Planning your journey

Beaconhills College
IN ASSOCIATION WITH THE ANGLICAN & UNITING CHURCHES
Navigating your journey of discovery

Information contained in this document is subject to change without notice.
Welcome to Beaconhills College

Beaconhills College offers affordable and high quality education, setting it apart in the region.

We are an independent, open-entry, co-educational Christian College. Our strengths lie in our strong sense of community, from our infants and Early Learning years through to Year 12.

Our history

Beaconhills was established in 1982 at Pakenham and opened its Berwick Campus in 2003. The College was founded on Christian principles and these underpin all of our programs.

The College is owned by Beaconhills Christian College Limited, a company limited by guarantee.

The College Board is made up of 12 members – six elected from the three participating churches (St John’s Anglican Church in Upper Beaconsfield, St James Anglican Church in Pakenham and the Uniting Church in Pakenham), four elected from the members of the Company (essentially the parents of the College), one elected from the Old Collegians, and the Headmaster who is the Chief Executive Officer of the Board.

Our mission

Beaconhills College provides an holistic education that inspires excellence and nurtures resilient, confident and independent learners with values that empower them to be responsible, caring citizens in their local and global communities.

Our motto

The College motto, Lux Luceat, means ‘Let your light so shine’, taken from Matthew 5:16 (NRSV). It expresses the hope that all of our students will become true contributors to the broader community and demonstrate the Christian values and attitudes on which our College was founded.

Our values

The type of person each student becomes is of utmost importance to us. For this reason, we have defined our core values as compassion, respect and integrity.
The Beaconhills education

Our vision is to continue to develop an innovative learning community that is focused on **Learning That Matters**.

**Learning That Matters** aims to implement best teaching and learning practices relevant to today's and tomorrow's students.

At Beaconhills we educate the whole child, to help them develop spiritually, intellectually, physically and emotionally.

The character attributes of each student we aim to foster are built around the traditional central values of compassion, respect and integrity.

**Our teaching**

We understand the importance of quality teaching and ensure our teachers are not only passionate educators in their field, but know how to motivate and inspire our students to be enthusiastic and skilled learners.

Effective learning is greatly enhanced when there is a trusting and respectful relationship between the student, teacher and parent. Effective learning is directly correlated to effective teaching.

Teaching and learning needs to be managed in a way that allows students to feel safe, valued and respected in a dynamic and well-resourced learning space.

Students learn effectively when they are fully engaged in their own learning and teachers teach best when they are professionally engaged.
The Beaconhills education

Junior School (Prep to Year 4)
Connecting junior learners

Key learning areas

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The Junior School curriculum focuses on laying firm foundations in English, Mathematics and fundamental skills, along with developing a positive attitude and healthy social skills.

Each teacher integrates Science, Humanities, Health, Computer Studies and Technology within topic-based study units. Specialist subjects include Physical Education (Human Movement), French, Japanese, Visual Arts, Performing Arts, Library and Religion and Values Education (RAVE).

Physical Education

All students from Prep to Year 4 have three Physical Education classes a week led by specialist teachers. Years 3 and 4 students have an extra 90 minutes of class sport each fortnight.

Children in the Junior Primary take part in the Perceptual Motor Program (PMP) for the first two years of their schooling. At the same time they take part in games to help improve their ball skills and fitness. As children progress through the years, there is more emphasis on a wide variety of physical challenges in the form of organised games, swimming programs and in specific skill sessions during Physical Education.

Children from Years 3 to 4 take part in several interschool competitions, as well as after-school sports practice. Along with the physical challenges, there are also the benefits of enjoying being part of a team.

Performing Arts

From Prep, every student has the chance to experience Performing Arts through the curriculum, co-curricular and House systems. Performance instills confidence, discipline, courage and pride.

In the Junior School, drama is approached in a variety of ways including: mime, dance, dramatic play, puppetry, role play, body awareness, improvisation,
The Beaconhills education

performance and group dramatisation.

Choirs, dance groups, theatre sports, guitar groups, jazz bands, string orchestras and drama clubs are just some of the ways to be involved. Students perform in annual concerts, at assemblies, in Performing Arts festivals, musical productions and interstate tours.

The College has teaching studios, recording studios and professional standard performance venues.

These activities are closely linked with other curriculum areas. In this way, drama becomes a part of learning, creating a deeper awareness and understanding of ourselves and others. Not only does drama foster self-confidence, develop language and extend thinking, but it cultivates the children’s emotions and imaginations and is a very powerful instrument for promoting the achievement of a variety of other educational goals.

Classroom music incorporates a Kodaly Program, Upbeat Program, Rock Ed and singing and percussion work. Elements covered include pitch, melody, beat, rhythm, tone, colour, form, harmony and appreciation. Music is also linked to classroom themes and special events. The focus is on enjoyment through participation.

The Instrumental Music Program offers students the opportunity to take part in private music lessons in piano and violin. The Junior School has a choir which performs in the College and at various choral festivals in and around Melbourne. Drama is offered for interested children as a co-curricular activity. An annual school play involving students from Junior and Middle School is conducted. Junior School students are involved in an annual musical production.

Visual Arts

Visual Arts is a stimulating and challenging program offered to all students at the College.

Students explore different media and styles and are encouraged to express their own opinions and attitudes through a number of subjects and disciplines. Creative, original responses are encouraged at all year levels.

From Prep to Year 4, students take part in an art program that is based in specialist art rooms. Using many materials and techniques, they are encouraged to explore and discover the world through art.

Religion and Values Education (RAVE)

Starting from Junior School, students take part in regular Religion and Values Education (RAVE) classes. The classes focus on the spiritual nurture of our students in a Christian context and the teaching of tolerance and respect for all faiths.

In the Junior School, the program of Christian education encompasses, and is integrated with, other disciplines. This is so that students can see themselves as an effective part of the Christian world, contributing to it according to their abilities and enriched through their participation. Knowledge of the Bible stories, the life of Christ and the Church is an essential part of this learning process.

Members of the Beaconhills community are encouraged to give to others. As a caring, Christian community, support of those in need is paramount in everything we do at Beaconhills and the College provides financial and material aid to local, national and international organisations.

Outdoor Education

Outdoor Education endeavours to take students out of their comfort zone and challenge them physically, emotionally and spiritually.

Outdoor Education’s deeper purpose is to help children develop important life skills they need to take into adulthood. Many skills they gain underpin academic success.

Our Outdoor Education experiences are much more than just camps - they are an opportunity to develop these skills.

Students quickly learn during their outdoor education experiences that actions have consequences in the outdoors and they must communicate, work as a
team, problem solve, respect their peers and learn new skills.

At Beaconhills, the program is structured to allow each individual to build upon the skills developed in the previous year. At all times we have in mind the capabilities of our students at each level.

The College employs specialist staff to manage and develop the program, under the guidance of professional outdoor education providers.

Prep and Year 1

An outdoor afternoon and early evening experience includes activities such as camp crafts, games and puppet show.

Year 2

A ‘sleep-over’ gives children the chance to enjoy camp fire activities and related camp crafts.

Years 3 and 4

Short camps from a base include canoeing, archery, volleyball, ropes and initiative courses, swimming, sailing, raft building, flying fox, bush activities, orienteering and horse riding.

The duration and location of these camps vary according to the year level.

Co-curricular activities

Students can extend their horizons with a huge choice of activities during and beyond the school day. Every student is encouraged to take part in at least one activity.

