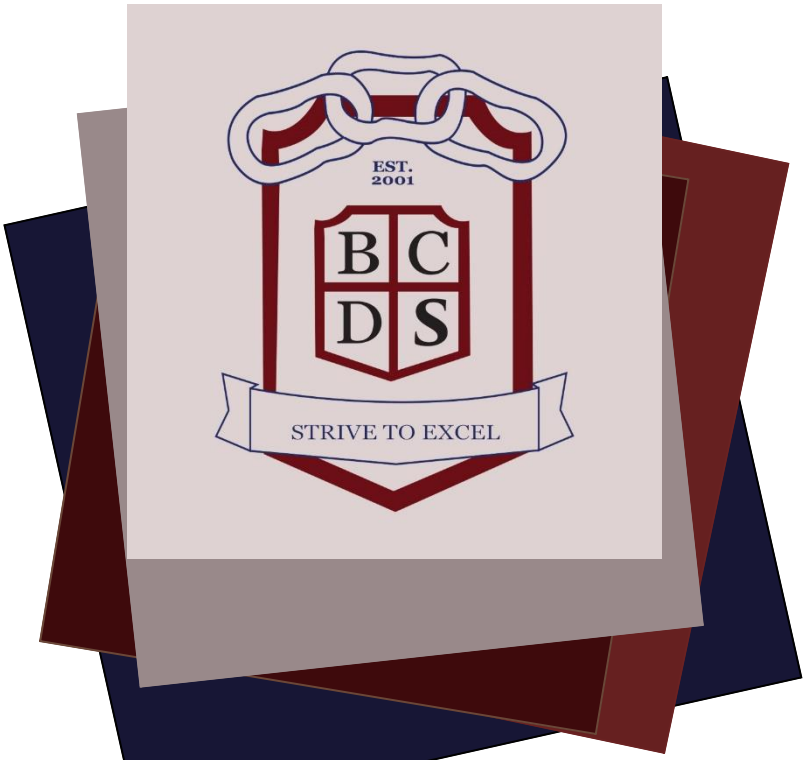


Booleroo Centre District School

General Information Handbook

2026

Government of South Australia
Department for Education

PO Box 42 Booleroo Centre SA 5482
PH: 08 8667 2124 • F: 08 86672201
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INTRODUCTION



Booleroo Centre District School is a Reception - Year 12 School, situated about 300km north of Adelaide in the Southern Flinders Ranges.

The school consists of approximately 170 students, with school buses transporting students from surrounding districts and towns including Melrose, Wilmington and Wirrabara.

The school motto is ‘Strive to Excel’ and the four school values are Respect, Responsibility, Resilience and Integrity.

BCDS has a proud academic, sporting and agricultural history and we are sure that your child will enjoy their time at our school.

CONTENTS

This booklet consists of an alphabetical listing of school processes, policies and related information

General School Information

Alphabetical listing of school processes, policies and related information

Absences 4
Allergies 4
Bakery 4
Behaviour Management 4
Bicycles 4
Buses 5
Bus Rules 5
Camps & Excursions 5
Communication & Diaries 5
Continuous Assessment 6
Curriculum 6
Driving to School 6
Due Dates Policy 6
End of Year Awards Ceremony..... .7
Finance Office 7
Financial Assistance 7
Governing Council 7
Grievance Procedure 7
Home Study 7
Homework 8
Illness or injuries at School 8
Illness – Diseases 8
Immunisation Schedule 8
Instrumental Music 9
Lesson Times 9
Library 9
Lockers 9
Lost Property 9
Magazine 9
Medication 10
MNSEC 10
MNSEC Formal 10
MNSEC Showcase 10
MNSEC Sport 10
Mobile Library 10
Mobile Phones and Personal Devices 11
Presentation Night 11
Reporting & Assessment 11
Sanitary Products.....11
Seesaw.....11
Sentral 12
Special Provisions 12
Sports Days 12
Staff 12
Statewide Sport 13
Students Online 13
Student Representative Council 13
Study Periods 13
Subject Counselling 13
Sun Smart Policy 13
Swimming Consent 13
Uniform 14
VET 14
Work Experience 14

ABSENCES

Students require a note for all absences. Parents may choose to write this in the student's diary, phone the school on 8667 2124 or respond on the Sentral App. Teachers appreciate notes the next day following an absence. If it is a planned absence, a note in advance is appreciated. Parents will be contacted by SMS on the days their child is absent.

