblem – multipurpose for everyday/Sport/PE <input checked="" type="checkbox"/> <input type="checkbox"/> Green street Microfibre or <input type="checkbox"/> Knit	6-6XL	\$28.50
Shorts grey - elastic waist knee length	8-26	\$25.00
Skirt with emblem – green tartan	8-28	\$49.50
Track pants with BVC logo - green fleece	8-28	\$35.50
Track pants – green Microfibre	10-3XL	\$57.00
<b>STATIONERY</b>		
2025 Year 7 stationery pack		\$31.00
2025 Year 8 stationery pack – 2025 students to reuse A4 art diary from Year 7		\$15.00
2025 Year 9 & 10 stationery pack - core subjects only please * Check elective requirements		\$10.50
2025 Year 7 MCAT stationery pack - Support Unit only		\$29.00
2025 Year 8, 9 & 10 MCAT stationery pack - Support Unit only		\$18.50
A4 Art Diary		\$5.20
A3 Art Diary		\$10.20
A3 Art Diary & pouch		\$16.20
A3 Art pack		\$27.50
A4 128 page binder exercise book		\$2.00
A4 96 page graph book - 5mm sq.		\$2.00
A4 128 page music book		\$2.20
A4 20 page plastic sleeved display book		\$1.50
A4 document wallet <input checked="" type="checkbox"/> <input type="checkbox"/> cardboard <input type="checkbox"/> clear plastic		\$0.95
Coloured pencils – 12 pack		\$4.00
Eraser large		\$0.50
Glue stick large		\$2.15
Paint brush – Roymac Achiever round - tick box <input type="checkbox"/> No 2 - \$4.10 <input type="checkbox"/> No 4 - \$4.60		
Pen <input checked="" type="checkbox"/> <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red		\$0.40
Pen - black 0.4 fine liner		\$1.50
Pencil - lead <input checked="" type="checkbox"/> <input type="checkbox"/> HB - \$0.40 <input type="checkbox"/> 2B - \$0.40 <input type="checkbox"/> 4B - \$0.60 <input type="checkbox"/> 6B - \$0.60		
Ruler clear plastic 30cm		\$0.50
Scissors 17cm		\$2.40
Scientific calculator - Abacus SXII-MATRIXn (manufacturer lifetime warranty)		\$32.50
Sharpener <input checked="" type="checkbox"/> <input type="checkbox"/> Small single plastic - \$0.45 <input type="checkbox"/> Double with canister - \$1.80		
Sticky notes 75x75 mm 100 sheets – Yellow		\$0.90
Kitchen pack – Contents: apron, tea towel & 1L plastic container		\$7.50
<b>PLEASE NOTE</b>		
<p><b>On-line store:</b> <a href="https://tlscberkeleyvalecampusuniformshop.square.site/">https://tlscberkeleyvalecampusuniformshop.square.site/</a></p> <p><b>Uniform Shop Email:</b> <a href="mailto:bvcpandc@gmail.com">bvcpandc@gmail.com</a></p> <p><b>Uniform Shop Updates:</b> <a href="https://www.facebook.com/BerkeleyValeCampusPandC/">https://www.facebook.com/BerkeleyValeCampusPandC/</a></p>		

## UNIFORM SHOP

The uniform shop is the sole supplier of the school uniform. We are located through the main gates and left at the top of the stairs. It is run by the P&C and volunteers, where all proceeds go to the P&C to distribute back into the school community.

We strongly urge all students, parents and carers to make their uniform shop purchases or lay-bys before the end of the school year, as we can run out of stock. Re-ordering times during the busy "Back to School" period can often be a 2-3 month wait.

### School Term Uniform Shop Hours

**Monday** 8:00am - 9:00am & **Thursday**: 12:35pm - 1:35pm

### Purchases

- Cash instore, Visa, Mastercard, American Express, bank-issued EFTPOS chip cards, Apply Pay, Google Pay and Samsung Pay. Sorry **no** phone purchases
- Online Store - <https://tiscberkeleyvalecampusuniformshop.square.site/>

### Returns and Exchanges

- We offer a refund and/or exchange within the first 90 days of your purchase.
- All returns must be in original condition & packaging – not worn, washed or labelled, with the exception of a faulty product.
- Proof of purchase is required for all refunds i.e: receipt, invoice or order number, with the exception of an exchange.
- A change of mind refund with incur a processing fee of 1.9% - 2.2%, with the exception of a cash purchase. Note: The processing fee depends on the merchant charge of the original transaction.

### Lay-by

0% upfront, 50% part-payment - payable online day 30, remaining balance - payable online day 60. (Items cannot be given until full payment is received).

### Volunteers

The uniform shop is always happy to welcome new volunteers. We presently work on a roster system of Mondays and Thursdays (approx. 1 ½ hour shifts), or we may require you for extended trading hours throughout the year. If you are interested or would like more information, please email: [bvcpandc@gmail.com](mailto:bvcpandc@gmail.com).

Leanne King

Uniform Shop Coordinator

Email: [bvcpandc@gmail.com](mailto:bvcpandc@gmail.com)

## WELLBEING – NGIYANG Program

Ngiyang stands for “We are All Together and We All Belong”.

At BVC, we strongly believe “We are Together” in our learning journey.

Ngiyang is a Wellbeing Program designed to help students feel safe, supported, and connected to our school.

Every student has a mentor and meets weekly on a Wednesday.

In the session, we work on resilience, self-esteem, belonging and emotional intelligence.

And we have fun!

