

Welcome to Beaconhills

Our educational services

Beaconhills College

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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 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. This comprises three members approved by the Anglican and Uniting churches, one appointed from the alumni community, one from the parent community and five additional school community representatives, together with the Executive Principal and the Chair of the Board.

Our vision

To be a leader in personalised holistic education

Our mission

To give students opportunities to let their light shine and be a beacon in the lives of others.

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 *Respect*, *Compassion* and *Integrity*.

Acknowledgement

Beaconhills College acknowledges the Wurundjeri and Boon Wurrung peoples as the Traditional Custodians of this Land on which our College is built.

Lux Luceat

Let your light so shine

The Beaconhills education

Beaconhills College is 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 *Respect*, *Compassion* 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.

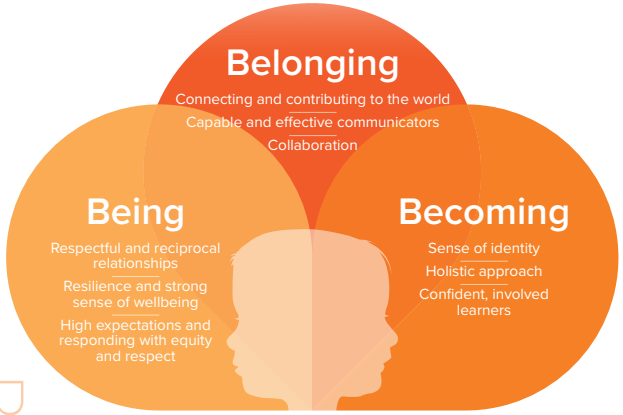
Effective learning is greatly enhanced when there is a trusting and respectful relationship between the student, teacher and parent. Effective learning is directly correlated to effective teaching.

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



Growing young minds

Being

Little Beacons

Little Beacons (Early Years - ages six months to five years)

Growing young minds

Key learning areas
Connection to environment
Sustainable practices
Acceptance and celebration of differences to support inclusiveness
Self-regulation
Mindfulness
Indigenous heritage and culture
Inclusion of pets and developing skills of care and responsibility for them
Communication through the use of sharing journals, BeaconNet, portfolios, reporting and student progress meetings
Chef-designed menu includes fresh foods, much of which is grown on site
Diverse spaces available to support learning including the dining room (the nest), courtyard, library and vegetable gardens.

In early education Little Beacons fosters 'Growing of young minds' as the first step in the scope and sequence of a child's learning journey at Beaconhills.

Little Beacons provides education and care to the youngest members of our community, for children aged six months to five years. We deliver an emergent, holistic curriculum which is underpinned by the EYLDF (Early Years Learning and Development Framework) and Beaconhills College *Learning That Matters*.

Little Beacons offers a unique learning environment that engages children in an experience-based curriculum, that is individualised to each child's strength and learning style. We focus on supporting children to develop skills for life through exploration, wonder and an excitement for learning.

We believe learning has no boundaries and should be delivered across a variety of rich learning spaces, both indoor and outdoor, and across the broader College grounds.

Our educational team partners with families to support children's development. Learning is fostered through natural curiosity and interests, and children participate in decision-making and understanding impacts on their world, the community and their responsibility as a global citizen and member of their community. Children are co-contributors, mastering their own engagements and behaviours, demonstrating both resilience and freedom of expression. We focus on creating an environment of respect and trust, so children feel safe and secure.

The Beaconhills education

The focus is not only about learning through experience but providing challenges, risk-taking and fostering independence, decision-making, and character development.

Discovery (3/4 and 4/5 year olds)

Highlights
Social skills and motor program
Assembly program
Offsite excursions
Technology with the use of interactive smart boards and iPads
Government-recognised kindergarten program (4/5 year olds)
ELLA Program - Japanese language (4/5 year olds)
Beacon Explorers camp program (4/5 year olds)

Top rating

Purpose-built with a sustainable building design, Little Beacons Learning centres, Berwick and Pakenham campuses, are spacious, light-filled spaces with natural materials and a seamless flow between indoor and outdoor areas. Both centres are rated as ‘Exceeding’ under National Quality Standards.

To find out more about Little Beacons, visit our website here:

Little Beacons Family Handbook

beaconhills.vic.edu.au/resources/#publications

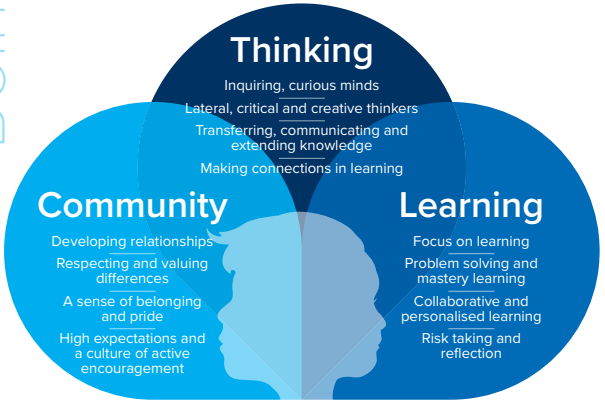
Little Beacons Philosophy

beaconhills.vic.edu.au/about-us/#little_beacons



Junior School

Being



Connecting junior learners

Junior School (Prep to Year 4) Connecting junior learners

Each year, students will inquire into big ideas that sit under our six pillars. Inquiry units are transdisciplinary, crossing the boundaries of all disciplines, connecting learning in a real life context. Over their time in Junior School, our students will develop a deep understanding of the *Learning That Matters*.

