

Bellfield College
Senior School Weekly

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IMPORTANT DATES

23rd February – Parent Information Evening

24th February – Year 7 Vaccinations

28th February – Year 7 Elevate

7th March – Year 7 Science Excursion

15th March – 24th March – NAPLAN Online

29th March – Visual Arts Excursion

6th April – Last day of Term 1



Lela Vukovic



DEPUTY HEAD OF SENIOR SCHOOL MESSAGE

Assalamu Alaykum

Dear Bellfield community,

Welcome back to all the families for the 2023 academic year, and a warm welcome to all the new families joining us this year.

It has been an encouraging start for all our students and staff as we navigate and develop positive learning habits and build upon the foundations already established at the College.

This year, our focus will incorporate the pursuit of achieving and supporting individual student growth in academic excellence. Our staff are working tirelessly to embed strategies and activities that nurture the growth of literacy and numeracy within all areas. This collective approach encourages our students to become lifelong learners and provides the opportunity for each student to achieve their best. It is imperative that all students approach their studies with a positive mindset. Students should be open to learning and challenging themselves, as we aspire to support their development as individuals of faith with high moral standards and integrity.

In our partnership with parents, developing good study habits at home will support your child in their growth academically. Establishing effective routines for study, maintaining a disciplined and consistent approach is critical for success and improvement.

I am grateful to have been so warmly welcomed to the Bellfield community by all the staff and students. The generosity and support by all members, has made my transition to the College an easy one. I look forward to meeting all the parents at the Information evening and supporting the continued development of our academic successes. I look forward to walking on this learning journey together.

Sincere Regards,

Mrs Lela Vukovic
Deputy Head of Senior School



Brother Mohamed Wehby



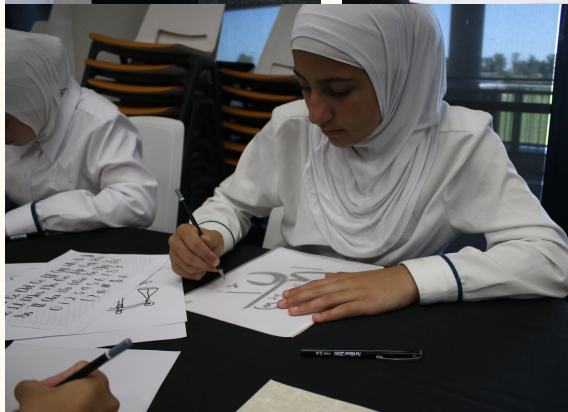
A MESSAGE FROM THE HEAD OF IHSAN

Assalamu 'alaykum,

Last Friday, Bellfield students celebrated the birth anniversary of Imam Ali (peace be upon him) in an eventful climate of creative learning, artistic expression and self-discipline. This unique event featured a special Calligraphy workshop in remembrance of Imam Ali's timeless virtues and character strengths.

The workshop was facilitated by Sister Ghadeer Ali who skilfully supported our students in practising hand lettering, focusing on each stroke with undivided attention, while developing sharper attention skills for writing in the spirit of Imam Ali's uplifting legacy.

calligraphy workshop



In the Name of Allah, the Most Compassionate, the Most Merciful

And do good to parents, relatives, orphans, the needy, the near neighbour and the distant neighbour...

Qur'an 4:36

Keeping our College Neighbourhood Safe and Clean

Dear Bellfield families,

Assalamu 'alaykum.

If the family is the first unit of society, neighbourhood is the first unit of community. The Qur'anic verse above identifies certain groups of people who have rights over us. Among them is the neighbour. Allah (SWT) specifies two types of neighbours; the near one and the distant one. The closeness and distance could be physical distance, with some homes being close by and others being a little further away. This is meant to remind us that even people whose homes are a little distant are still considered neighbours.

The distance could also mean distance in culture, beliefs or blood relation. Neighbours who are close could be those from the same faith or culture, while the distant ones are those belonging to other faiths or cultures. It could also mean those not related but are neighbours. They also have rights and we must be mindful of our duties towards them. Imam Ali (a.s.) says in Nahjul Balāgha:

Be conscious of the sacred presence of Allah and be mindful of your neighbours, because they were the subject of the Prophet's advice. He went on advising in their favour till we thought he would allow them a share in inheritance!

When neighbours fulfill the rights of each other, community is strengthened and goodness spreads. It is possible for neighbours to have a big influence on the quality of one's life. Let's recite this verse with our children to remind each other of the rights of our neighbours around home and school; no matter what faith they belong to. It is part of fulfilling the rights towards Allah (SWT).

These timeless teachings guide us to become more considerate of our College neighbours through cleanliness, safety, respect and kindness.

May Allah (SWT) empower us to be the best role models for everybody of any age, including our children who are the sacred trust (Amanah) of Allah (SWT) in our life.

Our tri-partnership binds home and College through wisdom, faith and knowledge.

Warm regards,

Mohamed Wehby

Head of IHSAN



ihسان
CRAFTING CHARACTER

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Qur'an Club for Sisters

With Sister Fatima Elzein

Lunch time -
Tuesday and Thursday
12:45 P.M. - 1:05 P.M

Bellfield College
Library



SUNDAY
5TH
MARCH
2023

BELLFIELD'S ANNUAL WALKATHON
BIRTH ANNIVERSARY OF
IMAM AL MAHDI (A)

Step into His Virtues

Rides, group walks, community stalls, raffle tickets, lots of yummy food and more!

