



ASPIRE - LEARN - ACHIEVE

Information Handbook

*for Parents, Carers
& Students*

Please see the website for more comprehensive information:

bentleyparkcollege.eq.edu.au

Current June 2025



**Queensland
Government**



ACADEMIA



CITIZENSHIP



THE ARTS



TECHNOLOGY



S P O R T

BENTLEY PARK COLLEGE

A Complete Prep to Year 12 Education

Principal's Welcome

Bentley Park College is a state school in southern Cairns that offers the advantage of a complete Prep to Year 12 education. First opening its gates in 1997, it comprises Primary and Secondary Sectors, including a Special Education Program, on one of the largest school sites in Queensland.

Students achieve through quality teaching and learning and are motivated by the motto and vision, 'Aspire Learn Achieve'. Diversity is celebrated and the values of respect, responsibility and resilience are proudly upheld.

Our Pillars of Excellence frame learning opportunities in Academia, Citizenship, The Arts, Technology and Sport, with students moving through the key juncture years of education - Prep to Year 2, Years 3 to 6, Years 7 to 9 and Years 10 to 12 - within an inclusive and enriching learning environment. Strengths in these areas are witnessed every day in our students and in the career success of our graduates.

Connections across many aspects of College life allow coordination of various learning programs to provide holistic student support services, enabling collaboration between Primary and Secondary students and staff.

The College is committed to working with and building our community, industry and tertiary partners to encourage students to discover and develop their interests and talents. We support each student to succeed in their chosen pathway, actively contribute to society and reach their full potential.

This is reflected in our service commitment - that every graduating student can achieve an ATAR and be on the pathway to university, pursue a vocational pathways program or transition successfully into the workforce.

Parents and carers are encouraged to play an active role in their student's learning and attend regular parent teacher interviews, information nights and College events. Joining our Parents and Citizens' Association or the Local Community Education Body is also a great way to stay connected and give back to the College community.

Welcome to Bentley Park College – please phone 07 4040 8130 to speak with our enrolments officer. We look forward to having you join us.

Acknowledgement of Country

Bentley Park College acknowledges the Gimuy Walubarra Yidinji Bama, meaning people, the Traditional Owners of the Bulmba, meaning place, where the College is built.

The College is located between two significant waterways – Bana Gindaja, meaning water and cassowary, and Bana Jubugaraa, meaning water and big boomerang.

We extend our respects to their Elders, their Ancestors and Future Generations as they hold the memories and the traditions and maintain the culture of the Gimuy Walubarra Yidinji Bama. We continue to offer sincere respect to all First Nations People.



Bentley Park College acknowledges the
GIMUY WALUBARRA YIDINJI PEOPLE
the Traditional Owners of the land of which the College is located, and
pay respect to their Elders, the Ancestors and Future Generations.



ASPIRE - LEARN - ACHIEVE

VISION

Aspire Learn Achieve

MISSION

Students achieve a complete Prep to Year 12 education in an environment that inspires excellence in Academia, Citizenship, The Arts, Technology and Sport.

VALUES

Respect Responsibility Resilience

PILLARS OF EXCELLENCE



ACADEMIA



CITIZENSHIP



THE ARTS



TECHNOLOGY



S P O R T

BENTLEY PARK COLLEGE
A Complete Prep to Year 12 Education



ASPIRE - LEARN - ACHIEVE

BENTLEY PARK COLLEGE

Secondary Sector Map

AA	Administration Student Services
G100	Support Staff
G	English and Humanities
PA	Performing Arts
MP	Medical Training Precinct
TS	Science
AS	Automotive Shed Home Economics Refectory
HP	Design & Technology
SC	Student Centre
KA	Kauri
OA	Oak - Year 7 classrooms
CE	Cedar - Maths
MA	Maple
TA	Tamarind
UC	Undercover Court
FF	Clontarf Academy
J	Yaburu
Bulmba	VR Room & FlexiSpace
OSO1	Oval Shed and undercover area
JG	Janitor and Grounds Shed

Primary Sector Map

A	Administration
L	Library
R	Student Services
M	Multi-purpose area and Tuckshop
O, S	Undercover eating areas and toilets
U	Sports Hall
D	Prep classrooms
B, C, E, G, H, I, K, P	Classrooms

F	Special Education Program classrooms
KA	Special Education Program Administration

	Secondary Evacuation Assembly Area
	Primary Evacuation Assembly Area
	SEP Evacuation Assembly Area

GATE 9
Open 7.00am
to 4.00pm

GATE 1
Open 7.00am
to 4.00pm

PLEASE NOTE

All gates except **Gate 1** and **Gate 9**
are closed during school hours.

Parents/carers, visitors and contractors
are to enter **Gate 1** and **Gate 9** **only**
and proceed to the respective Administration
office during these hours.