Emphasis is on enjoyment and the opportunity to develop in areas outside the classroom, including art and craft, chess, equestrian, drama (performing in a school play), orchestra, bands, ensembles, choirs and sports such as soccer, cricket, netball, basketball, football, tennis and cross-country.
The Beaconhills education

Middle School
Equipping young adolescents

Middle School, Years 5 to 8 at Beaconhills, focuses on conceptual development and knowledge-building through offering a broad curriculum. Using an inquiry-based approach, students are offered the chance to link ideas and content in an integrated approach.

Human movement

In Middle School, students have a double lesson of Physical Education plus extra Health classes that introduce students to the importance of healthy life choices. At Year 8, students complete a Fitness and Health module where they work on their personal fitness as well as learning about the importance of nutrition. Students also participate in weekly House sport competitions.

Religion and Values Education (RAVE)

The Religious Studies Program is presented as a core subject in Year 7 and 8. In Years 7 and 8 students study aspects of the New and Old Testaments.

Students attend regular short services with readings, prayer and reflections and these are held in the College’s Chapels. Services are conducted by the College Chaplain and the staff and students of each House.

Members of the Beaconhills community are encouraged to give to others.

Outdoor Education

Outdoor Education endeavours to take students out of their comfort zone and challenge them physically, emotionally and spiritually.

The program umbrella stretches across a range of curricular and co-curricular activities. Co-curricular sports such as snowsports come under the banner, as do the curriculum-based camps starting in Year 5 and culminating in VCE Outdoor and Environmental Studies – a VCE subject.

The College employs specialist staff to manage and develop the program, under the guidance of professional Outdoor Education providers.

Outdoor Education's deeper purpose is to help children develop important life skills they need to take into adulthood. Many skills they gain underpin academic success.

Our Outdoor Education experiences are much more than just camps - they are an opportunity to develop these skills.

Students quickly learn during their outdoor education experiences that actions have consequences in the outdoors and they must communicate, work as a team, problem solve, respect their peers and learn new skills.
At Beaconhills, the program is structured to allow each individual to build upon the skills developed in the previous year. At all times we have in mind the capabilities of our students at each level.

Year 5

Base camp experiences are offered to all students. Activities include canoeing, archery, volleyball, ropes and initiative courses, swimming, sailing, raft building, flying fox, bush activities, orienteering and horse riding.

Year 6

This week-long program occurs in Canberra where students participate in a variety of educational experiences which focus on Australia's history, culture, heritage and democracy. An outdoor education three-day program is also held at Iluka in Shoreham.

Year 7

Year 7 students attend one base camp which gives them a large range of experiences. Camps provide water-based activities and adventure activities in cultural or farm settings.

Year 8

A more challenging and specialised program is offered to Year 8 students. Activities include sailing, surfing, bush walking and camping. Students experience a variety of related activities with expert tuition provided.

The duration and location of these programs vary according to the year level.

Performing Arts

Every student has the chance to experience Performing Arts through the curriculum, co-curricular and House systems. Performance instills confidence, discipline, courage and pride.

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The College has teaching studios, recording studios and professional-standard performance venues.

The Performing Arts includes the teaching of Dance, Drama and Music. We seek to encourage group interaction at a level experienced in few other areas. Its cultural richness provides a positive outlook and basis upon which to reflect and understand society.

Inherent in the disciplines of Dance, Drama and Music is the stimulation, enhancement and development of both physical and cognitive skills. The students' sense of identity, self-esteem and self-discipline is actively promoted through an integrated performance program.

Instrumental Music Program

Private tuition is offered to students on a range of musical instruments including piano, recorder, flute, saxophone, clarinet, trumpet, trombone, percussion, guitar, voice and orchestral strings.

Music Ensemble Program

The program caters for instrumentalists and vocalists alike (concert and big bands, flute, brass and clarinet ensembles, choirs, string and guitar ensembles and several choral groups) with opportunities to perform in one of our many concerts held during the year.

Theatre Games

An inter-school drama competition that focuses on improvisational skills.

School musical productions

Opportunities for performance are available in all sections of the College.
The Annual House Performing Arts Festival

An inter-House competition that provides all students with an opportunity to participate in a vocal, dance, musical performance or a play.

Visual Arts

Visual Arts is a stimulating and challenging program offered to all students at the College.

Students explore different media and styles and are encouraged to express their own opinions and attitudes through a number of subjects and disciplines. Creative, original responses are encouraged at all year levels.

In Years 5 to 8, students learn a range of techniques, materials and styles. At this level, Art broadens into a number of subject areas covering both 2D and 3D work. The priority is still each student’s unique approach, but they are also expected to do research on various topics and to experience a range of materials and media. Students also have theory classes and discussions relating to art and artists.

There are many exciting ways for students to further develop their skills, including:

• Artists-in-residence at the College.
• Workshops throughout the year in a number of areas across the department.
• Hearing guest speakers talk about their work and experiences.

Middle and Senior students are encouraged to take part in a variety of co-curricular activities held after hours most nights of the week.

Middle and Senior students may use the art facilities at lunchtimes as well as before and after school to work on their folios.

Technology

The College has an enviable track record in technology subjects, with the work of many of our students ranking among the best in the State. Each year growing numbers of our students qualify for Top Designs – part of the VCE Season of Excellence – and some have achieved Premier’s Awards.

Starting in Year 5, technology encompasses Product Design and Technology, Systems Engineering, Textiles Technology (Years 5-8) and Food and Technology.

For Middle School students, Design, Textiles and Food and Technology classes start in Year 5 and continue to Year 8. Systems Engineering is taught in Years 7 and 8.

Co-curricular

The Co-curricular Activities Program is an important part of the educational offering at Beaconhills. It is an expression of the belief that all students have special skills outside the classroom and that these should be developed fully. Co-curricular activities provide enjoyable and challenging experiences that enhance the self-esteem of students and assist them to benefit from their time at school in the broadest sense.

Participation in the Co-curricular Program has, in many cases, enabled higher levels of achievement in academic studies.

Co-curricular activities are normally run outside the standard school day. Listed below are some of the many examples:

Athletics

Students are invited to participate in many disciplines of athletics, including cross-country and rogaining (orienteering/cross-country running).

Bands

The Show Band and Concert Band perform for the College and wider community.

Cadets

Beaconhills has an active Cadet Unit. Afternoon training sessions are conducted and students have opportunities to represent the College at parades. Weekend bivouacs and camps are held for cadets each year.
The Beaconhills education

Choirs
Choirs rehearse and perform throughout the year at a variety of College and community functions.

Community service
A major focus of the College is our service to the community. In addition to raising funds for charities such as the Red Cross Blood Bank and the 4Cs Food Bank, the College supports schools in Bangladesh and East Timor.

Debating
Experiences in debating are provided to students through House and inter-school debating.

Drama and Dance
This activity provides students with the opportunity to use their creativity by devising and presenting their pieces using various movements and dance styles.

Ensembles
An ensemble program for strings, percussion, guitar and wind instruments is conducted within the College.

Equestrian
Beaconhills teams enter several of the inter-school equestrian competitions each year.

School musicals
The College offers this opportunity for student performance across the sections.

Sports
Many sporting activities supplement our Curriculum Program, although the College does not operate a formal weekend program.
Year 9
Experiential learning

Key learning areas

- English/Humanities
- Mathematics/Science
- Languages other than English
- Personal Development

Year 9 is a critical time where teenagers can lose interest in school. It is a time where they also begin to explore their world view and question their place in it.

The College has designed a Year 9 program delivered from our purpose-built Year 9 centres. These are multimedia-rich places of learning, staffed by teachers with special skills in teaching Year 9s. The focus is not only about learning through experience but providing challenges and fostering independence, decision-making, and character development.