 The Homestead Park
18 Charlton Ave, Chipping
Norton NSW 2170

WALK FOR
HOPE &
SOLIDARITY



ihسان
CRAFTING CHARACTER

FROM
10 A.M. -
4 P.M.



COMMUNITY MEMBERS ARE WELCOME TO SET UP STALLS.
FOR ALL ENQUIRIES, PLEASE CONTACT 9606 2666

MATHEMATICS

Asalamu Alaykum

As we begin this year I would like to thank almighty Allah (swt) for giving us this opportunity to be part of Bellfield community and support students in all areas of education and in particular Mathematics. Mathematics is, in its way, the poetry of logical ideas. This quote from Albert Einstein tells us that Mathematical concepts are interconnected and consist of a logical flow which allows students to build on their skills step by step.

At Bellfield College we recognise that there are three factors that help students to learn Mathematics effectively:

1. Students interest and willingness to learn
2. Teaching strategies and in particular how they can break down the content and create a logical flow
3. Lastly, parents who encourage and support students to excel.

In the Mathematics department we run incursions such as Inquisitive Minds, held in Term 2, Mathematics competitions, and investigative and hands on assessment tasks to help students develop an interest in Mathematics.

The curriculum is set by NSW Education Standard Authority (NESA) for all schools in NSW. We have used these curriculums and developed engaging and interesting programs that allow students to access their previous knowledge and investigate ideas to learn new concepts. All programs at Bellfield College are developed with a logical coherence that encourage students to develop their cognitive abilities and problem solving skills and become life long learners.

This week at Bellfield College students from Years 7 to 12 have received their first assessment task of 2023. Students are provided more than the standard two week notice for all assessment tasks so that they can better prepare and complete their tasks. All assessment tasks are creatively designed to have in class and at home components, which allows for creativity.

Students across Years 7 to 12 are working hard to improve their mathematical skills. With regular testing, staff can use this data to improve the teaching and learning of Mathematics. Years 7 and 9 will be completing their NAPLAN examination during weeks 7 and 8. Recently students were issued NAPLAN study materials in preparation for the upcoming examination.

All study programs require parents to support their child in the home. We kindly request you track assessment due dates and encourage your child to submit tasks on time.

Kind regards,

Javid Karimi
Department Head of Mathematics

Careers News 2023

JOB JUMP

JobJump offers the most advanced ATAR Course Search. Students can quickly find the course they want for the ATAR they expect.

They can see any prerequisites or recommended senior subjects.

Students can save their course preferences, making their university application a breeze!

Go from knowing nothing to landing the job with JobJump's career exploration and scaffolded plan. JobJump offers career videos, eWork Experience projects, senior subject advice, tertiary courses and job listings in over 120 career areas.

That's just the beginning. JobJump also includes a comprehensive university guide, scaffolded resumes for 120 careers, eWork Experience projects, TAFE course search, Career VR videos.

<https://www.jobjump.com.au>

To make an account click on the "I'm New" Enter Bellfield College as your school, Password 'bellfield'.

Login to JobJump and watch the following videos on My ATAR and My Career.

<https://www.jobjump.com.au/helpVideo>



My ATAR

Find my Uni degrees in seconds, check my HSC subjects and save your favourite degrees



My Career

In easy to follow steps

YEAR 12

How to Survive Year 12

The thought of embarking on your final year of school can trigger a range of emotions – excitement, nervousness, stress, nostalgia, anxiety, sadness or just impatience to get out into the world. Whether you're excited to have taken the next step or are just hanging out for the end, we provide some tips to help you get through Year 12.

<https://www.gooduniversitiesguide.com.au/education-blogs/tertiary-study/year-12-survival-tips>

Past HSC Exam Papers

Higher School Certificate exam papers, with marking guidelines and HSC marking feedback, are available for each course. Select a learning area from clicking the link below to see exam paper packs by course for each HSC year.

<http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/Understanding-the-curriculum/resources/hsc-exam-papers>

focus on: PDHPE

Interested in a career in PDHPE?

The Australian College of Physical Education Campus Tours - Health, Sport, Dance Mondays and Thursdays every week.

10 Parkview Drive, Sydney Olympic Park

We'd love to show you around our purpose-built campus in the heart of the Sydney Olympic Park. Tours run regularly on Thursdays each week. Lock in your spot and select an upcoming tour date and time now. We look forward to meeting with you and showing you around ACPE.

To lock in a day and time simply follow the link below and fill out the form.