When illness absences reach 3 days or longer, a Doctor's Certificate may be required. Family holidays or extended absences need an exemption form to be completed and signed by the Principal. These forms can be collected from the front office.

If students arrive late or need to leave early, we require communication regarding this ie diary note, Sentral or Seesaw message. Students are required to sign in and out through the front office.

ALLERGIES

Some students have severe allergies to a range of foods, bee stings etc. Information regarding allergies must be provided to the front office staff and teachers. A medication envelope will be kept in the front office at all times.

Students are strongly advised to avoid bringing the following foods to school, as some students may have allergies to them such as foods containing nuts and sesame seeds.

BAKERY

The Booleroo Centre Bakery provides a service to the school where students are able to purchase their lunch. Year 7-12 students leave the school grounds to walk to the bakery to get lunch; however, a lunch pass is required to do this. A lunch pass is arranged initially with the front office staff. Alternately, students can submit their order and payment prior to 9am in boxes provided at the Junior School (Building 14). Lunches are delivered to the school. Price lists can be collected from the Booleroo Centre Bakery.

BEHAVIOUR MANAGEMENT

The school values are explicitly taught in home group and Pathways lessons, and reinforced through other subject areas and extra-curricular activities. The school community takes great pride in developing respectful relationships and active citizenship. Individual students are expected to respect the right of the other students to learn, and teachers to teach.

Teachers do not tolerate inappropriate behaviour and use a range of strategies for behaviour management. In the instance of negative behaviour, teachers may send students to 'Buddy Class', where students are required to work in a neighbouring class. At times, students may be required to stay in at recess or lunch time as a result of their behaviour.

Teachers will record information if there is an incident in the classroom or yard that is inappropriate, interferes with the rights of others or displays violence or bullying. The incident information will be electronically recorded into student records. Patterns of repeated behaviour may impact on student involvement in school activities. A time out area is located in the front office near the Principal and Senior Leaders' offices. The school behaviour code can be accessed on the school's website or in brochures available from the Front Office.

BICYCLES

Students may ride their bikes to school; however, they are not permitted to ride their bikes through the school yard. For safety reasons, students must dismount their bikes and wheel them through the school yard to the bike shed, where they will remain until the end of the school day.

BUSES

The school has an Education Department fleet of four buses, plus one additional bus which is privately owned and contracted to the department.

A bus timetable showing morning and afternoon pickup and drop off times is provided at the start of each year.

Passengers – when there is room on a bus above eligible students, the following may be passengers:

- Children from the Kindergarten
- Primary students who bypass their nearest school. Bypass applications must be submitted for approval.
- Students who may wish to travel on a bus other than their normal bus, or those who do not travel on a bus (24 hours notice required before travel). This arrangement will require the Principal's permission.
- Teachers and members of the Ancillary Staff

It is necessary to negotiate all transport with the Principal. A signed diary note is expected when requesting to travel on a DfE bus where it is not a student's usual mode of transport.

BUS RULES

The safety and welfare of students is the responsibility of the school from the moment students get on the school bus in the morning to when they get off the bus in the afternoon. This responsibility is delegated to bus drivers. Rules have been developed in line with school rules.

Breaches to bus rules:

- Driver handles problem initially
- If problem persists, reported to school leadership
- If further problems, parents will be contacted and an interview will take place with the Principal, parent and student
- Suspension from bus travel for a period of time, and a subsequent re-entry meeting with the Principal.
- Cost of any damages sustained on a bus by a student must be reimbursed.

CAMPS & EXCURSIONS

Each year, many camps and excursions take place. These are generally conducted as a part of the curriculum, and learning area teachers will provide information regarding these prior to the event. Consent forms will be sent home for all camps and excursions. Consent forms are individualised with student's personal/medical information on the back. Parents are expected to review the personal/medical information and sign the consent form before returning it to school.