Key learning areas (Victorian Curriculum)
Arts (dance, drama, music, visual arts)
English
Health and Physical Education
Languages (French, Japanese)
Mathematics
Religion and Values Education (RAVE)
Science
Technologies

The Junior School focuses on connecting the junior learner. Each child is connected to their classroom learning community and encouraged to develop healthy relationships with their peers and teachers as learning is a collaborative process. This gives children a sense of belonging and pride where they feel valued and respected. Each child is encouraged to make connections in their learning. Big ideas across the disciplines are presented to the children where the aim is deep learning rather than rote memorisation. We want our students to not only retain what we have taught them but to connect it to other things they encounter, using each new situation to add nuance and sophistication to their knowledge of the world around them. Our children make connections in their thinking when the fundamentals of reading, writing and mathematics are used to inquire, pose problems, critically think and communicate their understandings. The Junior School connects junior learners in order to empower them and foster a love of learning.

Inquiry is a collaborative process of questioning, challenging perceptions and creating curiosity for deeper understanding. It is a student-centred approach that evokes curiosity questioning in a powerful learning experience. Our students make meaningful connections to the real world.

Teaching through inquiry is the primary mode of delivery in the Junior School. This is where students make meaning through the investigation of open-ended questions generated by teachers, students (in collaboration with teachers), or by students as agents of their own learning. This is supplemented by explicit teaching of the skills associated with literacy and numeracy learning.

The Beaconhills education



Empowering young adolescents

Being

Middle School

Middle School (Years 5 to 8)
Empowering young adolescents

Key learning areas
English
Humanities
LOTE (French, Japanese)
Mathematics
Science
Physical Education (Compass)
Religion and Values Education (RAVE)
Semester-based specialist classes in technology and arts: Dance, Drama, Food Technology, Music, Product Design and Technology, Systems Engineering, Textiles Technology and Visual Arts

Middle School at Beaconhills focuses on developing conceptual understanding, and building knowledge and skills through a broad curriculum. The breadth of the curriculum allows students to discover their strengths and passions. Using an inquiry based approach, students are offered the chance to link ideas and content in an integrated manner.

Middle School is a period of significant personal and academic growth for students during which over the course of four years, they are supported in their progression from Junior School to Year 9.

In their first two years of Middle School, the core teacher model, similar to their Junior School experience continues. The core teachers teach English, Humanities, Mathematics and Science. In Year 7, students move to working with specialist teachers in all areas of the curriculum, a similar model to that used in Year 9 and Senior School.

A key goal of Middle School is to support studentsto become capable, independent learners who are willing to take risks in their learning and embrace challenges. The breadth of the curricula and co-curricular programs of Middle School give students opportunities to build confidence, develop positive and respectful relationships and value the perspectives of others.

Middle School takes an holistic approach to student growth. We have partnered with the Resilience Project; this program's focus on gratitude, empathy and mindfulness frames our approach to building resilience in Middle School students. The College's core values of Respect, Compassion and Integrity underpin the expectation of student conduct and learning.

This stage of young people's lives is a dynamic time of growth, increasing independence and identity formation. The Middle School team, in partnership with families, seeks to provide a safe and nurturing environment in which students can navigate these exciting, but often challenging times.

The Beaconhills education



Year 9
Experiential learners

Key learning areas
English/Humanities
Mathematics/Science
Languages Other Than English (LOTE)
Personal Development
Physical Education
Semester electives

Our program is delivered in purpose-built centres by staff passionate about teaching Year 9 students. The focus is on learning through experience and providing challenges to foster independence, decision-making and character development. Team building and communication skills are also emphasised.

The Year 9 Program encompasses the Learning That Matters framework both in and out of the classroom, a holistic approach to curriculum that emphasises the skills, understandings and behaviours that will support our students now and in the future.

Students are supported by a Learning Mentor who will be their daily point of contact and will guide their Year 9 journey.

The school week is broken into four academic days and one Experiential Learning Day. The core academic disciplines of English, Mathematics, Science, Humanities, Languages (French or Japanese) and Physical Education usually take place at school, while experiential learning may be off campus and involve a range of activities. Students also undertake one elective per semester.

Experiential Learning Program

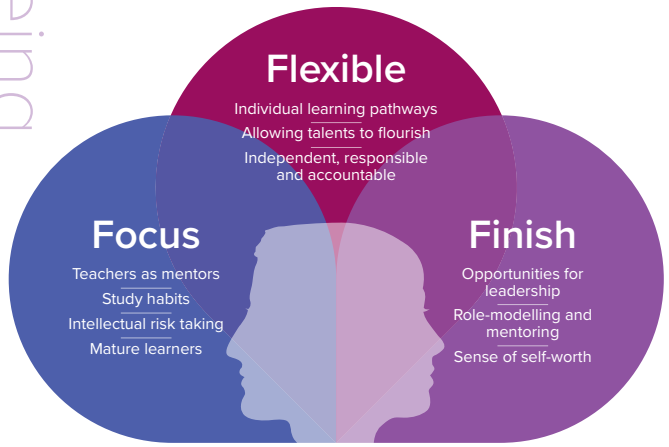
The Experiential Learning Program aims to enrich student learning and model the values and character needed for our students to become positive and active global citizens. Experiential days are often held off-campus, where students travel to different locations to apply their learning to real world contexts. At times, the program is completed through incursions and activities on-campus to allow time for a deeper immersion into important topics and themes. At the end of each unit, we celebrate the student's learning through a major presentation by the students to their peers, parents and staff.