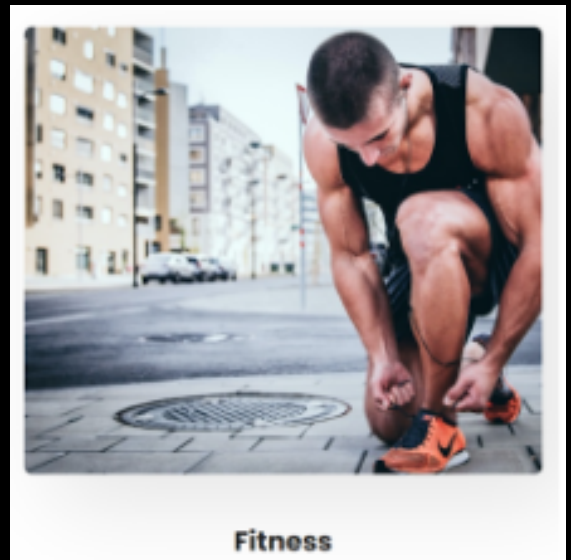
<https://acpe.edu.au/about-us/events/>

Career win

Jobs in sportstech

Hop, skip or jump your way into an exciting career using technology to make sports safer, more competitive and more fun

<https://careerswithstem.com.au/sportstech/>



**Come and see Mrs. Chebli in FF02
Thursday A Lunch and Monday B Lunch
to discuss your Career pathway.**

A watercolor palette with various colors (yellow, orange, red, green, blue, purple) and a brush, set against a wooden background. The palette is partially obscured by the text.

BELLFIELD PORTRAIT PRIZE

Bellfield's Annual Portrait Prize

The College invites budding artists between the ages of 12 and 18 to submit a portrait for the Bellfield Portrait prize

Criteria:

- The portrait must be of a person who is special to you – someone who is known to you and who knows you and plays a significant role in your life.
- Minimal size A4, Maximum A3
- Art Paper entries only
- Paint and pencil entries only
- Submission date: **20/02/2023**

Successful entries will compete in the prestigious Young Archie competition.

**Prizes
to be
won!**

Email Mrs Hayes for Details
sasha.hayes@bellfield.nsw.edu.au

Year 7 Vaccination Reminder

Please provide online consent for the upcoming Year 7 vaccinations to be held at School on:

Friday 24th February.

Year 7, students will receive free vaccinations for diphtheria-tetanus-pertussis (dTpa) and human papillomavirus (HPV).

Vaccination will only be provided at school if consent has been received. Students receiving vaccinations should wear their sports uniform to school on the day and ensure they eat a healthy breakfast and bring their drink bottle to school that day.

How to provide consent:

1. To complete online consent for your child's school vaccinations, visit: <https://nswhealth.service-now.com/school>
2. Follow the steps to log in to your existing ServiceNSW account. This is the same account you may already use to renew your driver's licence. If you don't have a ServiceNSW account, refer to ServiceNSW to create one.
3. Update or confirm your personal details in ServiceNSW as required.
4. Complete the School Vaccination Consent Form for your child/ren. You will need to:
5. Enter your child's personal details
6. Provide the Medicare card details for you and your child
7. Read the linked Parent Information Sheet and privacy statement
8. Provide consent

If you or your child do not have a Medicare card, consent can still be provided by requesting a paper-based consent form directly from your child's school.

The benefits of providing consent online:

- easily update your child's details
- receive SMS and/or email notifications when vaccinations are given
- faster upload of vaccination records to the Australian Immunisation Register (AIR).

For more information on routine school vaccinations, please visit www.health.nsw.gov.au/schoolvaccination or call the Liverpool Public Health Unit on 9794 0855.

If you require information in your language, please visit www.health.nsw.gov.au/immunisation/Pages/school_vaccination_language.aspx

Is your child in year 7 or year 10?

Provide your consent for routine school vaccinations online.

At the beginning of the school year, your child's school will share the link to complete the online consent form.

Benefits of providing online consent:

- easily update your child's details
- get SMS notifications when vaccinations are given
- faster upload of vaccination records to the Australian Immunisation Register (AIR)

To provide online consent, you will need:

- the link provided by the school
- your Service NSW log-in details
- medicare details for you and your child

Year 7

- Diphtheria-tetanus-pertussis (dTpa)
- Human papillomavirus (HPV)

Year 10

- Meningococcal ACWY

Scan the QR code to give your consent now.

Naplan - Information for Parents

NAPLAN assesses the literacy and numeracy skills your child is already learning at school.

Teachers will ensure students are familiar with the format of the tests before the NAPLAN test window.

It is important to remember that NAPLAN is not about passing or failing, but about assessing learning progress.

The best approach for preparing your child for NAPLAN is to encourage your child to do the best they can on the day.

Your child's school is your first point of contact for questions about NAPLAN.

Disability adjustments

Adjustments are available for [students with disability](#). The adjustments should reflect the normal support a student receives in classroom assessments.

The first step is to discuss possible adjustments with your child's teacher. Parents need to provide their consent for any adjustments that are provided during NAPLAN.

Withdrawals and exemptions

You can withdraw your child from NAPLAN tests. Your child may be exempt from NAPLAN tests if they have:

- significant disabilities that severely limit their capacity to participate in the tests or
- a language background other than English and have recently arrived in Australia (less than a year before the tests).

Contact your child's school for further information about withdrawals and exemptions.

Tailored testing

Tailored testing provides a more precise assessment of students' performance in the areas of reading, conventions of language (spelling, grammar and punctuation) and numeracy by adapting to responses.

Students at each year level start with a similar set of questions. Depending on the number of questions they answered correctly, the next set of questions may be more, or less, difficult. Students should not be concerned if the questions are more difficult than expected.

A student's NAPLAN result is based on both the number and difficulty of questions the student answers correctly. A student who completes a more difficult set of questions is more likely to achieve a higher score (and a higher band placement).

Watch a video (3:06 length) to learn more about [tailored testing](#).