Some consent forms will now be communicated via EdSmart with families receiving an email with all documentation.

Consent forms for camps will be sent home at least 4 weeks prior to the camp and 2 weeks prior to the excursion.

Parents will be notified of upcoming camps and excursions via notes home and the school newsletter.

COMMUNICATION & DIARIES

We have a school based operating system called Sentral, parents can access this via the parent portal. The Sentral Portal is used by staff to record and monitor attendance, communicate school routines and special events, monitor student wellbeing and keep the communication line open with parents. Parents can access their child's attendance data, timetables, homework and academic reports. Students also have access to the same data. Parents can read

newsletters and correspondence sent home, along with a calendar and newsfeed that advises of special events or programs. The Portal can also be used to supply absence notes.

The school newsletter is published Friday fortnightly. Parents can request a copy to be emailed home. The newsletter is also published on Sentral, along with our website. If requested, a paper copy can be organised.

Notes can be regularly sent home by class teachers regarding upcoming events. Student diaries are the main form of communication. These are checked regularly by teachers.

The school website can be accessed at https://booleroods.sa.edu.au along with a Facebook page.

As part of assisting student organisation, it is expected that students will operate a diary to enter homework, due dates for required work and other relevant information. Diaries are to be taken by students to all classes. Students will be expected to purchase a new diary if they lose their diary they receive at the beginning of the year.

CONTINUOUS ASSESSMENT

The continuous assessment model currently underpins our formal reporting for Years 7-12. Staff use Continuous Assessment in Sentral to provide continuous and on-going results to parents and students. This platform

- Assists students by providing feedback (assessment for learning)
- Supports all parents in accessing students' assessment pieces
- Enables parents to support students in their learning
- Enables teachers to work with parents to enhance student learning
- Provides accountability for students in submitting tasks by due dates
- Provides more timely feedback and to increase value of comments on assessment pieces

Primary students receive continuous assessment tasks via Seesaw.

CURRICULUM

Students in Years R – 9 will receive lessons relevant to the South Australian Curriculum document. Teachers will plan learning programs and assess student progress in alignment with the South Australian Curriculum.

Year 10 teachers plan relevant lessons using the Australian Curriculum. For further information about this curriculum, please refer to the curriculum section of this booklet.

SACE (South Australian Curriculum of Education) is generally taught at Years 11 & 12. SACE consists of 2 stages – Stage 1, which is generally taught at Year 11, and Stage 2, which is generally taught at Year 12. Please see the curriculum section of this booklet for further information on the SACE and related subjects.

Year 11 and 12 students are generally allocated five independent study periods per week in Semester 1. Year 11 students are allocated 5 independent study periods per week in semester 2. It is an expectation that during this time, students discuss progress with a supervising teacher and work independently without distraction. Year 11 study lessons are generally supervised.

DRIVING TO SCHOOL

There may be times when students wish to drive themselves to school and may also want to carry passengers. If this is the case, forms must be collected from the front office. These **must** be signed by parents of driver and all passengers and returned to the school before this travel arrangement begins.

DUE DATES POLICY

The school sets and applies assessment deadlines for school assessments. In Stage 1 & Stage 2, work that is not presented according to the school policy, and where there is not a valid reason, will not be accepted. Please note, extensions to school-set deadlines are possible where special provisions have been granted, or where the student has negotiated an extension before the assessment deadline.

Students who persist in failing to hand up work will be given a 'white slip' which may restrict them from participating in a range of extra-curricular activities. For more information, consult the Behaviour Management brochure available from the Front Office.

END OF YEAR - AWARDS CEREMONY

Our whole school awards ceremony is held on the last Monday of the year. Academic, citizenship and sporting achievement are recognised with a series of awards. Musical items and displays from subject areas are included.

The evening is held in the gym and students are expected to wear school uniform.

FINANCE OFFICE

The finance office is open Monday – Friday. Parents and students can take payments to the window at the front of the school at the beginning of the day. Payments can also be made through Qkr, a mobile phone application. Please note, teachers are **not** allowed to handle/collect money.