The week is broken into four academic days and one experiential day. Academic days usually take place at school, while experiential days may be off campus and involve a range of activities.

Each term, there are five distinct key learning areas including the study of French, Japanese or Global Perspectives cultural studies.

Students also undertake one elective per semester.

Year 9 Program highlights

As Year 9 students complete units in the four key learning areas - English/Humanities, Mathematics/Science, Language other than English and Personal Development - they take part in a range of special activities designed to enhance their learning in each of these areas.

These include:

- Personal Best

The Personal Best project enables students to follow an area of interest or passion and to complete an individual project that has research, skill-building and presentation components. The project culminates in a Personal Best evening where all student work is displayed or presented live to an audience of parents, fellow students and staff. Past projects have included musical items, fashion parades and information-oriented presentations.

- Team building

Whilst most activities in the Year 9 program are designed to develop student team building skills, some activities focus strongly on this important life skill, including the Outdoor Education Program, the Common Good project and the City Experience.
Outdoor Education Program

This challenging aspect of the Year 9 program is designed to encourage every student to test the limits of their physical, mental and social abilities. Through this program, students learn to work together as a team and to better understand the consequences of their actions and decisions upon others. The program, at Victoria's Wyperfeld National Park, encourages students to enhance their appreciation of the environment and understand our need to care for and preserve it.

Global Beacons

Students in Year 9 can elect to participate in the Global Beacons Program. Travelling to Vietnam (Pakenham Campus) or East Timor (Berwick Campus), students have the opportunity to immerse themselves in an Asian culture and provide support to some of the local communities.

Students participate in the expedition in groups of 18 to 20. They are involved in every aspect of the program, encouraging self-sufficiency and responsibility for their own actions.

Common Good

The Common Good project enables students to explore social justice issues in small groups and involves these groups in community service activities. Again, this project culminates in a major presentation of the issues and student responses to an audience of fellow students, parents and staff.

City Experience

City Experience takes part individually and in groups. It is an opportunity to explore the cultural, historical and geographical aspects of Melbourne and designed to promote independence and confidence.

Student Interests

The Year 9 Program helps students explore issues of particular relevance to them at this stage of their lives. Students get an opportunity to consider career options and better understand social issues in their community.

Human movement

The Year 9 Program covers a wide variety of physical activity, including Physical Education and the Outdoor Education Program, centred around Personal Best and exploring diverse recreational activities.

Students take part in inter-House carnivals with team sports including softball, basketball, netball, volleyball and football.

The College is part of SEISA (South Eastern Independent Schools Association) a sporting and cultural organisation. This enables both campuses to compete against each other as well as Gippsland Grammar, St Paul's Anglican Grammar School and Newhaven College in sporting and cultural events. Students compete in swimming, athletics, cricket, tennis, basketball, softball, cross-country, hockey, soccer, football and volleyball. The College also fields teams in the Co-Educational Schools Association's major carnivals.

Students who perform well in their sport can progress to zone or state level and may represent the College in state or national competitions.

Performing Arts

Our Performing Arts departments have helped launch professional careers in dance, drama and music. The College also has an impressive list of students who have achieved Top Class awards.

Every student has the chance to experience Performing Arts through the curriculum, co-curricular and House programs. Performance instills confidence, discipline, courage and pride.

Choirs, dance groups, theatre sports, guitar groups, jazz bands, string orchestras and drama clubs are just some of the ways to be involved. Students perform in annual concerts, at assemblies, in Performing Arts festivals, musical productions and interstate tours.

The Beaconhills education
The College has teaching studios, recording studios and professional-standard performance venues.

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Inherent in the disciplines of Dance, Drama and Music is the stimulation, enhancement and development of both physical and cognitive skills. The students' sense of identity, self-esteem and self-discipline is actively promoted through an integrated performance program.

**Instrumental Music Program**

Private tuition is offered to students on a range of musical instruments including piano, recorder, flute, saxophone, clarinet, trumpet, trombone, percussion, guitar, voice and orchestral strings.

**Music Ensemble Program**

The program caters for instrumentalists and vocalists alike (concert and big bands, flute, brass and clarinet ensembles, choirs, string and guitar ensembles and several choral groups) with opportunities to perform in one of our many concerts held during the year.

**Theatre Games**

An inter-school drama competition that focuses on improvisational skills.

**School musical productions**

Opportunities for performance are available in all sections of the College.

**The Annual House Performing Arts Festival**

An inter-House competition that provides all students with an opportunity to participate in a vocal, dance, musical performance or a play.

**Co-curricular**

The Co-curricular Activities Program is an important part of the educational offering at Beaconhills. It is an expression of the belief that all students have special skills outside the classroom and that these should be developed fully. Co-curricular activities provide enjoyable and challenging experiences that enhance the self-esteem of students and assist them to benefit from their time at school in the broadest sense. Participation in the Co-curricular Program has, in many cases, enabled higher levels of achievement in academic studies.

Co-curricular activities are normally run outside the standard school day. Listed below are some of the many examples:

**Athletics**

Students are invited to participate in many disciplines of athletics, including cross-country and rogaining (orienteering/cross-country running).

**Bands**

The Show Band and Concert Band perform for the College and wider community.

**Cadets**

Beaconhills has an active Cadet Unit. Afternoon training sessions are conducted and students have opportunities to represent the College at parades. Weekend bivouacs and camps are held for cadets each year.

**Choirs**

Choirs rehearse and perform throughout the year at a variety of College and community functions.

**Community service**

A major focus of the College is our service to the community. In addition to raising funds for charities such as the Red Cross Blood Bank and the 4Cs Food Bank, the College supports schools in Bangladesh and East Timor.
### Debating
Experiences in debating are provided to students through House and inter-school debating.

### Drama and Dance
This provides students with the opportunity to use their creativity by devising and presenting their pieces using various movements and dance styles.

### Ensembles
An ensemble program for strings, percussion, guitar and wind instruments is conducted within the College.

### Equestrian
Beaconhills teams enter several of the Interschools equestrian competitions each year.

### Sports
Many sporting activities supplement our Curriculum Program, although the College does not operate a formal weekend program.

### Lux Lucent Society
The Society provides programs to selected students to enhance their knowledge of available pathways and to focus on their life beyond senior years.

Pastoral Care sessions are run by the House tutor and counsellors, chaplains and health care attendants form part of a strong support network. Year 9 students participate in senior House events.
The Beaconhills education

Senior School
Enabling young adults

Key learning areas

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Choice and opportunity

Choosing the right academic path is essential in Senior School. Beaconhills students can choose a diverse range of pathways to suit their own strengths and interests. There are no less than 42 VCE units with a possible 400 course combinations.

Year 10

Beaconhills views Year 10 as a genuine entry point into the three year journey towards the Victorian Certificate of Education (VCE). Hence, there is a choice of elective subjects and VCE units.

This program ensures that future pathways in Years 11 and 12 remain open until students have a clearer picture of their career aspirations.

In the Senior School our aim is to give all our students the opportunity to understand the basic background of being Australian citizens and to address the College’s focus on Christian values, internationalism and environmental awareness.

The conventional Year 10 program also provides students with eight choices where they can explore a variety of subjects across the spectrum of the curriculum.

Key learning areas

| English |
| Careers |
| Mathematics |
| Science |
| VCE Religion & Society (Ethics) |

Years 11 and 12

All Years 11 and 12 subjects are drawn from the Victorian Certificate of Education (VCE) curriculum.