Public demonstration site

The [public demonstration site](#) is available for students, teachers and parents to familiarise themselves with the types of questions, tools and functions available for the NAPLAN tests. It includes demonstration tests for each NAPLAN year level, test domain and alternative tests for students with disability.

Privacy

For privacy information, visit:

[NAPLAN and privacy for parents](#)

[NAPLAN Online Privacy](#)

[Acara Privacy](#)



Due to a number of our student community with anaphylaxis to nut products, we ask that you refrain from sending these types of snacks to school with your children. Thank you for making Bellfield College a nut free zone.



Bellfield College Canteen Lunch Orders

The Bellfield College Canteen will be open until Friday 17th March 2023 for LUNCH ORDERS ONLY. **The Canteen is CLOSED during the recess break.** Please ensure you pack a healthy recess for your child.

- **Senior school students are not permitted to enter the junior school playground other than to collect their lunch order from the canteen at lunch time.**
- **Senior school students are not permitted to purchase canteen items for their junior school siblings.**
- Orders for lunch items, must be pre ordered and cannot be purchased over the counter during the lunch break.
- Please ensure your child brings their lunch order in a brown paper bag with their full name, year group and order clearly labelled. The correct money for the order must be included in the bag, **no change will be given.**
- Students must place their lunch order in the designated 'lunch order' box in the School administration office **by 8.30am**
- Failure to place their lunch order by 8.30am will result in your child not having their lunch order fulfilled.
- Lunch orders will be available for collection at the canteen during lunch 1, 12.30pm-12.50pm.
- Senior School students will collect their lunch order and return to senior campus immediately.

Students who do not adhere to these expectations will not be allowed to use this service.

Can I place a lunch order over the telephone?

Unfortunately, we do not accept lunch orders over the telephone. We thank all families in advance for compliance with this procedure.

Kind regards,

Amy Carrigg
Head of Business Operations



BELFIELD COLLEGE CANTEEN MENU

All items on the Canteen Menu must be **PRE ORDERED** and will be available at the start of lunch 1. Items are **NOT** available for purchase over the counter at Recess or Lunch.

Pies

Sausage roll	\$4.50
Spinach/Ricotta Roll	\$4.50
Vegetarian Pasty	\$4.50

Beef pie	\$4.50
Chicken Pie	\$4.50
Potato pie	\$4.50

Tomato Sauce	.50c
BBQ Sauce	.50c

Please write sauce choice on lunch order bag

Manoosh

Folded Cheese	\$4.00
Folded Oregano	\$4.00
Folded Meat	\$4.00
Vegetarian Pizza	\$6.00

Pasta/Rice

Lasagne	\$4.50
Twista Bolognese	\$4.50
Macaroni Cheese	\$4.50
Vegetarian Fried Rice	\$4.50

Drinks

Bottled water	\$2.00
Just Juice Popper - 200ML	\$2.00
Apple, Orange, Tropical and Apple/Blackcurrant	

Burger

Chicken Burger with Lettuce and Mayo	\$5.00
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Snacks

Grainwaves	\$1.50	Muffins - Choc Chip	\$2.00
Popcorn - BBQ	\$1.50	Hash Brown	\$2.00
Vege Crackers - Salt and Vinegar	\$1.50		
Vege Crackers - Italian Supreme	\$1.50		

Meal Deals

On the lunch order bag please indicate option number and select from your choice of food, choice of drink (juice or water) and choice of snack (Popcorn or Grainwaves or Vege crackers)

Option 1: Pie + drink + Popcorn/Grainwaves/Veg Crackers	\$7.00
Option 2: Hash Brown + drink + Popcorn/Grainwaves/Veg Crackers	\$5.00
Option 3: Pasta, + drink + Popcorn/Grainwaves/Veg Crackers	\$7.00
Option 4: Manoosh + drink + Popcorn/Grainwaves/Veg Crackers (Excluding folded vegetarian)	\$6.50

Please provide the correct money in the lunch order bag. No change will be given.



LEARNING MANAGEMENT SYSTEM

Parents have direct access to their child's learning modules and homework resources. You may access CANVAS through Sentral Parent Portal. Students have direct access to their class teachers through CANVAS class discussions, announcements, and email communication. Students access their CANVAS account by logging into GMAIL and clicking on the 'dot squares' located to the right, near settings.



PARENT COMMUNICATION

SENTRAL PARENT PORTAL

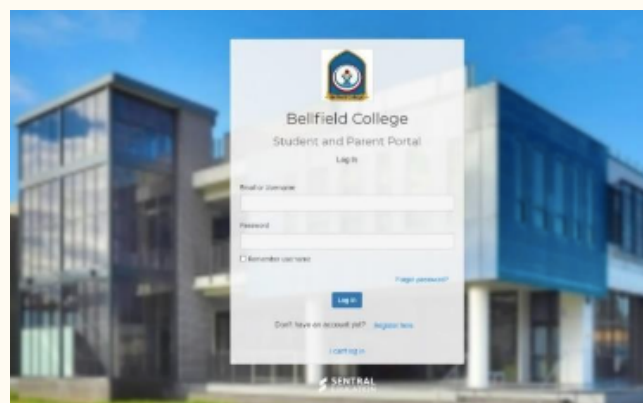
Students can access the portal using their school logon, which gives them access to their timetable, attendance history and reports. All parent notices are uploaded to the parent portal.