Key highlights of the Experiential Program include:

- **Personal Best** - the Personal Best project enables students to follow an area of interest or passion and complete an individual project that involves research, skill-building and presentation components. Past projects have included artistic expression, small business creation and furniture construction amongst many other ideas.
- **City Experience** - City Experience is an opportunity to explore the cultural, historical and geographical aspects of Melbourne and is designed to promote independence, confidence and teamwork.
- **Common Good** - the Common Good project enables students to explore social justice issues in small groups and involves these groups in community service activities. Students often partner with local not-for-profit organisations to further support their needs.

Senior School

Being



Enabling young adults

Senior School
Enabling young adults

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 as we provide a vast number of VCE units across a broad spectrum of learning areas.

Included in these choices and opportunities are a variety of learning pathway options including VCE, school-assessed VCE, VET via external providers. As a College, we are determined to develop new ways students can learn outside of the traditional classroom.

Year 10

All Year 10 students study a core program of English, Mathematics, Science, Humanities, Commerce, Personal Development, Ethics and Careers. Students can also choose to study elective subjects from all of the College's learning faculties.

Year 10 students may have the opportunity to begin their VCE in Year 10 if they have achieved the necessary academic outcomes in Year 9. Note not all VCE subjects can be accelerated.

VCE – Years 11 and 12

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

Students have the ability to choose from over 40 different VCE subjects across 12 different faculty areas.

Beaconhills students traditionally study 12 VCE Units in Year 11 and 10 VCE Units in Year 12.

Careers/ Pathways

Students have a structured careers program in Year 10 that works to assist students in developing future pathways. Following Year 10, students continue to work closely with the Careers Counsellor to make informed decisions about their ongoing subject selection and pathways options post Beaconhills.

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.

Beacon Explorers

The Year 10 Outdoor Education Program is designed to further extend experiences and develop skills introduced in the younger years. These activities are more specialised, with trained leaders taking students through a range of activities.

Students work in small groups and are encouraged to build on the skills learnt from previous expeditions.

The Beaconhills education

Students have the ability to choose from a number of domestic and international camp options to suit their interests. Domestic camp options include; sea kayaking, surfing/stand up paddle/hiking, rock climbing, rafting, snow camping and art exploration in Jabiru. Students may also choose to be a part of a 10-day international expedition to either Vietnam, East Timor or China.

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

Religion and Values Education (RAVE)

There are several features of the normal Senior School Program, which relate to the Christian aims of the College. Each section has a regular assembly, which includes a Bible reading, prayer and reflection from a chaplain. During the course of the year, each House conducts an annual service of worship or dedication in which students are expected to attend with their family. In Year 10, all students study Ethics. There is also an option to study Religion and Society through the VCE Program.

Throughout the year, there are a number of other services in which the students participate and are expected to attend. These include a commencement service, an Easter service, ANZAC and Remembrance Day services, services celebrating the foundation of the school and a carols service.

Connected deeply with the development of *Values and character* is that of *Citizenship and service* learning. As part of a holistic education, and with the principles of Christianity, our students, staff and families 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 for some students in need - long into the future.

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 systems. Performance instills confidence, discipline, courage and pride.

Choirs, dance groups, 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 and musical productions.

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.

The Beaconhills education

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 (Resistant Materials or Textiles), Systems Engineering and Food Studies are all offered as an elective from Years 10 – 12.

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 Studies 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 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.
- Workshops throughout the year in a number of areas across the department.
- Hearing guest speakers talk about their work and experiences.