The Years 11 and 12 timetables are blocked in a manner which allows Year 11 students to select a Year 12 subject; however, not all students are required to mix their program in this way. Many Year 11 students choose only Year 11 subjects.

Beaconhills students study 12 VCE units in Year 11 and 10 VCE units in Year 12. Given that our Year 10
The Beaconhills education

students are required to study at least one VCE unit, most students will have undertaken between 23 to 26 VCE units by the end of Year 12.

Highly skilled teachers
A number of our Senior School teachers are involved in curriculum development and examination assessment at a state level.

We encourage our students to develop a strong relationship with our Careers Counsellor. Career guidance starts in Year 9.

Health and Physical Education
In the senior years, there are a range of Health and Physical Education electives. For VCE, subject choices include Physical Education, Health and Human Development, and Outdoor and Environmental Studies.

Students take part in inter-House carnivals with team sports including softball, basketball, netball, volleyball and football.

The College is part of SEISA (South-Eastern Independent Schools Association) a sporting and cultural organisation. This enables both campuses to compete against each other as well as Gippsland Grammar, St Paul’s Anglican Grammar School and Newhaven College in sporting and cultural events. Students compete in swimming, athletics, cricket, tennis, basketball, softball, cross-country, hockey, soccer, football and volleyball. The College also fields teams in the Co-Educational Schools Association’s major carnivals.

Students who perform well in their sport can progress to zone or state level and may represent the College in state or national events.

Outdoor Education
The Year 10 Outdoor Education program is designed to further extend experiences and develop skills introduced in the younger years. These activities are more highly specialised, with trained leaders taking students through a range of activities. Students work in small groups and are expected to develop skills over the five-day programs. The program includes sea kayaking, rock climbing, river kayaking, bush walking, caving, mountain bike riding, aquatic and fitness recreation and horse riding.

Students can choose VCE Outdoor and Environmental Studies as a VCE subject.

Religion and values
There are several features of the normal Senior School program which relate to the Christian aims of the College. Each Tuesday a Sectional Assembly is conducted which includes a reading, address and a prayer. During the course of the year each House conducts an annual service of worship or dedication. In Year 10, all students study Ethics and can continue their studies in VCE through Religion and Society units.

Students attend regular short services with readings, prayer and reflections and these are held in the College’s Chapels. Services are conducted by the College Chaplain and the staff and students of each House.

Members of the Beaconhills community are encouraged to give to others. As a caring, Christian community, support of those in need is paramount and the College provides financial and material aid to local, national and international organisations. On leaving the College, students are encouraged to continue service to others as a life-long commitment. Parents and students are also encouraged to consider giving to the College through donations and bequests so that the opportunity of a Beaconhills education can be assured long into the future.

Performing Arts
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Music Ensemble Program

The program caters for instrumentalists and vocalists alike (concert and big bands, flute, brass and clarinet ensembles, choirs, string and guitar ensembles and several choral groups) with opportunities to perform in one of our many concerts held during the year.

Theatre Games

An Inter-school drama competition that focuses on improvisational skills.

School musical productions

Opportunities for performance are available in all sections of the College.

The Annual House Performing Arts Festival

An inter-House competition that provides all students with an opportunity to participate in a vocal, dance, musical performance or a play.

Technology

The College has an enviable track record in Technology subjects, with the work of many of our students ranking among the best in the State. Each year growing numbers of our students qualify for Top Designs – part of the VCE Season of Excellence – and some have achieved Premier’s Awards.

In Senior School, Product Design and Technology, Systems Engineering, Textiles Technology and Food and Technology are all available as an elective subject at Year 10 and taught to Units 3 and 4 VCE level.

In the Design Process, students use a design brief to investigate and research a product, then go on to build the product and evaluate their work. Design Technology follows the Design Process; most products are wood-based or metal-based, but can be made from any material.

Systems Engineering also follows the Design Process. Most products students make are electronic and incorporate mechanical components.

Textiles Technology uses the Design Process to create textile products mostly relating to fashion and garment manufacture. Food and Technology also follows the Design Process and students learn to cook a wide variety of meals.

Visual Arts

Visual Arts is a stimulating and challenging program offered to all students at the College.

Students explore different media and styles and are encouraged to express their own opinions and attitudes through a number of subjects and disciplines. Creative, original responses are encouraged at all year levels.

In Years 10, 11 and 12, there are a broad range of subject choices and students can specialise in their area of interest. By this level, many students have made a career choice and the subject choices in Visual Arts become critical. While Year 10 is seen as
The Beaconhills education

an exploration of the breadth of the offering within this area. Years 11 and 12 are the time for students to specialise and build the all-important folio for university entrance.

In Senior years, many students are career-focused and can take advantage of a number of extension programs to help develop skills and experience.

There are many exciting ways for students to further develop their skills, including:

- Artists-in-residence at the College.
- An international art tour for students in Years 10-12.
- Attendance at the Annual Arts Conference in Melbourne for students in Years 11 and 12.
- Workshops throughout the year in a number of areas across the department.
- Hearing guest speakers talk about their work and experiences.
- A senior art camp.

Senior students are encouraged to take part in a variety of co-curricular activities held after hours most nights of the week. These include life drawing (senior students only), jewellery making, fashion design and photography.

Senior students may use the art facilities at lunchtimes as well as before and after school to work on their folios.

Co-curricular

The Co-curricular Activities Program is an important part of the educational offering at Beaconhills. It is an expression of the belief that all students have special skills outside the classroom and that these should be developed fully. Co-curricular activities provide enjoyable and challenging experiences that enhance the self-esteem of students and assist them to benefit from their time at school in the broadest sense. Participation in the Co-curricular Program has, in many cases, enabled higher levels of achievement in academic studies.

Co-curricular activities are normally run outside the standard school day. Listed below are some of the many examples:

Athletics

Students are invited to participate in many disciplines of athletics, including cross-country and roguing (orienteering/cross-country running).

Bands

The Show Band and Concert Band perform for the College and wider community.

Cadets

Beaconhills has an active Cadet Unit. Afternoon training sessions are conducted and students have opportunities to represent the College at parades. Weekend bivouacs and camps are held for cadets each year.

Choirs

Choirs rehearse and perform throughout the year at a variety of College and community functions.

Community service

A major focus of the College is our service to the community. In addition to raising funds for charities such as the Red Cross Blood Bank and the 4Cs Food Bank, the College supports schools in Bangladesh and East Timor.

Debating

Experiences in debating are provided to students through House and Inter-School debating.

Drama and Dance

This provides students with the opportunity to use their creativity by devising and presenting their pieces using various movements and dance styles.
### The Beaconhills education

#### Ensembles

An ensemble program for strings, percussion, guitar and wind instruments is conducted within the College.

#### Equestrian

Beaconhills teams enter several of the interschools equestrian competitions each year.

#### School musicals

The College offers this opportunity for student performance across the sections.

#### Sports

Many sporting activities supplement our Curriculum Program, although the College does not operate a formal weekend program.

#### Lux Luceat Society

The Society provides programs to selected students to enhance their knowledge of available pathways and to focus on their life beyond senior years.

#### VCE Season of Excellence Opportunities

Each year, increasing numbers of students receive VCE Season of Excellence awards, a program run by VCAA (Victorian Curriculum and Assessment Authority).

This places them at the top of the state for their work in the areas of Technology, Media, Visual Arts and Performing Arts.
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General information

Student wellbeing

Beaconhills provides a caring school environment in which students are well-known by the staff and genuine care for them is a priority.

We have a highly comprehensive Wellness and Wellbeing Program designed to support our students to become confident, happy and resilient individuals who can be their best.