Good communication between parents and teachers has many benefits. When parents and teachers share information, children learn more and parents and teachers feel more supported. Good communication can help create positive feelings between teachers and parents. The Sentral parent portal allows you to monitor your child's progress in relation to well being, positive and negative school incidents. Teacher's record daily information in the well being section so that parents have ongoing and current information about their child. Parents can also access their child's reports, attendance and welfare details as well as updating family contact details.

If you have not yet accessed the parent portal please contact the College and request your access code for the parent portal.

How to download Sentral:

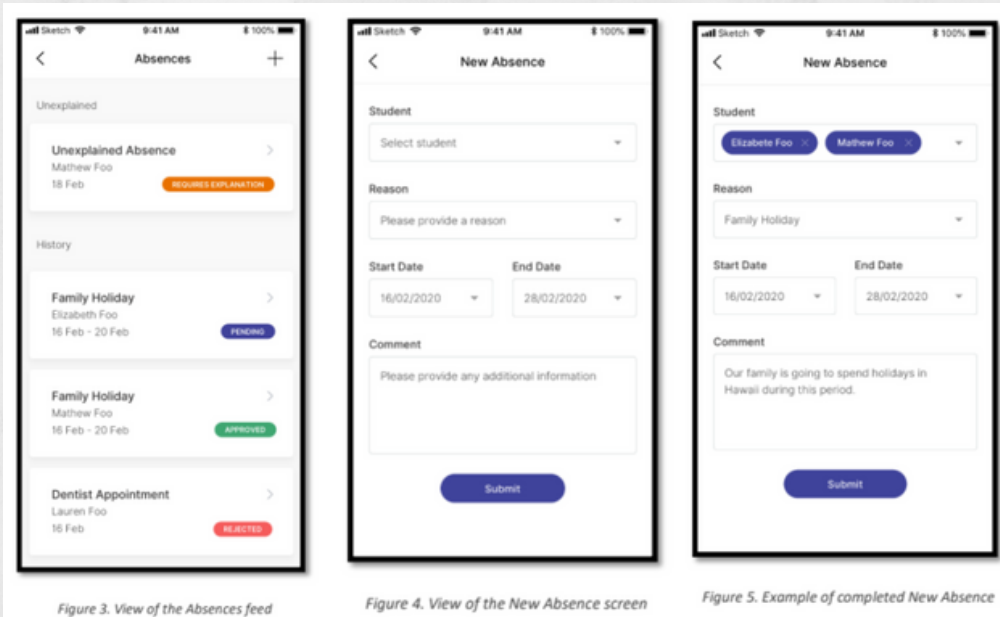
- You can access the portal here: <https://bellfield.sentral.com.au/portal>
- Please download the Sentral for Parents app from App Store or Google store. Enter the name of the college (Bellfield College) and
- Click 'Next'



HOW TO ADD AN ABSENCE ON SENTRAL

The Absences module allows the parent to communicate absence reasons to the school.

In Absences, you will need to select the Unexplained Absence – Requires Explanation item to confirm an existing absence.



We will send an sms notification of an absence if you have not entered the absence into Sentral and we ask that you **reply directly to the sms** with the reason. This message will update Sentral automatically and be linked to your child's profile. Please do not use these sms's to send notifications for other absences as the link is a one time use for the system and any further texts prior to the initial response will be unlinked and unverified.



Uniform requirements

Girls Summer uniform

- White Bellfield College school blouse
- Long striped summer skirt
- Years 7-10 White slip on hijab/white undercap
Years 11-12 Teal headscarf/white undercap
- Bellfield College logo bag
- White school socks above the ankle or higher
- Black hard leather hard sole school shoes

Girls Winter uniform

- White Bellfield College school blouse
- Long teal check winter skirt
- Years 7-10 White slip on hijab/white undercap
Years 11-12 Teal headscarf/white undercap
- Bellfield College logo bag
- Teal blazer
- Teal wool blend knitted jumper
- Charcoal lycra stockings
- Black hard leather hard sole school shoes

NOTE: Girls without the correct headscarf will be issued with one from the School's supply and the amount of \$20.00 will be charged to the household account.



Girls Sports uniform

- Long sleeve polo shirt with logo (Saxe Blue, Biscay Blue and Ochre)
- Unisex Long Sport Pant. Stretch Polyester Microfibre (Saxe Blue, Biscay Blue and Ochre)
- White Sport socks above the ankle or higher
- School hat
- Sport Jacket. Unisex Stretch Polyester Microfibre (Saxe Blue, Biscay Blue and Ochre)
- Sport shoes (avoid bright colours)



NOTE: Students without the correct socks will be issued with a pair from the School's supply and the amount of \$5.00 will be charged to the household account.

Students not in the correct and full school uniform will be issued a lunch time detention.

NOTE ** Our College uniform shop stocks open toe tights suitable for ablution.

Not wearing leather school shoes is a WHS risk and students will not be allowed to participate in practical lessons including Food Technology, Technology Mandatory, and Science.