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



SUBJECT CHOICES Years 9-12

Beaconhills College

FACULTY	YEAR 9	YEAR 10	VCE UNITS 1 & 2	VCE UNITS 3 & 4
COMMERCE	• Money and Markets and Citizenship* • Law and Politics*	• Commerce for My Future • Commerce is Everywhere (semester 2 only)	• Accounting • Business Management • Economics • Industry and Enterprise • Legal Studies	• Accounting • Business Management • Economics • Industry and Enterprise • Legal Studies
DIGITAL TECHNOLOGY	• GameMaker Coding* • Digital Engineering*	• Coding and Security • Digital Innovation	• Applied Computing	• Computing: Software Development
ENGLISH	• English	• English • English Extension • English as an Additional Language (P) • Foundation English	• English • Literature • English Language • English as an Additional Language (P)	• English • Literature • English Language • English as an Additional Language (P)
HEALTH AND PHYSICAL EDUCATION	• Health and Physical Education • Sports Coaching and Officiating*	• Personal Skills for Life • Sport and Athlete Development • Sport Science	• Health and Human Development • Outdoor and Environmental Studies • Physical Education	• Health and Human Development • Outdoor and Environmental Studies • Physical Education
HUMANITIES	• Humanities (Geography, History) • Travel Guides*	• Geography (Global Perspectives) • ExTENd Project • History (Conflict and Change) • History (Fight for Freedom)	• Geography • History (20th Century)	• History (Revolutions) • Extended Investigation • Geography
LANGUAGES	• French (VET) • Japanese (VET)	• French (VET) • Japanese (VET)	• French • Japanese	• French • Japanese
MATHEMATICS	• Mathematics	• Mathematics (Higher) • Mathematics (Core) • Mathematics (Foundation)	• Specialist Mathematics • Mathematical Methods • General Mathematics • Foundation Mathematics	• Specialist Mathematics • Mathematical Methods • General Mathematics • Foundation Mathematics
PERFORMING ARTS	• Dance* • Drama: Design and Production* • Music Performance*	• Contemporary Music Performance • VCE Drama and Theatre Studies	• Dance • Drama (Unit 1) and Theatre Studies (Unit 2) • Music	• Dance • Drama • Music Performance (Contemporary) • Music Performance (Repertoire)
PERSONAL DEVELOPMENT/ EXPERIENTIAL PROGRAM	• City Experience • Experiential Modules • Personal Best • Common Good • Six Pillars • Beacon Explorers	• Concept: Making Decisions • Ethics and Life • Physical Health and Wellbeing • Learning Pathways (Careers)		
SCIENCE	• Science • Forensics*	• Biology and Psychology • Biology and Chemistry • Physics and Chemistry	• Biology • Chemistry • Physics • Psychology • Environmental Science	• Biology • Chemistry • Physics • Psychology • Environmental Science
TECHNOLOGY	• Food Studies* • Product Design and Technology (Resistant Materials)* • Product Design and Technology (Textiles)* • Systems Engineering*	• Food Studies • Product Design and Technology (Resistant Materials) • Product Design and Technology (Textiles) • Systems Engineering	• Food Studies • Product Design and Technology (Resistant Materials) • Product Design and Technology (Textiles) • Systems Engineering	• Food Studies • Product Design and Technology (Resistant Materials) • Product Design and Technology (Textiles) • Systems Engineering
VISUAL ARTS	• Art • Photography (B) • Black and White Photography* (P) • Architecture* • Digital Entrepreneurship*	• Art • Media (Film) • Media (Photography) • Design and Graphics	• Art Making and Exhibiting • Media • Visual Communication Design	• Art Making and Exhibiting • Media • Visual Communication Design
EXTERNAL PROVIDER		• External Language Studies (VSL)	• Vocational Education Training (VET) • External Language Studies (VSL)	• Higher Education Studies • Vocational Education Training (VET) • External Language Studies (VSL)

Year 9 CORE | Year 10 CORE - English, Mathematics, Personal Development | Year 10 Science choice | Year 10 Humanities/ Commerce choice | * Elective | (B) Berwick | (P) Pakenham only

UPDATED 27/06/2024

General information

Co-curricular opportunities

From Middle School to Senior School 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.

Bands

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

Cadets

Beaconhills has an active Cadet Unit. Thursday 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.

Chess

Students are encouraged to join lunchtime sessions to hone their chess skills. There is an opportunity for students to be selected to represent the College in the SEISA Chess competition.

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.

Choirs

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

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.

Lux Luceat Society (Senior School)

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

Mountain Bike Club

The goal of this club is to give students the opportunity to be a part of a mountain biking community, improve technique and understand basic bike maintenance.

General information

School musicals

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

Snowsports

The focus of the Beaconhills College Snowsports is the introduction of snowsports to beginners and the pursuit of new skills and techniques for more experienced students.

Sports

Many sporting activities supplement our Curriculum program.

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).

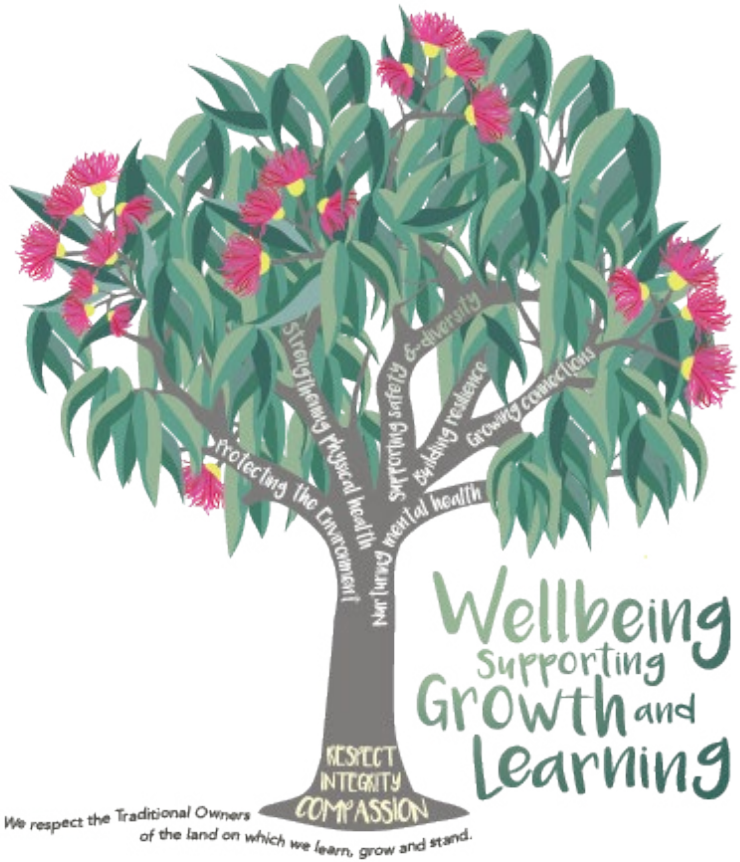
This places them at the top of the state for their work in the areas of technology, media, visual arts and performing arts.