### Ngiyang

“We are all together and we all belong”

EVERY  
WEDNESDAY

HOUSE  
GROUP

10:25AM -  
10:55AM

SELF AWARENESS  
& SELF  
MANAGEMENT

SOCIAL  
AWARENESS &  
RELATIONSHIP  
SKILLS

RESPONSIBLE  
DECISION MAKING

BUILDING A  
CULTURE OF  
WELLBEING



# WHS - WORK HEALTH AND SAFETY

## Footwear and Safety in Practical Work

Fully covered leather shoes are a **legal requirement** by WHS to participate in the woodwork and metalwork rooms, cooking rooms and science labs. Shoes with grip are also needed for the playground as accidents have occurred where students have slipped and hurt themselves.

## Hair Styles

Long hair must be enclosed in a net and tied up when completing Science practicals, preparing food and/or operating machinery.

## Clothing Accessories

Loop or dangling earrings and wearing of an excessive number of necklaces, bracelets, rings and bangles are not permitted. Students will be asked to remove such items.

## Protective Clothing

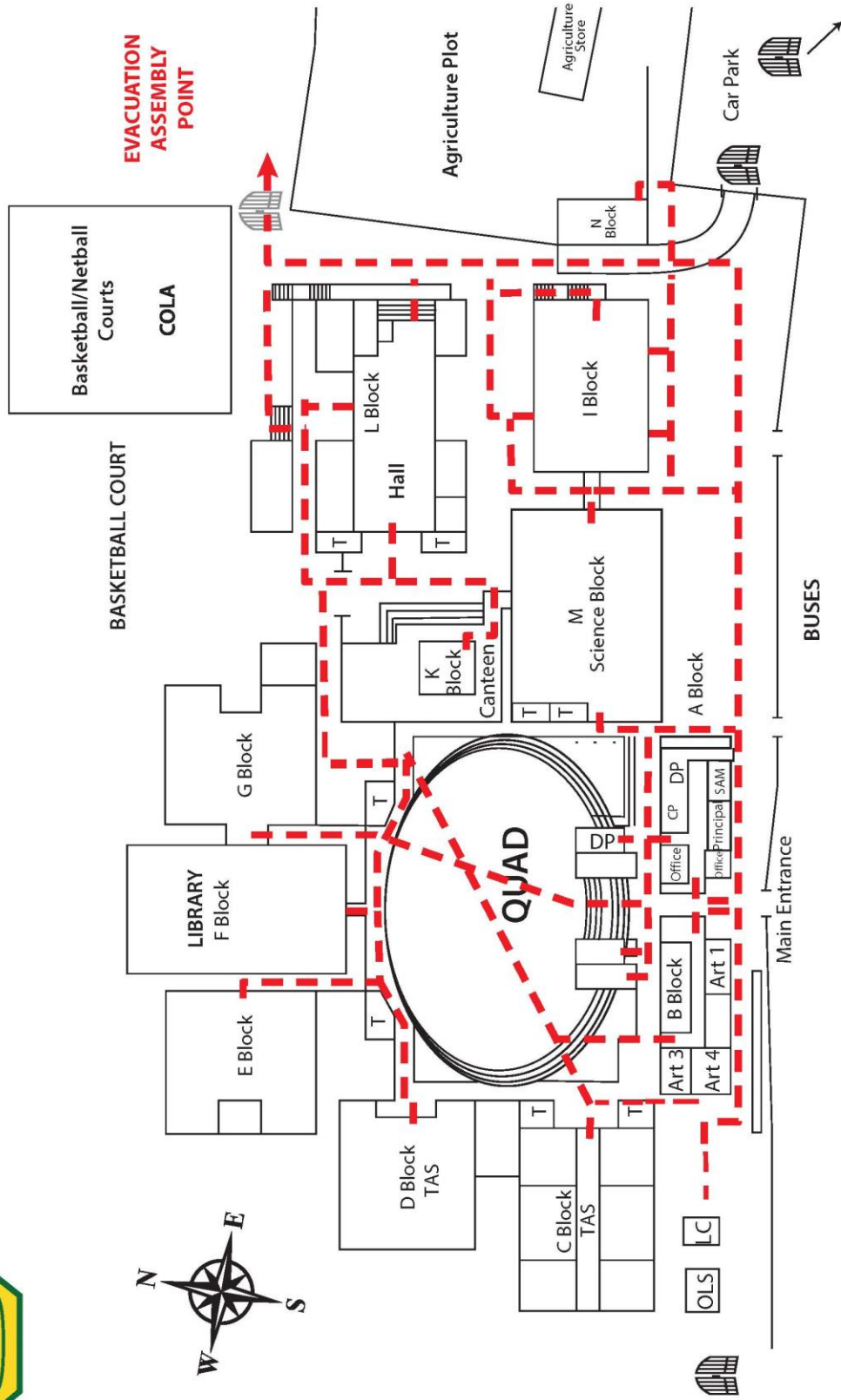
An apron will be required to be worn during practical Design and Technology classes. This is provided once fees are paid.

## Materials and Equipment

Students may only work on materials and equipment as directed by the teacher. Students who cannot comply with the safety regulations will not be permitted to continue with practical technology and may be withdrawn.

# BERKELEY VALE CAMPUS

## EMERGENCY EVACUATION ROUTES



September 2024

5-25 Berkeley Rd Berkeley Vale NSW 2261 | Ph: 4388 1899 E: [berkeleyva-h.school@det.nsw.edu.au](mailto:berkeleyva-h.school@det.nsw.edu.au) | W: [berkeleyva-h.schools.nsw.gov.au](http://berkeleyva-h.schools.nsw.gov.au)





BERKELEY VALE CAMPUS  
TUGGERAH LAKES  
SECONDARY COLLEGE

5-25 Berkeley Road  
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NSW 2261

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