Boys Summer uniform

- White Bellfield College school shirt
- Charcoal wool blend long pleated pants
- Grey school socks above the ankle or higher
- Seniors - School tie
- Bellfield College logo bag
- Black hard leather hard sole school shoes
- Teal blazer (optional in Summer)

Boys Winter uniform

- White Bellfield College school shirt
- Charcoal wool blend long pleated pants
- Grey school socks above the ankle or higher
- Teal blazer
- Teal wool blend knitted jumper
- Bellfield College logo bag
- Black hard leather hard sole school shoes



Boys Sports uniform

- Long sleeve polo shirt with logo (Saxe Blue, Biscay Blue and Ochre)
- Unisex Long Sport Pant. Stretch Polyester Microfibre (Saxe Blue, Biscay Blue and Ochre)
- White Sport socks above the ankle or higher
- School hat
- Sport Jacket. Unisex Stretch Polyester Microfibre (Saxe Blue, Biscay Blue and Ochre)
- Sport shoes (avoid bright colours)

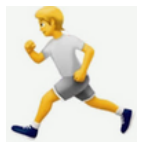


NOTE: Students without the correct socks will be issued with a pair from the School's supply and the amount of \$5.00 will be charged to the household account.



BELLFIELD COLLEGE SPORT

Sport Uniform Sports Uniform is worn for PE PRACTICALS and Sport days only. Please refer to the student timetable and CANVAS classroom for PE practicals days.



Sport Day is Thursday each week.

Uniform Supply Issues

We regret to inform you that the new sport uniform pants are out of stock with a considerable wait time for purchase (May 2023). In the meantime, we ask that students without the correct sport pants wear plain black track pants. These can be purchased from Kmart, Best & Less or Big W.

Students must have evidence of an order when asked by a teacher.



BOYS HAIRCUT

Students are required to wear their hair in a neat and tidy manner. Haircuts should be of an even grade. Hair should be well brushed and combed and it is assumed that hair will not be in such a condition as to invite comment.

Please be aware of the following:

- Extreme styles of hair are not permitted.
- Gel, mousse and hair spray or other similar substances should not be used.
- There will be no undercuts or steps.
- Nothing shorter than a number 4 comb is acceptable.
- Hair should not touch the shirt collar.
- Beards should be always well groomed / or clean shaven.
- Long sideburns are not permitted.
- Students will not attend class and parents will called to collect their child from school.
- Students who do not abide by the haircut requirements will be asked to fix the identified problem and not return to school until the issue is resolved.

Regular hair blitzs will enforce these expectations.



ATTENDANCE PROCEDURES

The following is a summary of the procedures Bellfield College has in place to support students to ensure they meet attendance requirements including being at school on time.

It is expected that all students should be on the school grounds by the morning warning bell at 8.25am every school day.

First period lessons commence at 8.30am and all students must have their name marked as present during the first 5 minutes designated during period 1.

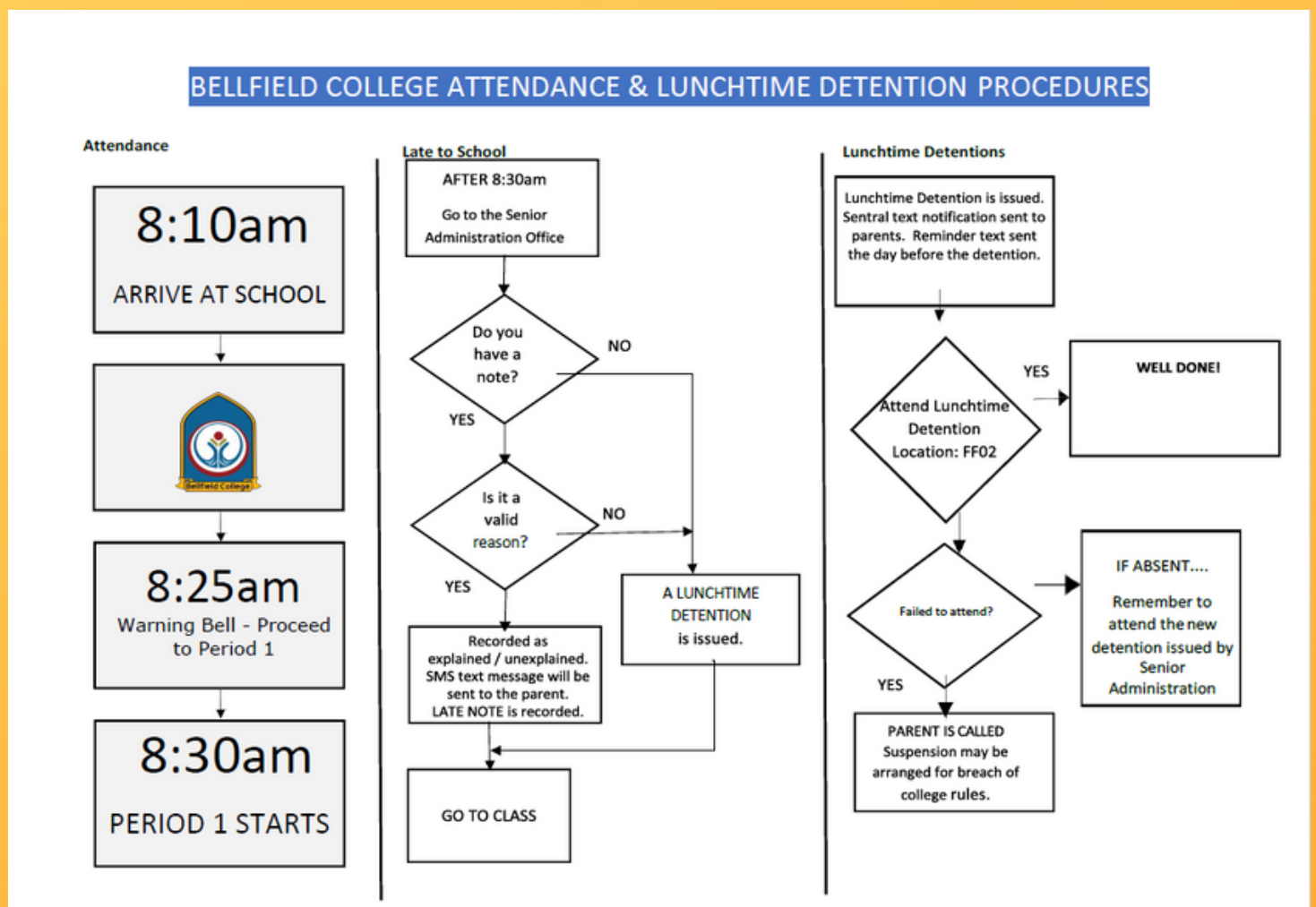
Any student arriving after 8.30am will be considered late to school and will need to attend the Senior Administration Office as soon as they arrive to school to be marked as present.