FINANCIAL ASSISTANCE

The Education Department meets part of the cost of books and materials used by students attending school. However, in special circumstances, additional assistance may be available through the School Card Scheme.

As information regarding this allowance varies, parents are encouraged to contact the front office.

GOVERNING COUNCIL

The Governing Council AGM is held in Term 1. Parents are encouraged to attend and are able to nominate for a position on the Governing Council. Meetings are held twice a term on a Monday night at the school, beginning at 7.30pm during daylight savings and 7pm outside of daylight saving.

GRIEVANCE PROCEDURE

When dealing with grievances, please follow the following steps.

1. Contact your child's teacher first.
2. If the issue is not resolved, the Coordinator or Senior Leader should be contacted.
3. If the issue is still not resolved, please contact the Principal.

For more information, please read the school's Grievance Procedure, which can be found on the BCDS website.

HOME STUDY

Only Year 12 students may request leave from school to complete study at home. In semester 2, many Stage 2 (year 12) students have finished their Research Project. Students may find they would benefit from Home Study periods. Home Study must be organised with the Senior School Coordinator.

The time students miss from school cannot coincide with scheduled classes. Students should be aware that home study is a privilege and should be used appropriately. If students are driving home, they should ensure they have appropriate permission forms completed. These are available from the Senior School Coordinator and the front office.

HOMEWORK

As a general guide: Year 10 students should complete between 6-8 hours per week. Year 11 (Stage 1) students should be studying for at least 12 hours per week (2 hours per subject per week) or approximately 2 hours per night, although students may spend slightly more time if they have a weakness in a certain subject. A student in Year 12 (Stage 2) should aim to study for approximately 3 hours per night and 3-5 hours over a weekend.

Students have also been encouraged to draw up a homework and study timetable as part of their Pathways lesson. These timetables, if used diligently, can greatly enhance study efficiency.

ILLNESS OR INJURIES AT SCHOOL

Students who are ill are encouraged to stay home from school in order to prevent illnesses spreading.

Students with minor ailments at school will be referred to the Front Office staff who have appropriate First Aid training. If students are ill, hurt or distressed, parents will be notified via phone and advised to collect their child. Injuries that occur at school are generally minor and simple first aid is administered. Injuries requiring medical attention will be referred to the local hospital and parents will be notified.

ILLNESS - DISEASES

When students come into contact with, or contract an infectious disease, there is a minimum period they should stay away from school. For more up to date information please check Exclusion from childcare, preschool, school and work | SA Health

Condition/Reason	Exclusion Period
Diarrhoea	Until no diarrhoea for 24 hours
Chicken pox	Until all blisters have dried (usually 5 days)
Cold sores	Exclusion not necessary
Conjunctivitis	Until discharge from the eyes has ceased
Glandular fever	Not necessary
Hand, foot and mouth	Exclude until all blisters are dry
Headlice	Until after effective medical treatment has been carried out
Impetigo (school sores)	Until effective medical treatment has been carried out
Influenza	Until the person feels well again
Whooping cough	4 weeks unless a medical certificate signifying recovery is provided
Vomiting	Until no vomiting for 24 hours

IMMUNISATION SCHEDULE

SA Health recommends immunisation to give protection to your family. For more information, please contact your local medical centre.

INSTRUMENTAL MUSIC

The Instrumental Music Programme is run weekly at BCDS. This is an optional programme. Although tuition is free, students are required to pay for their instrument hire. Saxophone, flute and clarinet are offered.

LESSON TIMES

The senior school runs on 6 x 50 minute lessons per week. Most subjects are allocated 5 lessons during the week.

8.45am	Morning home group
9.00am	Lesson 1
9.50am	Lesson 2
10.40am	Recess
11.05am	Lesson 3
11.55am	Lesson 4
12.45pm	Lunch
1.25pm	Lunch warning bell
1.30pm	Lesson 5
2.20pm	Lesson 6
3.10pm	Afternoon home group
3.15pm	Dismissal
3.20pm	Buses depart

LIBRARY

Students are provided with access to the school library from 1.05-1.25pm. Supervision and teacher assistance is available.