The Program is supported by Heads of House, tutors and teachers, the health care attendants, our counsellors and chaplains as well as the pastoral care staff such as heads of section and careers counsellors – all very engaged in student care.

Core wellbeing goals

The mental and physical wellbeing of our students is of paramount importance. Our Wellness and Wellbeing Program includes a carefully-devised case management and referral safety net. It focuses on four key goals: community spirit, healthy mind, accurate information and personal achievement.

Community spirit: This goal focuses on developing and strengthening the individual, to benefit the wider community. We equip our young leaders to support other students and we emphasise messages such as cybersafety, anti-bullying and positive relationships.

Healthy mind: A range of strategies for students and parents is used. It includes dynamic age-appropriate wellbeing programs, parenting programs with inspiring speakers on mental health awareness, student counselling and staff support, and regular student presentations on wellbeing through the Assembly program.

Accurate information: Staff are specifically trained to deal with youth issues in a sensitive and informed way. As students move through Middle and Senior Schools, they are equipped with information on subjects such as risky behaviours, stress management and personal safety. The College also provides a wellbeing app on student iPads and information on the website, general wellbeing information through the College and strong links with external providers.

Personal achievement: Students are encouraged to take on challenges in College life, whether it is in the academic, sporting or leadership arena. We recognise and praise the achievement of personal goals - this also inspires other students to do their best.

The House system

Beaconhills has eight Houses named after our College pioneers and each student ‘belongs’ to a House. This culture enables the College to promote each student’s sense of identity, belonging and self-esteem.
Each House is divided into tutor groups, all of which integrate some 18-20 students from the Middle School (Years 5-8) or Senior School (Years 10-12).

House tutors oversee the welfare of each of their students and are the first point of contact for parents.

This system aims to:

- Create a sense of belonging and security within school and ensure each student be recognised as an individual of worth.

- Provide each student with a sense of identity through membership of a House group.

- Allow students the opportunity to develop their personal, moral and spiritual lives in a smaller community.

- Provide students with the opportunity to contribute their talents, skills and personal qualities to the small community to which they belong. The House encourages students to give of their energies and skills to support their House team.

- Create opportunities for leadership.

- Ensure that students do their duty, fulfil their obligations and act acceptably and honourably, regardless of inconvenience.

Reporting to parents

Information Sessions, conducted at regular intervals for specific purposes, give parents an opportunity to develop an understanding of the curriculum and assessment practices that have been adopted by the College.

Individual electronic reports are issued and parents can book parent/teacher interviews online in June and December. Also, the College is progressively introducing real-time, online reporting for our parents and students to gain more immediate feedback from our teachers. Entry interviews enable parents to inform our teachers about their child’s needs and expectations.

Open Days, plays, performances, assemblies, displays, recitals, excursions, classroom programs and special activities, with parental participation, are other ways of reporting to parents on their child’s achievements.

Parents have the opportunity to speak with teachers concerning their children by appointment, as needs arise.

My School Day app

Students from Year 3 onwards now use iPads to assist with learning and access to school facilities.

The My School Day app contains their timetable, school notices, diary and calendar. All the information is contained in one place and can be easily maintained helping students with their time management. From their iPad, they are also able to access the school intranet for parents and students, called BeaconNet.
General information

BeaconNet

The College encourages parent involvement in their children’s education. BeaconNet (the College intranet), gives parents information on their child’s timetable, classes, teacher contacts, reports, homework, and parent bulletins and news.

Reporting to parents

The College encourages our parents to be informed regarding their child’s progress at school. Contact can be in the form of touching base with your child’s tutor or teacher as well as accessing a range of information from our BeaconNet portal. A number of our year levels now use real-time reporting on-line which allows parents and students to view assessment feedback as they go. This is in addition to our Interim and Semester reports which occur at the end of Term 2 and Term 4. There are also a number of formal parent-teacher interview sessions which are organised each year. In the event of there being a concern with a child’s progress, parents are contacted to alert them to these issues.

iPad Program

Every student in Years 3 to 12 at Beaconsfield College is required to bring their iPad to school every day. This iPad needs to be charged, in a protective case and in good working order. Students in Years 10-12 only are allowed to bring a second technology to school to assist with their learning. The College IT Department will help, when possible, to connect these devices to the network and install printers.

Any iPad from iPad 2 is appropriate for class. Full size and mini iPads are suitable and any capacity for 16GB is fine, but school work will use up to 12 GB.

Parents do not need to buy a new iPad if they have an appropriate one at home. There are several insurance options. Detailed information about our iPad program is on our website.

School operations

Class size is 26 students from Prep-Year 9 but many of the elective classes, including VCE, are based on student subject choice and are therefore smaller.

The school year consists of two semesters each of approximately 19 weeks (one semester equals two terms).

The timetable is based on a 10 day cycle.

Week one: Monday – Day 1 to Friday – Day 5,

Special Education

Special Education teachers may work alongside the classroom teacher or with students in small group sessions to enable full access to the curriculum in literacy and numeracy.

In considering a particular student’s learning needs and characteristics, some modification of the curriculum may be deemed appropriate. This is organised and implemented in consultation with the student, parent and the Campus Principal. Clear goals and outcomes are established for the student.

The modifications may involve:

- Reduction in the size of the academic program, which may be short-term or long-term.
- Reduction in the length and complexity of the tasks.
- Alternative ways of providing information.
- The development of alternative assessment procedures/tasks to allow students to demonstrate what they know and have learned.

College uniform

The College has a strict policy regarding the wearing of its uniform, and encourages students to take pride in their appearance and their College. (Sun Smart Hat Policy applies in Terms 1 and 4.)

The Junior School has a smart, functional school uniform which all students are expected to wear. There are different winter and summer uniforms for classroom and Physical Education activities.
General information

Junior School record books

All Junior School students receive a student record book which outlines the various procedures and routines of the College. Older students have access to this information via a special app on their iPads called My School Day.

Student exchanges

Student exchanges to other countries are open to all senior secondary students. Organisations such as Rotary, the Lions Club, Southern Cross and the International Education Foundation facilitate these exchanges, linking Beaconhills with countries such as USA, Norway, Argentina, Japan, New Zealand, Denmark and Switzerland.

An annual exchange exists with sister schools, Ibaraki Christian Senior High School in Japan, Suining in China and the Immaculate Conception in Laval, the capital of the Mayenne department in France.

Students also have the option to travel to East Timor (Berwick Campus) or Vietnam (Pakenham Campus) in Year 9.

Tennis programs

Entry is available to students with a passion for tennis. Individually-tailored programs can be fully integrated with Beaconhills College’s existing high quality curriculum.

Tennis programs include general coaching programs or more intensive 5 and 10 hour programs for students who want to really extend their tennis.

It is the ideal education choice for students aiming for a professional tennis career or application to an American college tennis program – ultimately playing on the ATP (Association of Tennis Professionals) or WTA (Women’s Tennis Association) tours.

Alternatively, there are also many career paths in the tennis industry.

Fees for 5 and 10 hour programs are $7000 per year (10 Hour Weekly Program) or $3500 per year (5 Hour Weekly Program), on top of normal College academic tuition fees. For more details email:

tennis@beaconhills.vic.edu.au
About 50 per cent of the cost of educating a student at the College is covered by government grants and the other 50 per cent is covered by parents through the payment of fees.

The parental contributions to the College are particularly important in retaining the present level of funding and building a strong school community. The more assistance families provide for the College, the less the College community has to pay for support and maintenance, and as a result, the present fee level can be sustained.

To this end, the College operates an Assistance Program, which is a compulsory program for all families with students enrolled at the College.