The school gate closes at 8.30am. After this time parents will need to physically access the Senior School front offices to personally sign their children in. Parents must provide a valid reason; this will be recorded as explained and unjustified late and a subsequent text message will be sent to the parent as a record of attendance. A valid reason may include;

- Appointment supported by a medical certificate or certificate of attendance

Lunchtime detentions are not negotiable and must be served by the student if issued. Failure to attend a detention due to absence will result in the issue of another one. If not absent from school and the student fails to attend the detention, parents will be called so that a suspension may be arranged for a breach of college rules and the suspension will be recorded against the student's name.

Please see below for the lunchtime detention and attendance flowcharts.



Why attendance matters



When your child misses school they miss important opportunities to:



Learn



Build friendships



Develop life skills

Days missed = years lost


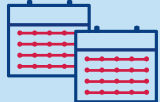
A day here and there doesn't seem like much, but...

When your child misses just...

they miss weeks per year

and years over their school life

1 day per **fortnight**
 = **4** weeks  = Over **1** year missed

1 day per **week**
 = **8** weeks  = Over **2.5** years missed



Senior Campus Protocols

Suspension

An immediate suspension will be given to a student who: swears at a teacher, engages in physical fighting, violence directed toward a person, steals from someone or engages in immoral behaviour. Other behaviours may also result in suspension and may include vandalism, high level bullying, an ongoing accumulation of issues and an inability to demonstrate improved behaviour.



Students Late to Class

Students late to class will receive a Lunchtime Detention. Late to class can be defined simply as 'wrong place, wrong time'. If a student is late to class / truant an entire period they are marked as absent on the Sentral roll marking system. This is then followed up by the class teacher and the Head of Department the next day. Continued late to class / truancy may result in further action being taken.

Roll Call

Students must arrive prior to 8.30am and will attend period 1 class immediately after the morning bell (8.30am). Attendance rolls will be marked at the commencement of period 1 and throughout the day occurring at the beginning of each period. Students late to class will be issued with an 'on the spot' lunchtime detention.

Mobile phones



Our College is a student phone free zone.

Mobile phones **MUST** be placed in the school bag and switched off before entering school grounds. If seen, heard or used on school grounds devices will be confiscated immediately and held for two weeks. Please note that this also includes mobile phone devices such as AirPods and phone headsets. Other technology items including IPADS and Apple watches are also not permitted.

Students also have the option of handing in their mobile phone to the senior administration office each morning. Pick up occurs at 3.20pm, not earlier.

Lunchtime Detentions

Your child may receive an on-the-spot lunchtime detention for reasons including but not limited to:

- Late to class
- Out of Uniform
- Non completion of class work

If a student is absent from school when the detention is served, then he/she will have to serve it on another day and families will be notified accordingly.

Failure to attend the detention may result in a suspension as this is considered a serious breach of college rules.

Travel Policy

Please ensure that prior to booking any holidays during term time, that you seek approval from the college.

We only allow 10 school days leave maximum during a calendar year.

Any families who are in breach of our travel policy will have their enrolment terminated.

Year 11 and 12 students will not be granted leave during term time.



Homework

Homework is sent home every night. Please contact your child's class teacher if you have any questions.

The Main Types of Homework are:

- Practice Exercises – providing students with the opportunities to apply new knowledge, or review, revise and reinforce newly acquired skills
- Preparatory Homework – providing opportunities for students to gain background information on a unit of study so that they are better prepared for future lessons
- Extension & Research Assignments – encouraging students to pursue knowledge individually
- Revision and consolidation – reading over class notes, applying information and organisation or reformatting notes

Private Buses

Students travelling to and from school via private buses should use the footpath along the front driveway. When leaving school, students must use the Junior crossing and the student exit pedestrian gate.

Withdrawing from the College

If you are withdrawing a student from the College, please be advised that **10 weeks' notice is required**

If you do not provide the College 10 school weeks' notice of withdrawing from the college, a term's fees will be charged to your account.