LOCKERS

All students in the 7-12 are allocated an individual locker. Each locker has a number on the front for easy identification, with students providing a lock or clasp to keep shut. The lockers are a secure place for students to store their bags and personal items. Students are required to keep their lockers locked at all times and any damage or loss to locks/lockers is the responsibility of the student.

LOST PROPERTY

Items of clothing that have been left around the school are placed in Lost Property, which can be found in the front office. This is cleaned out at the end of each term.

MAGAZINE

The school magazine is published at the end of the year. It is a fantastic record of the achievements of the year and is a full colour publication. Order forms are published in the newsletter during term 4 each year.

MEDICATION

Student medication can be kept at school in the front office. The relevant paperwork needs to completed beforehand. Please contact the front office for more information.

MNSEC

MNSEC, the Mid-North Schools Education Cooperative, was formed in 1990 as a partnership between five schools located in the mid-north of South Australia – Booleroo Centre District School, Gladstone High School, Jamestown Community School, Orroroo Area School, Peterborough High School, and later, Quorn Area School joined in.

Since those early beginnings, MNSEC has developed into a vibrant educational community, acknowledged across the state. While still maintaining their own special identities, at the heart of this cooperative is the extensive collaboration between the schools, including the volunteering of teachers to deliver teaching across schools, and a range of shared sporting and social events. Cooperative events are listed separately in this document. Cooperative events are advertised in newsletters as they become due.

MNSEC FORMAL

During the year schools combine to celebrate student achievement with a "Formal" for senior secondary students. Year 11 & 12 students are eligible to attend this event. Information regarding the Formal will be made available during home group periods.

MNSEC SHOWCASE

Under the supervision of school music teachers and other support people, the cooperative holds an annual Showcase, which stages musical and singing talent across the six schools. BCDS is involved in the MNSEC Showcase, which is usually held during term 2. Students are given opportunities to demonstrate their creative talents at a concert held at the Peterborough Town Hall.

MNSEC SPORT

The district covered by the six core schools is rich in sporting history and ability. It is not surprising that MNSEC supports organised competition between the schools, in athletics, swimming, football and netball, and includes primary students.

Combined MNSEC teams compete against other schools at a regional and state level in these sports, with regular podium successes, with individual schools having won state titles.

The MNSEC Swimming Carnival is held biennially at the Booleroo Centre Swimming Pool on the Tuesday evening of week 4 (term 1). Students in Years 6-12 are eligible for selection in the team, which is chosen from the results of the BCDS Swimming Carnival.

The MNSEC Athletics Carnival is held at Jamestown Community School and also takes place during term 1. The BCDS team is selected from the results of the BCDS Athletics Carnival. All students in Years 6-12 travel by school bus to attend this day, either to participate or support their peers. It is a great honour to be selected in the MNSEC Team and students train hard to make the team. Booleroo Centre District School has a strong sporting culture and has won many of the previous MNSEC Athletics Carnivals.

MOBILE LIBRARY

The Flinders Mobile Library visits the school every fortnight on a Friday. Students must have a permission slip completed by parents in order to gain a library card and borrow from the mobile library. Books, movies and sporting equipment can be borrowed and returns can be made to the Mobile Library or at the Booleroo Centre IGA.

MOBILE PHONES

The Department's policy requires all students to keep personal devices 'off and away' between the start and end of each school day, and while they are attending school activities off-site, such as camps and excursions. Students will hand their phone in during morning home group. Phones are safely stored in the office and returned during afternoon home group. Secondary students cannot use their mobile phones and personal devices during school hours.

Mobile phones or personal devices used inappropriately by students will be collected and stored safely in the Front Office. If this initial warning is ignored, students will be issued with a 'white slip' and parents contacted. Please note, students are able to contact parents via the front office if required. Parents can contact the front office on 8667 2124 if they need to get a message to their child/children.

REPORTING & ASSESSMENT

Students in Reception to Year 6 will receive two written reports each year outlining their progress and achievement in Literacy and Numeracy against the South Australian Curriculum, along with two parent–teacher interviews to discuss learning progress, achievement and future learning goals.

Students in Years 7-9 will receive two Semester reports indicating a grade and effort, attendance percentages and an opportunity for an interview with teachers.