General information

Student wellbeing



Beaconhills College offers an holistic education that inspires excellence and nurtures confident, independent learners. Learning is enhanced through a whole school approach to wellbeing. This is focussed on connecting students to life and learning through development of a positive sense of self, awareness of others and a healthy body, mind and spirit.

Beaconhills College is committed to integrating wellbeing thinking into all aspects of College life, embedding wellbeing practice and action in the daily lives of our students and staff. A systemic approach to wellbeing engaging students, staff and parents is active through:

- Student connection and engagement
- Shared model of care
- Responsive support systems
- Wellbeing curriculum
- Comprehensive staff training
- Embracing change, understanding difference and celebrating diversity
- Finding individual strengths and encouraging challenges

The Wellbeing Program is embedded throughout the College and we continue to enhance and mature this. Students are welcomed at the start of the day and encouraged to engage in the wide range of opportunities available. Staff are trained to understand and respond to a broad range of issues affecting students, while students are encouraged to look out for and support one another. Specific support is available for those students who, at times, may require it.

Examples of wellbeing in action can be observed through Assembly and House programs, specific wellbeing days, sessions and activities, challenging and inspiring opportunities and a strong culture of students supporting students. Our shared model of care ensures that there are multiple staff who are enabled and trained to support student wellbeing.

General information

Student Code of Conduct

Acceptable behaviours support our College values of ***Respect***, ***Compassion*** and ***Integrity***. Unacceptable behaviours are those that go against our College values, causing potential harm to others.

- Do my behaviours show respect? Do they give regard to the feelings, rights and wishes of others?
- Do my behaviours show compassion? Do they show my concern for and awareness of others through empathy and kindness, tolerance and care?
- Am I acting with integrity? Are my words and actions based on positive moral principles?

In the classroom I will...	In the school grounds I will...	In our local and global community I will...	In the digital world I will...	If I feel unsafe or worried I will...
Demonstrate respect for myself, others and all property. demonstrate respect for Aboriginal and Torres Strait Islander peoples and people of all cultures.			demonstrate respect for myself and have consideration for other people's feelings.	speak to my teachers, heads of House, counsellors or other school staff who will help me.
make positive contributions in class and value the contributions of others.	dispose of waste in the correct bin.	ensure that I wear my uniform as expected.	use the school network and other digital resources to support my learning.	speak up about things that concern me.
set challenging and achievable goals and aim to succeed.	appreciate and respect the facilities, property and grounds of the school.	behave in a safe and orderly manner looking after myself and others.	report inappropriate online behaviour to a responsible adult.	speak up about myself or friends to a trusted adult.
accept that learning takes time, effort and often involves making mistakes.	move safely around the school for my own safety and the safety of others.	demonstrate and uphold the College's values.	carefully read and follow the Acceptable Use Agreement of the College.	speak to an adult I trust who understands my culture.
respect my teachers' constructive feedback.	report any anti-social behaviour to a staff member.	volunteer and serve the community.	keep myself safe by keeping my personal information private.	also get help from other services: • Child Wise • Kids Helpline • headspace.
be aware of how my mindset will affect my learning outcomes.	keep locker and corridor areas clean and tidy.	conduct myself in accordance with the law.	use apps and services that are appropriate to my age.	remember that I am part of a child safe school community.
I will be honest and accept responsibility for my behaviour.				

General information

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.

In Year 9, learning mentors oversee the welfare of each of their students and are the first point of call for parents. Year 9 students join with the Senior School for the major House carnivals.

This House 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 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 for specific purposes, give parents an opportunity to develop an understanding of the curriculum and assessment practices that have been adopted by the College.

The College encourages parents to be informed regarding their child's progress at school.

Individual electronic reports are issued each semester and parents can book parent/teacher interviews online. The College has introduced real-time, online reporting for our parents and students in Years 5 to 12 to gain more immediate feedback from our teachers.

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

App 4

Students from Years 5 to 9 use an app-based online resource called App 4 to access 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. Parents also have access to App 4 to view home learning set by teachers.

Junior School record books

All Junior School students receive a student record book which outlines the various procedures and routines of the College. The record book can also be used for communication between home and school.

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.

1:1 Technology Program

Every student in Years 3 to 8 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 9-12 use an approved computing device under our BYOD (Bring Your Own Device) Program to support their learning.

Any iPad able to run the latest iPadOS is appropriate for class. Parents do not need to buy a new iPad if they have an appropriate one at home. Full size iPads are best and any capacity from 16GB is fine, but school work will use up to 12 GB. iPad Minis are no longer suitable.

General information

School operations

Class size is 26 students from Prep-Year 10 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,
Week two: Monday – Day 6 to Friday – Day 10.

Individual Programs

Individual Programs 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 adjustments of the curriculum may be deemed appropriate. This is organised and implemented in consultation with the student, parent and the Campus Principal or their delegate. Clear goals and outcomes are established for the student.

The adjustments 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).

The College has a smart, functional school uniform which all students are expected to wear. There are different options for warmer and cooler weather and physical education activities. The uniform options aim to support our teaching and learning programs and student wellbeing.

International experiences

College international experiences exist with sister schools including Ibaraki Christian Senior High School and Linden Hall in Japan, as well as the Institution de l'Immaculée Conception (Laval). Laval is the capital of the Mayenne department in France. Students also have the option to travel to East Timor and New Zealand in Year 10.



General information

Sporting associations

In addition to timetabled classes, there are a number of opportunities for students to represent their campus and the College in sporting and cultural competitions.