Afternoon Pickup and Morning Drop off

Kiss and Drop

If travelling to and from school by car, pick up and drop off is strictly via the school car line zone. Car line may be accessed through the Junior school gate, follow the road through to the senior school library and wait in your car for your child. Children must wait in front of the library until mum or dad are seen to approach the library. Students are not permitted to wait along the grass area, nor should they be encouraged to cross carline to enter your vehicle.



- ALL students must be picked up from the car line.
- NO students will be permitted to exit to enter cars parked on the street.
- Gates will open at 2.45pm.
- Please join the car line. No cars will be permitted to make a right turn to enter the car line.
- ALL cars must exit the driveway and turn left ONLY. Right turn and U-turns will not be permitted.
- Students will be lined up in family groups during afternoon pick up to allow for faster access.
- Please be respectful and courteous to our staff as they are only doing their job.

Sick Bay

Illness at School

Students who are sick during the school day should:

1. See a teacher for written permission to go to the sick bay.
2. Present themselves promptly to the senior administration office.
3. Follow instructions from the administrative staff politely.
4. Stay at school until the administrative staff have contacted parents.



- Students must not telephone parents to arrange for their parent/guardian to collect them. This will be done by the office staff.
- The sick bay is used for a short time only and students will be monitored by the senior school administration officer. If the problem persists parents or caregivers will be contacted. For serious problems, parents or caregivers will be contacted immediately and for very serious cases medical help will be sought.
- It is extremely important that the medical information in each student's file is accurate.

If there is a change in your child's health status, the school MUST be notified. For students who are on medication parents are required to complete a 'Prescribed Medication' form explaining the nature of the medication and give clear guidelines for administering the medication. This form is available from the front office. Prescribed medications must be distributed from the office.



Senior School Contacts

Mrs Mouina Ramadan	Head of Senior School	mouina.ramadan@bellfield.nsw.edu.au
Mr Mohamed Wehby	Head of IHSAN	mohamed.wehby@bellfield.nsw.edu.au
Mrs Lela Vukovic	Deputy Head of Senior School	lela.vukovic@bellfield.nsw.edu.au
Mrs Belinda Fellows	Executive Assistant to the Head of Senior School	belinda.fellows@bellfield.nsw.edu.au
Mr Hussein Akil	Head of Department - PDHPE	hussein.akil@bellfield.nsw.edu.au
Mr Moustafa Nehme	PDHPE and HSIE	moustafa.nehme@bellfield.nsw.edu.au
Mrs Zahra Shaddad	PDHPE	zahra.shaddad@bellfield.nsw.edu.au
Mr Ibrahim Haydar	PDHPE and CAFS	ibrahim.haydar@bellfield.nsw.edu.au
Mr Wassim Hijazi	Head of Department - HSIE	wassim.hijazi@bellfield.nsw.edu.au
Mr Samuel Ashton	HSIE and PDHPE	samuel.ashton@bellfield.nsw.edu.au
Mr Ali Fawaz	HSIE and Legal Studies	ali.fawaz@bellfield.nsw.edu.au
Mrs Lela Vukovic	Modern History	lela.vukovic@bellfield.nsw.edu.au
Mrs Suzanne Rose	Head of Department English, Languages, Drama	suzanne.rose@bellfield.nsw.edu.au
Mrs Chanel Jbarah	English and HSIE	chanel.jbarah@bellfield.nsw.edu.au
Mr Mahdi Hussain	English and Drama	mahdi.hussain@bellfield.nsw.edu.au
Mrs Fatima Dirani	English and Learning support	fatima.dirani@bellfield.nsw.edu.au
Mrs Maysaa Balhas	Arabic Language	maysaa.balhas@bellfield.nsw.edu.au
Mrs Lela Vukovic	Head of Department - Creative Arts	lela.vukovic@bellfield.nsw.edu.au
Mr Andrew Smith	Music	andrew.smith@bellfield.nsw.edu.au
Mrs Sasha Hayes	Visual Arts and Visual Design	sasha.hayes@bellfield.nsw.edu.au
Dr Abdi Ali	Head of Department - Science & Technology	abdi.ali@bellfield.nsw.edu.au
Mr Javid Karimi	Mathematics Coordinator	javid.karimi@bellfield.nsw.edu.au
Miss Stephanie Laguna	Maths and Science	stephanie.laguna@bellfield.nsw.edu.au
Wayiz Ali	Maths, Science and D&T	wayiz.ali@bellfield.nsw.edu.au
Mrs Zahrah Imran	Maths and Science	zahrah.imran@bellfield.nsw.edu.au
Mrs Sarah El Hourani	Maths and Science	sara.elhourani@bellfield.nsw.edu.au
Mrs Shweta Sharma	Maths, Science and TAS	shweta.sharma@bellfield.nsw.edu.au
Mrs Rana Chebli	Arabic and HSIE	rana.chebli@bellfield.nsw.edu.au
Mr Muhsen Albayati	TAS and Food Technology	muhsen.albayati@bellfield.nsw.edu.au
Mrs Hayley Brown	Lab Assistant	hayley.brown@bellfield.nsw.edu.au
Batoul Charafeddine	Librarian	batoul.charafeddine@bellfield.nsw.edu.au
Year Advisors		
Mr Ali Fawaz	Year 7	
Mr Muhsen Albayati	Year 8	
Mr Moustafa Nehme	Year 9	
Mr Mahdi Hussain	Year 10	
Mr Ibrahim Haydar	Years 11 and 12	