Year 10 student results are determined by the Australian Curriculum Achievement Standards.

Stage 1 & 2 results are determined by the Performance Standards of the SACE. Please see individual subject listings for specific details.

Stage 1 & 2 student results are reported in written format in terms 1 and 3. This is to provide information to students and parents regarding their progress, and areas for possible improvement. At the end of each semester, (terms 2 & 4), students are given a final assessment for that semester's work. The format of this report is as a subject grade, and an indication of the student's effort and behaviour in that subject. Year 10 results are reported in a written format in terms 2 & 4. The format of this report is a grade, written comment and indications of a student's behaviour/effort. Student led learning conferences are held between a student, their parents and a teacher in terms 1 & 3. This is an opportunity for students to share with parents about their learning.

SANITARY PRODUCTS

Sanitary products for students are available free of charge, in an emergency or to reduce the barriers which some students experience to their learning. After consultation with our students, these products are available through the front office and also located behind the toilet doors in attractive cases.

SCHOOL DETAILS

School office hours are from 8:00am to 4:00pm. Please feel free to contact the school on either 8667 2124 or 0428 220 327. Alternatively, the email address is dl.0771_info@schools.sa.edu.au.

SEESAW

Seesaw is an additional form of communication used from Reception through to Year 6. Seesaw is on the web or a downloadable app that parents and families can connect to. Families can view their child's work, message teachers privately, and receive class or whole school announcements. When families connect to their child's Seesaw journal, only their individual child's work, or group projects their child is tagged in can be viewed. Families can download the Seesaw journal, including pictures, videos, audios and text notes as a record of their child's journey.

SENTRAL

The Sentral Portal is used by staff to record and monitor attendance, communicate school routines and special events, monitor student wellbeing and keep the communication line open with parents. Parents can access their child's attendance data, timetables, homework and academic reports. Students also have access to the same data. Parents can read newsletters and correspondence sent home, along with a calendar and newsfeed that advises of special events or programs. The Portal can also be used to supply absence notes to the school.

SPECIAL PROVISIONS (SACE STUDENTS)

Special Provisions are available if a student has an illness, disability or experiences an unforeseen circumstance which significantly impacts their ability to participate in an assessment. For school-assessed tasks in Stage 1 or Stage 2, schools decide if a student is eligible for special provisions. The SACE Board will determine a student's eligibility for special provisions for external assessments at Stage 2 (examinations, investigations etc.). If a student applies for special provisions, they need to provide evidence of how this impacts their ability to access assessment conditions.

SPORTS DAYS

Students at Booleroo Centre District School participate in three scheduled sporting days or events. Participation in these activities is expected. There are 2 'houses' – Dunstan and Rogers. Students' participation in these events earns points for their respective houses. Students are allocated houses upon enrolment, although consideration is given to students whose family history is connected with a specific house. Please contact the Physical Education staff for further information.

Swimming Carnival is generally held during Week 3 of Term 1. Sports Day is during Week 6 of Term 1. Both of these events are for the whole day and formal classes are not held at school. The cross-country event is held in on an afternoon later during term 3. All of these events are contested in Booleroo Centre.

STAFF

Principal:
Tas Ktenidis

Senior Leader:
Hugh Cameron

SACE/VET/Intervention Senior Leader
Kelly Ktenidis

Wellbeing Co-ordinator
Chloe Clarke

R – 6 Coordinator
Jenni Caldwell

Front Office:
Lisa Woolford/Karen Blesing

Finance Office:
Wendy Ragless

Teachers:
Emma Bennett
David Byrne
Jenni Caldwell
Hugh Cameron
Kirby Chapman
Chloe Clarke
Steve Couch
Leah Keller
Kelly Ktenidis
Albert Nicholls
Brodie Nugent
Cameron O'Connell
Margo Sismey
Abby Sunners
Katherine Wolff

Classroom Support:
Rodney Bull
Annie-Mae Pitkin
Kathy Pitkin
Alec Martin
Sharee McCallum
Roweena Menz
Sondra Sard
Emma Waters

Science Lab & STEM Garden:
Alec Martin

ICT:
Charles Benstead

Grounds Person:
Peter Davies

Library:
Lisa Stewart

STATEWIDE SPORT

BCDS participates in a range of Statewide Sporting Carnivals not limited to Netball, Football, Basketball and Cricket. Please contact your Physical Education teacher for further information.