Parents are required to take a role in making a very important contribution to the life of the College by supporting maintenance, co-curricular activities and other key areas of the College.

Parent contributions can be made in one of several ways - by committing time to an area of the College (listed below); or by donation of approved company goods or services. An amount of $180 is included in your fee account and will be credited should you contribute your time or goods during the school year.

Activities include:

- Reading with students in the Junior School
- Assisting with fundraising activities and meetings for the P&F Association
- Assisting with costumes, front-of-house activities, make-up and set construction in the Performing Arts
- Assisting with stocktake or fitting nights in the College Shop
- Covering or shelving books in the Beacon Centre (library)
- Providing transport or general assistance with co-curricular activities (eg equestrian, netball, basketball)
- Providing assistance at a Saturday morning working bee (9am to 12noon)
- Donating company goods or services beneficial to the College

Full details of the Assistance Program can be found on our website.
At the time of printing, we can provide the following transport information:

**Pakenham Campus**

Beaconhills is well serviced by various transportation systems. The MET bus system extends through to Pakenham and connects with the rail system. MET bus services exist for students travelling to and from Endeavour Hills, Fountain Gate, Narre Warren, Narre Warren North and Berwick areas.

Country school buses service outer regions such as Belgrave, Emerald, Macclesfield, Gembrook, Dewhurst, Guys Hill, Pakenham Upper, Nar Nar Goon North, Tynong North, Garfield, Cora Lynn and Koo Wee Rup.

Information regarding the appropriate bus arrangements, costs and availability of transportation is available from the Beaconhills Bus Co-ordinator at the Pakenham Campus.

**Berwick Campus**

The Berwick Campus is serviced by buses travelling to and from suburbs including: Cockatoo, Emerald, Belgrave, Rowville, Narre Warren North, Narre Warren South and Berwick.

Information regarding the appropriate bus arrangements, costs and availability of transportation is available from the Beaconhills Bus Co-ordinator at the Berwick Campus.

**Train Service**

**Berwick Campus**

Via the Pakenham Line. Beaconsfield Station is approximately 800 metres from the Berwick Campus. Berwick Station is approximately 1.3 kms from the campus.

**Pakenham Campus**

MET buses travel from the Pakenham station to the Pakenham Campus.
Company membership

As a parent of a child attending the College, you are eligible to become a member of Beaconhills Christian College Limited, pursuant to Article 3 of the Articles of Association of the Company.

A membership consent form should be completed if you wish to exercise your right to apply for membership.

The qualifications for membership, as set out in Article 3 (f) of the Articles of Association are:

"subject to this Article, the Board may admit an eligible person as a member, upon his agreeing to be bound by the Memorandum and these Articles."

and in Article 3 (6):

"The qualifications of an ordinary member shall be the payment in advance to the College, the sum of $5.50. The period of membership covered by such annual payment shall not be more than one year, calculated from the date of payment to the 31st day of December next occurring. The amount of the annual payment may, from time to time, be varied by the College."

The Board of Directors encourages parents to consider becoming involved in, and contributing to, this aspect of the College.

The opportunities for involvement include:

- Attending meetings of members of the Company, (generally held annually) and voting on such issues as:
  - Accepting of Annual Financial Statements and Reports.
  - Electing of Directors of the Company.
  - Changing to the Memorandum and Articles of Association of the Company.
  - Nominating and voting for candidates for the Board of Directors (annually).
  - Making yourself available for the position of Director of the Company.
## Financial information

<table>
<thead>
<tr>
<th>Amount</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100.00 waived for alumni*</td>
<td>Upon initial enrolment</td>
</tr>
<tr>
<td>$1,000.00</td>
<td>By expiry date of Letter of Offer of Place</td>
</tr>
</tbody>
</table>

Enrolment Confirmation Deposit will be credited to annual fees once a student commences.

Information regarding payment of ECD must be read in conjunction with Enrolment Confirmation Deposit on pages 10.1-2.

* Must have studied at the College for more than one year.

<table>
<thead>
<tr>
<th>Endowment (Per family)</th>
<th>$800.00</th>
<th>31 March prior to entry date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Pro rate may apply for students entering Years 10-12. See Endowment 8.3).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Uniform Prices quoted are an estimate of basic uniform requirements (enquire at College Shop)

<table>
<thead>
<tr>
<th>Prep - Year 4</th>
<th>Girl</th>
<th>Boy</th>
</tr>
</thead>
<tbody>
<tr>
<td>$225.00 (summer)</td>
<td>$185.00 (summer)</td>
<td></td>
</tr>
<tr>
<td>$170.00 (winter)</td>
<td>$120.00 (winter)</td>
<td></td>
</tr>
<tr>
<td>$250.00 (sport)</td>
<td>$250.00 (sport)</td>
<td></td>
</tr>
<tr>
<td>$100.00 (accessories*)</td>
<td>$100.00 (accessories*)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Years 5 - 12</th>
<th>Girl</th>
<th>Boy</th>
</tr>
</thead>
<tbody>
<tr>
<td>$400.00 (summer)</td>
<td>$355.00 (summer)</td>
<td></td>
</tr>
<tr>
<td>$230.00 (winter)</td>
<td>$165.00 (winter)</td>
<td></td>
</tr>
<tr>
<td>$310.00 (sport)</td>
<td>$310.00 (sport)</td>
<td></td>
</tr>
<tr>
<td>$135.00 (accessories*)</td>
<td>$135.00 (accessories*)</td>
<td></td>
</tr>
</tbody>
</table>

* School Bag, Sports Bag, Art Smock etc
Fees

It is a condition of entry into the College that fees are paid by direct debit (with the exception of Annual Payment in Advance option).

Fees cover all compulsory programs, including subject requirements, excursions and Outdoor Education experiences.

Tuition plus

Inclusive Fees = Tuition+

Beaconhills prides itself on being an inclusive fees College where families are not continually asked for additional tuition fees or levies for ‘extras’. We call this Tuition+.

In our Junior School, Tuition+ means full tuition, swimming lessons, Year 2 Strings Program, Year 3 and 4 camps, excursions, sporting carnivals and school productions.

As students grow and their learning diversifies, so do our inclusions. In Middle School, Tuition+ includes the Year 5 Band Program, excursions, camps, the Year 6 Canberra tour, swimming lessons, clubs for all students, co-curricular programs, inter-school and cross-campus competitions.

Year 9 inclusions are subject levies, experiential days, outdoor education, subsidised overseas service trips, inter-school and cross-campus competitions.

Tuition+ for our Senior School students means subject levies, excursions, Year 10 camp, careers and guest speakers program, inter-school and cross-campus competitions.

Fee discounts

Fee discounts apply for the third, fourth and subsequent children provided the students are attending Beaconhills College concurrently. To be eligible for this discount you must be the full fee payer of at least three students attending the college. The fee for the third child will be discounted by 25% and fees for the fourth and subsequent children will be discounted by 50%. Requests for sibling discounts should be forwarded to the Finance Department for assessment.

A discount of 3.5% is available to families who wish to pay one full year’s total tuition fee account and capital levy in advance (inclusive of the total of all student charges listed on your account). Families who wish to pay two or more years in advance will be charged based on the current Schedule of fees, for each year paid in advance. Discounts are only available if payment is received by 16 January.

Please note that in relation to any fees paid in advance, that the funds are:

a. Used by the College for working capital,

b. The monies are not held in trust, and

c. As this is not a usual payment arrangement adopted by College families, any family with concerns about paying fees in advance should seek independent financial advice before making payment.
Capital Levy and Parental Assistance Program

The Capital Levy is a $825 per family annual compulsory contribution, which is non-tax deductible. The purpose of this contribution is to provide for the acquisition, construction or maintenance of the College buildings.