The College is part of district sporting associations within the Junior/Middle Schools and SEISA (South Eastern Independent Schools Association) a sporting and cultural organisation for students from Middle School to Senior School.

Students in Years 3-6 are eligible for selection in teams to represent their campus at a district level in swimming, athletics and cross-country. Students in Year 6 are also eligible for selection in teams to represent their campus in a summer/winter weekly district sport competition. From Year 7 the weekly sport competition occurs within the SEISA competition. Students from Years 5-12 may also be invited to represent their campus in the major SEISA sport carnivals (swimming, athletics and cross-country).

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

The SEISA Cultural program is open to students from Years 7-12 and includes dance, visual arts, chess, public speaking, debating, drama and music.



Parental commitment



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 the Parental 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 $257 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
- Helping with fundraising activities and meetings for the P&F Association
- Helping with costumes, front-of-house activities, make-up and set construction in the performing arts
- 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 Parental Assistance Program can be found on our BeaconNet portal.

Parental commitment

Parent/Guardian Code of Conduct

The Beaconhills College *Parent/Guardian Code of Conduct* is based on our core values of ***Respect, Compassion and Integrity***. It gives an overview of the conduct expected from all parents and guardians while they are at the College, online, taking part in College activities or representing our College community.

Beaconhills College has a zero tolerance policy regarding violence of any kind and threats in any form (physical or verbal) towards other parents, students or staff.

This *Code of Conduct* applies to anyone aged over 18 years who is a parent/guardian of a Beaconhills student, family member, friend or approved homestay host.

Breaches of Code of Conduct

The Executive Principal has discretion to determine consequences of a breach of the *Parent/Guardian Code of Conduct* and may impose sanctions which could include:

- refusing entry to College grounds or a co-curricular event/activity
- directing parent/guardian to communicate with staff only through a nominated representative
- involving other authorities, where appropriate
- requesting mediation with relevant parties
- in extreme cases, terminating the enrolment agreement of the child of that parent/guardian.

On College grounds I will... At College-related events or activities I will...	When engaging with College staff I will...	In the digital world I will....
demonstrate respect for others and all property.	be courteous and respectful.	observe the *College Social Media Guidelines - Parents*
behave lawfully at all times and observe the terms of any court orders in place.	value and champion the College and its reputation.	remember that adults provide a strong role model for young people on how they behave on online platforms.
not directly approach students, or their parents, in relation to perceived actions against my own child.	follow the College's *Complaints Resolutions Policy* if I wish to resolve a conflict or make a complaint.	be mindful of the hurt and damage social media may cause to staff, students and parents.
comply with all *Child Safe Policy* and *Privacy Policy* requirements.	provide clear, accurate and timely advice to College staff on any information that impacts on teachers' ability to support students.	not participate in any form of cyber bullying or cyber abuse.
abide by all health and safety rules and procedures, including those relating to smoking, the use or distribution of alcohol and drugs.	work co-operatively with teachers to uphold College rules and standards around issues such as uniform, homework and discipline.	keep online discussions positive and not discuss or allude to any member of our College community in an offensive or defamatory way.
dress appropriately according to the occasion and safety requirements.	respect and acknowledge the professional judgement of staff.	make reasonable efforts to ensure my child complies with the College's *ICT Acceptable Use Agreements* relevant to their year level.
treat others respectfully in carparks, drive carefully and slowly (5km/h) and observe parking directives.	accept cultural, religious and gender diversity regardless of age, sexual orientation and disability.	contact the College directly with any grievances first, before I consider sharing them online. Also refer to the College's *Complaints Resolutions Policy*

Transport information

At the date of issue of this document, we can provide the following transport information also available on our website under *Maps and transport* here:

Pakenham Campus

Beaconhills is well serviced by various transportation systems. The Public Transport Victoria (PTV) bus system extends through to Pakenham and connects with the rail system. PTV 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.