STUDENTS ONLINE (SACE STUDENTS)

Students Online is a one-stop shop for information about an individual student's SACE. It can help students plan their SACE, check their progress towards completing the SACE and access their results. Students can log into Students Online using their SACE registration number and PIN at: ***www.sace.sa.edu.au/students-online***

STUDENT REPRESENTATIVE COUNCIL

The Student Representative Council (SRC) is elected by their peers to represent all students within the school. SRC members work democratically to represent the student body in school decision-making and organise ways for students to participate in and enjoy school life. They foster school spirit and leadership among students by helping to create and nurture constructive ideas within the school community. Each home class elects two representatives in addition to SRC Presidents. Students are then elected to a range of office-bearing positions. The group meets regularly and has representation on the Governing Council and Uniform Committee. Students are involved in fund-raising activities for local and international charities, as well as raising funds for school projects.

STUDY PERIODS & THE STUDY ROOM

Year 12 students have access to the Study Room for independent, quiet study. It is an expectation that students work quietly in this space, to respect the rights and learning of others in the room. Year 12 students are also able to access, with permission, other learning spaces in the school, including specialist computer rooms.

Year 11 students have supervised study lessons. They have a 'tutorial' program in place which encourages and develops effective study habits.

SUBJECT COUNSELLING

Students are encouraged to seek information from parents, teachers, counsellors, employers, Universities and TAFE in choosing their subjects for their future career. Pathways and Personal Learning Plan (PLP) are courses which provide students with information on life skills and career pathways. Consequently, prior to the counselling session, students will be familiar with career paths and their prerequisites.

Students will complete an initial subject selection in term 3. Subjects that are offered are determined by demand, and final subject selections will be offered to students prior to a subject counselling day.

Information evenings will be conducted for parents and students in term 3. Any questions parents and students have will be addressed at this meeting. Please check dates and times in the newsletter close to these dates.

SUN SMART POLICY

As BCDS is a Sun Smart School; students and staff are required to wear a wide brimmed/bucket style hat in terms 1,3 and 4 (except for when the UV level is 3 or lower). A school hat can be purchased via the finance office or on Qkr.

SWIMMING CONSENT

Primary students participate in a six-day Learn to Swim program to develop their swimming skills, water safety awareness and confidence, culminating in participation in the whole-school swimming carnival in events appropriate

to their skill level. A swimming and aquatics consent form is sent home at the end of the previous year and must be returned to school for students to participate. The Education Department fund these learn to swim lessons.

Year 7-10 students access swimming lessons through Physical Education lessons at the beginning of the school year. A swimming and aquatics consent form is sent home at the end of the previous year and must be returned to school for students to participate. The cost for participation is included in the school fees.

UNIFORM

Booleroo Centre District School students are required to wear the correct uniform. The colours are maroon, navy and grey.

The school has a supply of hats available but shirts and jumpers need to be ordered. Please note: hoodies and denim are not part of the school uniform. These can all be ordered through the Finance Office.

Year 12 Students make arrangements to develop their own jumpers and shirts for their final year at school. These are designed and ordered in the previous year. Please make sure all items are clearly labelled.

VET

BCDS encourages and supports a Vocational Education & Training (VET) pathway for students generally studying in their senior years at school. Students identify an appropriate VET pathway through their studies in Pathways lessons.

VET can provide skills and knowledge for work and is an excellent choice of study for many students. It often includes practical, hands-on learning in a workplace environment. VET can give students a head-start on a qualification, which can fast-track progress towards a rewarding career. Please contact the Senior Coordinator for VET options at BCDS.

WORK EXPERIENCE

Year 10 and 11 students are offered an opportunity to participate in the Work Experience program. Year 12 students can participate in the Work Experience program in consultation with the Senior Coordinator. Students bring home information in a letter during Term 1. Work Experience can provide students with insights into a range of career options of interest to them. Please contact the school if you do not receive this information.