Funds received from the Parental Assistance Program are used across the College to continually develop and improve the facilities for students.

Works undertaken include: additional seating, improvements to shade, upgrade of our waste recycling systems and various landscape developments.

The Parental Assistance program levy has been incorporated into the Capital Levy, now renamed ‘Capital Levy and Assistance Program’. This change has been made by the Board to reflect the compulsory nature of the program, and continues to be charged per family.

Should parents prefer to participate in College activities or donate goods and services, the College will provide a credit of $200 on the fee statement.

As evidence of this contribution, parents are asked to take the Parental Assistance form along to their activity, or when donating the goods and services. This form should be signed off by an approved staff member at this time. Parents should then return the form to Reception at the Pakenham Campus. A credit will be applied to the fee tuition account of the semester in which the activity is completed.

To qualify for the credit, parents must have participated in College activities for at least 3-4 hours, or donated goods and services to the value of minimum $200.

To download the form or for a step-by-step guide to the program, please go the Parental Assistance page, on the BeaconNet portal.

Note: The Little Beacons Learning Centre Assistance Program will be invoiced separately.

Endowment

It is a condition of entry that each family pays to the College a contribution of $800 prior to the first child in the family attending the College. Components of the contribution are directed towards a range of programs, including building works, upgrading of facilities and technology infrastructure. This contribution is non-refundable once paid. Students entering Years 10-12 who have no other siblings joining the College, will pay a pro rata endowment. Pro rata endowment amounts are:

<table>
<thead>
<tr>
<th>Year 10 entry</th>
<th>$600.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 11 entry</td>
<td>$400.00</td>
</tr>
<tr>
<td>Year 12 entry</td>
<td>$200.00</td>
</tr>
</tbody>
</table>
Tuition fees 2017

College Schedule of Fees

The 2017 fees below cover all compulsory programs. These include subject requirements, excursions and Outdoor Education experiences.

<table>
<thead>
<tr>
<th>Year level</th>
<th>Direct debit instalment calculator</th>
<th>Annual charge</th>
<th>Annual payment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Weekly 44 44 instalments</td>
<td>Fortnightly 22 instalments</td>
<td>Monthly 10 instalments</td>
</tr>
<tr>
<td>Prep</td>
<td>$160.11</td>
<td>$320.23</td>
<td>$704.50</td>
</tr>
<tr>
<td>Year 1</td>
<td>$160.11</td>
<td>$320.23</td>
<td>$704.50</td>
</tr>
<tr>
<td>Year 2</td>
<td>$160.11</td>
<td>$320.23</td>
<td>$704.50</td>
</tr>
<tr>
<td>Year 3</td>
<td>$174.32</td>
<td>$348.64</td>
<td>$767.00</td>
</tr>
<tr>
<td>Year 4</td>
<td>$174.32</td>
<td>$348.64</td>
<td>$767.00</td>
</tr>
<tr>
<td>Year 5</td>
<td>$189.32</td>
<td>$378.64</td>
<td>$833.00</td>
</tr>
<tr>
<td>Year 6</td>
<td>$203.98</td>
<td>$407.95</td>
<td>$897.50</td>
</tr>
<tr>
<td>Year 7</td>
<td>$206.93</td>
<td>$413.86</td>
<td>$910.50</td>
</tr>
<tr>
<td>Year 8</td>
<td>$206.93</td>
<td>$413.86</td>
<td>$910.50</td>
</tr>
<tr>
<td>Year 9</td>
<td>$229.77</td>
<td>$459.55</td>
<td>$1,011.00</td>
</tr>
<tr>
<td>Year 10</td>
<td>$248.18</td>
<td>$496.36</td>
<td>$1,092.00</td>
</tr>
<tr>
<td>Year 11</td>
<td>$248.18</td>
<td>$496.36</td>
<td>$1,092.00</td>
</tr>
<tr>
<td>Year 12</td>
<td>$248.18</td>
<td>$496.36</td>
<td>$1,092.00</td>
</tr>
</tbody>
</table>

Note:
1. Schedule of Fees calculator is based on a single student fee tuition.
2. Current families direct debit arrangements for 2016 will be automatically adjusted to reflect the new fee schedule 2017 direct debit.
3. In order to receive the 3.5% discount, annual payment in advance is to be received by no later than 16 January 2017. Late payments will not receive the discount.

For further information please contact the finance department on 1300 002 225 Ext #2207.
Enrolment confirmation deposits

<table>
<thead>
<tr>
<th>Enrolment Confirmation Deposit (ECD)</th>
<th>Amount</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,000.00</td>
<td>By expiry date of Letter of Offer of Place</td>
</tr>
</tbody>
</table>

To confirm acceptance of place, subject to interview with the Campus Principal or delegate, an Enrolment Confirmation Deposit is required.

**Early Learning - Year 12**

Forfeitures - Prep - Year 12

If a family decides not to proceed with an accepted place and withdraws before 31 March in the year prior to commencement, $500 (50%) of the Enrolment Confirmation Deposit is refundable. After this date, no refund will be given and the full amount of $1,000 is forfeited.

Forfeitures - Early Learning

If a family decides not to proceed with an accepted place and withdraws before 31 March in the year prior to commencement, $500 (50%) of the Enrolment Confirmation Deposit is refundable. After this date, no refund will be given and the full amount of $1,000 is forfeited. If a family decides not to accept a place in Prep at Beaconhills, the full amount of $1,000 will be credited to their final account.

Deferrals

If a family wishes to defer to a future enrolment year, the full amount of the ECD may be rolled-over to a nominated future year level application. The roll-over of an Enrolment Confirmation Deposit to a future year does not guarantee a place will be available in the nominated future year level.

If another offer is made in the nominated future year and that offer is declined, or the family withdraws from an accepted place in a future year, forfeitures will apply as outlined above.
Enrolment guidelines

Prep, Year 5 (Berwick only), Year 7 and Senior School (Years 10-12) are the main intake years for new students to the College. Please enquire about vacancies in other year levels. Enrolment applications are processed showing an enrolment application date as the date the application is received at Beaconhills. The allocation of places for intake year levels commences 18 months prior to the nominated year of entry.

Important
Please note that it is the responsibility of parents to notify the College in writing of any change of email, contact address and telephone numbers. Failure to do so will result in the child's enrolment being cancelled when undeliverable mail (including email) is returned to the College. In addition, cancellation will also occur if no response is received by the due date of a Letter of Offer. Enrolments can be reinstated with an application date that will reflect the date when renewed contact was made.

The Headmaster reserves the right to exercise discretion in all matters relating to enrolment.

Withdrawal of students

Withdrawal of current students - Prep - Year 12
To withdraw a current student from Beaconhills, at least one complete term's notice must be submitted in writing to the Headmaster at:
enrol@beaconhills.vic.edu.au

Failure to provide such notice will require payment of one term’s fees in lieu of notice.

Withdrawal of current students - Early Learning
To withdraw a current student in Early Learning at Little Beacons, one complete term’s notice must be given in writing to the Headmaster at:
enrol@beaconhills.vic.edu.au

Failure to provide such notice will require payment of two weeks’ fees in lieu of notice. (Childcare benefits are not claimable for fees charged in lieu of notice).
Privacy & information management

The purpose of this policy is to detail how the College protects your privacy and how the College complies with the requirements of the Commonwealth Privacy Act and the thirteen (13) Australian Privacy Principles and the Health Records and Information Privacy Act 2002.