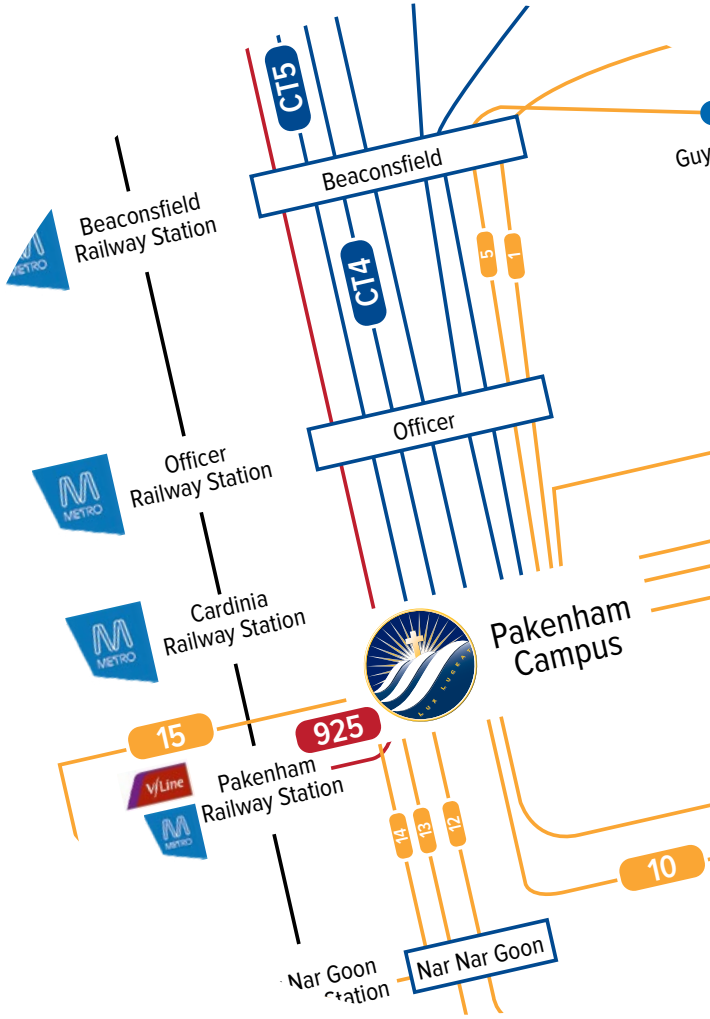
Train service

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

PTV buses travel from the Pakenham station to the Pakenham Campus.



College governance



Beaconhills College is a company incorporated under the Corporations Act of Australia.

Beaconhills Christian College Ltd. is a company limited by guarantee and is constituted as a not-for-profit organisation. Beaconhills College is governed by a board of directors.

The Board is accountable to the members of the company; students, parents, staff and the whole school community for the conduct, performance and culture of Beaconhills. The Board will steer the organisation through:

- A strategic role – of setting the overall direction of Beaconhills
- A governance role - of ensuring that Beaconhills has arrangements in place to meet its obligations as an independent school and that its activities reflect its Christian values.

Under the governance structure of the College there is a limited number of places available for members of our community to become company members.

The College Board encourages members of our community to become involved and contribute to the governance of the College.

The skills and experience required by the Board are in the areas of:

- corporate governance
- risk management
- strategy
- financial management
- leadership management
- education
- law
- wellbeing/health
- building construction/development
- communication
- interpersonal
- religious affiliation.

Further information on the governance of the College can be found by visiting the College website here or contacting the College's Company Secretary: david.young@beaconhills.vic.edu.au

Financial information

	Amount	Due date
Enrolment application fee (non-refundable)	$ 100 waived for alumni*	Upon initial enrolment
Enrolment Confirmation Deposit (ECD)	$ 1000**	By expiry date of Letter of Offer of Place
Childcare (Seedling Program) (ECD - First instalment)	$ 500	By expiry date of Letter of Offer of Place
(ECD - Second instalment)	$ 500	In final year of Seedling Program***

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

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

* Must have studied at the College for more than three years.

** Early Learning (Discovery Program) to Year 12.

*** the ECD second instalment of $500 is required with the Discovery offer of place.

Endowment (Per family) (Pro rata may apply for students entering Years 10-12. See Endowment 8.3).	$ 1000	31 March prior to entry date

Uniform Prices quoted are an estimate of basic uniform requirements.

	Girl	Boy
Prep - Year 4	$ 420 (formal) $ 290 (sport) $ 130 (accessories*)	$ 325 (formal) $ 290 (sport) $ 130 (accessories*)
Years 5 - 12	$ 600 (formal) $ 350 (sport) $ 165 (accessories*)	$ 500 (formal) $ 350 (sport) $ 165 (accessories*)

* School bag, sports bag, art smock etc.

Financial information

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, as well as subject levies, excursions and core outdoor education experiences.

Tuition plus



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 Little Beacons Learning Centre, fees include all meals, excursions and incursions.

In our Junior School, Tuition+ means full tuition, including in-class textbooks, workbooks and stationary as well as 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.

Families can receive a 2% discount by paying a full year’s tuition and capital levy in advance (including all student charges) if the payment is received by January 16. For families who wish to pay for a second year in advance (capped at two years), the fee will follow the current schedule without the 2% discount for the second year but will prevent any fee increase during the next annual fee review. Payments are accepted with the understanding that the College will have full use of these funds for the period paid in advance.

Financial information

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 $1100 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 $257 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 $257.

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 $1000 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:

Year 10 entry	$600
Year 11 entry	$400
Year 12 entry	$200

Tuition fees 2026

College schedule of fees

The 2026 fees below cover all compulsory programs. These include subject requirements, excursions and outdoor education experiences.

Year level	Direct debit instalment calculator				Annual charge				Annual payment	
	Weekly 44 instalments	Fortnightly 22 instalments	Monthly 10 instalments	Quarterly 4 instalments	Tuition fee	Capital Levy and Parental Assistance Program (per family)		Total	2% Discount	Payment in advance Total
Prep	$210.75	$421.50	$927.31	$2,318.27	$7,916	$1,100	$257	$9,273	- $185.46	$9,087.63
Year 1	$210.75	$421.50	$927.31	$2,318.27	$7,916	$1,100	$257	$9,273	- $185.46	$9,087.63
Year 2	$210.75	$421.50	$927.31	$2,318.27	$7,916	$1,100	$257	$9,273	- $185.46	$9,087.63
Year 3	$229.39	$458.78	$1,009.31	$2,523.27	$8,736	$1,100	$257	$10,093	-$201.86	$9,891.23
Year 4	$229.39	$458.78	$1,009.31	$2,523.27	$8,736	$1,100	$257	$10,093	-$201.86	$9,891.23
Year 5	$249.09	$498.19	$1,096.01	$2,740.02	$9,603	$1,100	$257	$10,960	-$219.20	$10,740.89
Year 6	$268.46	$536.91	$1,181.21	$2,953.02	$10,455	$1,100	$257	$11,812	- $236.24	$11,575.85
Year 7	$275.14	$550.28	$1,210.61	$3,026.52	$10,749	$1,100	$257	$12,106	- $242.12	$11,863.97
Year 8	$272.34	$544.69	$1,198.31	$2,995.77	$10,626	$1,100	$257	$11,983	- $239.66	$11,743.43
Year 9	$302.30	$604.59	$1,330.11	$3,325.27	$11,944	$1,100	$257	$13,301	- $266.02	$13,035.07
Year 10	$327.87	$655.73	$1,442.61	$3,606.52	$13,069	$1,100	$257	$14,426	- $288.52	$14,137.57
Year 11	$327.87	$655.73	$1,442.61	$3,606.52	$13,069	$1,100	$257	$14,426	- $288.52	$14,137.57
Year 12	$327.87	$655.73	$1,442.61	$3,606.52	$13,069	$1,100	$257	$14,426	- $288.52	$14,137.57