A copy of this Policy is available to students, parents, prospective parents, job applicants, staff, volunteers, past students, contractors, visitors and other people who come into contact with Beaconhills College (the College)

Who does the College collect personal information from?

The College collects and holds personal information, including sensitive information about:

- Students
- Parents/and or Guardians before, during and after the course of a student’s enrolment at the College
- Prospective Parents / and or Guardians
- Job applicants, volunteers, past students, contractors, visitors and other people who come into contact with the College.

What kinds of personal information does the College collect?

The kinds of information that the College collects is largely dependent upon whose information the College is collecting and the reason why it is being collected. In general terms the College may collect:

- Personal information, which may include names, addresses and other contact details, dates of birth, next of kin details, financial information, photographic images and attendance records, and
- Other information, which may be regarded as sensitive information, particularly in relation to student and parent records, including religious beliefs, government identifiers, nationality, country of birth, languages spoken at home, professional memberships, family court orders and criminal records.

Other types of information the College may collect is in regards to health, particularly in relation to student and parent records. This may include medical records, disabilities, and immunisation details, individual health care plans, counselling reports, nutrition and dietary requirements.

How does the College collect your personal information?

The College will generally collect personal information held about a person by the way of completed forms (e.g. an enrolment form) either online or on paper, filled out by parents and students, face-to-face meetings, through financial transactions and through surveillance activities such as the use of CCTV security cameras or email monitoring. On occasions people other than parents and students provide personal information.

Personal information may be provided by a third party, for example, a report provided by a medical professional or a reference from another College.

The College may also collect personal information using independent sources (e.g. a telephone directory), however the College will only do so where it is not reasonable and practical to collect this information from you directly.

Sometimes the College may be provided with your personal information without having sought it through our normal means of collection. The College refers to this type of information as “unsolicited information”. Where the College collects unsolicited information the College will only hold, use and/or disclose this information if the College had otherwise collected this by normal means. If this unsolicited information could not
have been collected by normal means the College will destroy, permanently delete or de-identify the information as appropriate.

How does the College use personal information?

The College will only use personal information it collects from you for the primary purpose of:

- Providing education, pastoral care, extra-curricular and health services;
- Satisfying our legal obligations including our duty of care and child protection obligations;
- Keeping parents informed of College community information through correspondence, newsletters and magazines;
- Facilitating communication between staff, parents and students by way of electronic means;
- Marketing, promotional and fundraising activities;
- Supporting the activities of the College's associations for example the Beaconhills College Alumni Association;
- Supporting community based causes and activities, charities and other causes in connection with the College's functions and activities;
- Helping the College to improve the day-to-day operations of the College, including training of our staff, systems development, developing new programs and services, research and statistical analysis;
- School administration, including for insurance purposes;
- Employing staff;
- Engaging volunteers.

The College only collects sensitive information reasonably necessary for one or more of these functions or activities.

The College will collect sensitive information if the College has the consent of the individuals to whom the sensitive information relates, or if the collection is necessary to lessen or prevent a serious threat to life, health or safety or another permitted general situation (e.g. locating a missing person), or permitted health situation (e.g. the collection of health information to provide a health service) exists.

If the College does not have the relevant consent and a permitted health situation or permitted general situation does not exist, then the College may still collect sensitive information provided it relates solely to individuals who have regular contact with the College in connection with our activities. These individuals may include students, parents, volunteers, former students and other individuals with whom the College has regular contact in relation to our activities.

The College will only use or disclose sensitive information for a secondary purpose if you would reasonably expect the College to use or disclose the information and the secondary purpose is directly related to the primary purpose.

The storage and security of personal information

The College stores personal information in a number of ways including hard copy files, databases, computers and laptops, mobile devices such as phones and iPads, cameras and other recording devices.

The College will undertake all reasonable steps to protect personal information it holds from loss, unauthorised access, misuse or disclosure.

When does the College disclose personal information?

The College will only use personal information for the purposes for which it was given to us, or for purposes which are related (or directly related in the case of sensitive information) to one or more of our functions or activities. The College may disclose your personal information to government agencies, other parents, other schools, recipients of school publications, visiting teachers, counsellors and coaches, our service providers, agents, contractors, business partners and other recipients from time to time, only if one or more of the following apply:
Privacy & information management

- You have consented;
- You would reasonably expect the College to use or disclose your personal information in this way;
- The College is authorised or required to do so by law;
- Disclosure will lessen or prevent a serious threat to life, health or safety of an individual or to public safety;
- Where other permitted general situation or permitted health situation exception applies; and/or
- Disclosure is reasonably necessary for a law enforcement activity.

How does the College disclose personal information to overseas recipients?

The College may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with ‘cloud’ service providers that are situated outside Australia or to facilitate a school exchange or international tour.

However, the College will not send personal information about an individual outside Australia without:
- Obtaining the consent of the individual (in some cases this consent will be implied)
- Otherwise complying with the Australian Privacy Principals or other applicable privacy legislation.

The College may disclose personal information to overseas recipients located in, but not necessarily limited to, the following countries with whom the College deals with in relation to the hosting of long term students, students on exchange and Gap year programs:
- Canada, China, East Timor, Finland, France, Germany, Hong Kong, India, Indonesia, Italy, Japan, Malaysia, Poland, Sri Lanka, Switzerland, Thailand, The Netherlands, United Kingdom, Vietnam and United States of America.

How does the College ensure personal information is accurate?

The College takes all reasonable steps to ensure that the personal information that the College holds uses and discloses is accurate and up to date. On an ongoing basis the College maintains and updates personal information when the College is advised by an individual or when the College becomes aware through other means that their personal information has changed.

Please contact the College if any of the details that you have provided change. You should also contact the College if you believe that the personal information the College has is not accurate, complete or up to date.

How to gain access to your personal information that the College holds:

You may request access to personal information that the College holds about you or request that the College change the personal information by contacting the Privacy Officer.

College Privacy Officer contact details:
- privacyofficer@beaconhills.vic.edu.au
- Privacy Officer
  Beaconhills College
  30 – 34 Toomuc Valley Road
  Pakenham Vic 3810
- Telephone: 1300 002 225

If the College does not agree to provide you with access or to amend your personal information as requested, you will be notified accordingly. Where appropriate, the College will provide you with the reason/s for the College’s decision. If the rejection relates to a request to change your personal information, you may make a statement about the requested change and the College will attach this to your record.
How does the College handle complaints in relation to personal information?

If you wish to make a complaint about a breach by the College of the Australian Privacy Principles or the Health Privacy Principals, you may do so by contacting the College by letter or email to our Privacy Officer. You may also complain to the College verbally.

The College will respond to you within a reasonable time (usually no longer than 30 days) at which time the College may seek further information from you in order to provide a full and complete response.

Your complaint may also be taken to the Officer of the Australian Information Commissioner.

Changes to the College privacy and information handling practices

The College’s Privacy Policy is subject to review at any time. This policy can be found on the College website www.beaconhills.vic.edu.au. If you don’t have access to a website you may request a copy of this policy to be sent to you.
Contacting us

Beaconhills College

Telephone 1300 002 225
Fax (03) 5940 1944
Email enquiries@beaconhills.vic.edu.au
Web www.beaconhills.vic.edu.au

Beaconhills College - Pakenham Campus
30-34 Toomuc Valley Road
Pakenham Victoria 3810

Beaconhills College - Berwick Campus
92 Kangan Drive
Berwick Victoria 3806

Little Beacons Learning Centre
30-34 Toomuc Valley Road
Pakenham Victoria 3810