Note:

1. Schedule of fees calculator is based on a single student fee tuition.
2. Current families direct debit arrangements for 2025 will be automatically adjusted to reflect the new fee schedule 2026 direct debit.
3. In order to receive the 2% discount, annual payment in advance is to be received by no later than 16 January 2026. Late payments will not receive the discount.

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

Little Beacons tuition fees 2026

Seedling Program (6 months - 3 Years)

Rates for permanent bookings - 49 weeks of the year

Type of care	Times	Daily rate
Daily rate	7am - 6pm	$156

Discovery Program (Early learning - 3/4 and 4/5 year olds)

Rates for permanent bookings

Type of care	Times	Daily rate
Sessional program	9am - 3pm (school terms only)	$139
Before sessional care	7 - 9am	$29
Early learning and combined care	7am - 6pm (49 weeks of the year)	$156

Outside School Hours

Rates for permanent bookings

Type of care	Times	Daily rate
Before school care†	7 - 8.20am	$28
After school care†	3.15 - 6pm	$43
Vacation care	7am - 6pm (school holidays only)	$130

Note:

1. Occasional care is 10% above listed fees. 2. †School age children only. 3. Please note all fees at Little Beacons are eligible to receive the Child Care Subsidy.

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

Enrolment confirmation deposits

Enrolment Confirmation Deposit (ECD)	Amount	Due date
To confirm acceptance of place, subject to interview with the Campus Principal or delegate, an Enrolment Confirmation Deposit is required.		
Seedling Program (6 months - 3 Years)	$500	By expiry date of Letter of Offer of Place
Discovery Program (Early learning - 3/4 and 4/5 year olds) - Year 12	$1000	By expiry date of Letter of Offer of Place

Enrolment Confirmation Deposit - Seedling Program (6 months - 3 Years)

An Enrolment Confirmation Deposit (ECD) of $500 must be paid to accept an offer of place. This amount will be credited to your tuition fees when your child starts Prep. If a family declines an offer of place in Discovery at Beaconhills, the ECD of $500 will be credited to their final account at Little Beacons.

Accepting a place at Little Beacons

If a position is available, families will be contacted to discuss their preferences and availability. A letter of offer with the terms and conditions will be emailed to the family. To accept the place, an acceptance must be signed and an Enrolment Confirmation Deposit (ECD) paid. Acceptance and payment holds the place for the child.

If entering the College in the Seedling Program the ECD is $500.

If entering the College in Discovery the ECD is $1000.

For families who continue from Seedling to Discovery, a second ECD payment of $500 is required in the June before moving into the Discovery Program.

Enrolment confirmation deposits

Forfeitures - Prep - Year 12

If a family decides not to proceed with an accepted place and withdraws before 31 March in the year before joining the College, $500 (50%) of the Enrolment Confirmation Deposit is refundable. After this date, no refund will be given and the full amount of $1000 is forfeited.

Forfeitures - Seedling Program (6 months - 3 Years)

If after paying the ECD, a family withdraws from an accepted place in Seedling, the ECD of $500 will be forfeited in full. Withdrawals before starting in the Seedling Program are to be emailed to the enrolment department enrol@beaconhills.vic.edu.au

Forfeitures - Early Learning (Discovery Program)

If a family decides not to proceed with an accepted place and withdraws before 31 March in the year before joining the College, $500 (50%) of the Enrolment Confirmation Deposit is refundable. After this date, no refund will be given and the full amount of $1000 is forfeited. If a family decides not to accept a place in Prep at Beaconhills, the full amount of $1000 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

Early Years, Prep, Year 5, Year 7 and Senior School (Year 10) 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 begins 18 months before the nominated entry year.

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.

An acceptance of enrolment is campus specific. Should your campus preference change, your position on the waiting list will return to the original date of application.

The Executive Principal 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 Executive Principal 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 - Seedling
To withdraw a current student in Seedling at Little Beacons, three weeks notice must be given in writing to the Executive Principal at:

enrol@beaconhills.vic.edu.au

Withdrawal of current students - Discovery
To withdraw a current student in Discovery at Little Beacons, one complete term's notice must be given in writing to the Executive Principal at:

enrol@beaconhills.vic.edu.au

Failure to provide such notice will require payment of three 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 afte 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

Privacy & information management

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 Principles 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.

Privacy & information management

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 Principles, 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.

Contact us

Beaconhills College

Pakenham Campus

30-34 Toomuc Valley Road

Pakenham Victoria 3810

Berwick Campus

92 Kangan Drive

Berwick Victoria 3806

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