BPC Contact Information

Address	McLaughlin Road Bentley Park Qld 4869
Postal Address	PO Box 289 Edmonton Qld 4869
College Phone	07 4040 8111
Primary Admin Phone	07 4040 8104
Secondary Admin Phone	07 4040 8150
SEP Admin Phone	07 4040 8112
Email	info@bentleyparkcollege.eq.edu.au
Website	www.bentleyparkcollege.eq.edu.au
Facebook	https://www.facebook.com/bentleyparkcollegercairns
Instagram	https://www.instagram.com/bentleyparkcollege_cairns/
YouTube	https://www.youtube.com/channel/UC-tIAooVf3faXPlyOJ6NqWA
LinkedIn	https://www.linkedin.com/company/bentleyparkcollege/
Newsletter	https://bentleypc.schoolzineplus.com/latest
Office Hours	8.00 am to 3.45 pm Monday, Tuesday, Wednesday, Friday 8.00 am to 3.15 pm Thursday
Student Absence Line	SMS: 0426 305 969 Voicemail: 07 40408 160 Email: studentabsences@bentleyparkcollege.eq.edu.au

Bentley Park College Parents & Citizens Association

P&C Operations Manager & Uniform Shop	07 4045 4971	0413 286 123
Primary Tuckshop	07 4040 8123	Secondary Canteen 07 4040 8147

Key External Contacts

Bentley Park Outside School Hours Care	Ph 0448 320 757	bentleyparkoshc@pcyc.org.au
Kinetic School Bus Service	07 4035 4500	Cairnsschools@sunbus.com.au
NQ School Photography	07 4035 5388	www.nqsp.com.au

Forms and Documents

Essential Bentley Park College documents, such as reports, policies, consent forms, stationery lists etc. are housed in the [Forms and Documents](#) section of our website. If you cannot download the document/s linked from the page, please [contact us](#) and we will provide a copy via the College Administration office.

Rules and Policies

Embedded in the five Bentley Park College Pillars of Excellence are the five College rules, which have been used in the development of the [Student Code of Conduct](#), with the aim of helping shape and build the skills of all our students to be confident, self-disciplined and kind young people.

Our school staff believe that communication and positive connections with other people are the most valuable skills our communities need now and in the future.

Bentley Park College Policies and the Student Code of Conduct are accessible to staff, students, parents/carers and community members on the [Rules and Policies](#) page of the website.
www.bentleyparkcollege.eq.edu.au

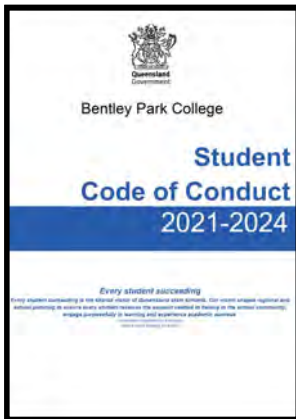
Bentley Park College Rules

1. Be a learner
2. Be respectful
3. Be safe
4. Be responsible for your behaviour
5. Be in the right place at the right time



Rules and Policies

Complete policies are housed on the [Bentley Park College website](#). Click the images below to be directed to each policy.

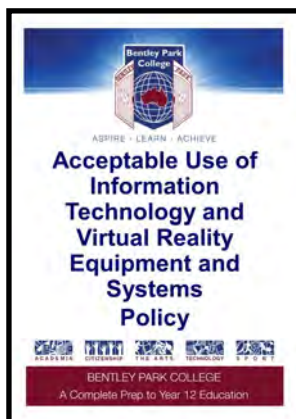


Bentley Park College is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents, carers and visitors.

The Bentley Park College [Student Code of Conduct](#) sets out the responsibilities and processes we use in our school to promote a productive, effective whole-school approach to discipline.

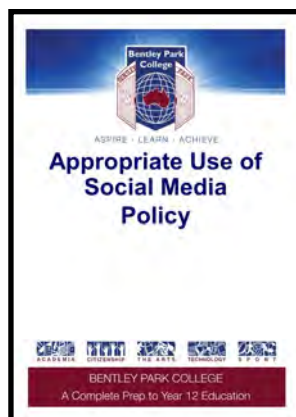
Its purpose is to facilitate high standards of behaviour from all in the school community, ensuring learning and teaching in our school is prioritised, where all students are able to experience success and staff enjoy a safe workplace.

The Student Code of Conduct also details the steps school staff take to educate students about these policies and how students are explicitly taught the expected behaviours. Finally, it details the consequences that may apply when students breach the expected standards of behaviour, including the use of suspension or exclusion.



Bentley Park College offers digital technology access for student educational use. The [Acceptable Use of Information Technology and Virtual Reality Equipment and Systems Policy](#) guides student use of computers and associated software and hardware including Virtual Reality (VR) equipment, with the aim to develop students as competent, responsible, independent users of Information Technology (IT).

Students and parents/carers are required to complete an [Acceptable Use of Information Technology and Virtual Reality Equipment and Systems](#)



The internet, mobile phones and social media provide wonderful opportunities for students to network and socialise online. While these technologies provide positive platforms for sharing ideas, they also have the potential to cause pain and suffering to individuals, groups or even whole communities. The [Appropriate Use of Social Media Policy](#) offers information about how to use social media in relation to comments or posts about the college community.

Rules and Policies

Complete policies are housed on the [Bentley Park College website](#). Click the images below to be directed to each policy.



The [Attendance Policy](#) clearly outlines responsibilities for students, parents/carers and staff regarding student attendance. Bentley Park College recognises that for students to achieve high quality results they must attend every class on every school day, including sports days and special events up to and including the last day of school each term.

Parents/carers of a child who is of compulsory school age must ensure the child is enrolled and attends school on every school day for the education program in which they are enrolled, unless the parent/carer has a reasonable excuse.

A parent/carer of a young person in the compulsory participation phase must ensure they are participating in full-time schooling in an eligible option, unless the parent/carer has a reasonable excuse.

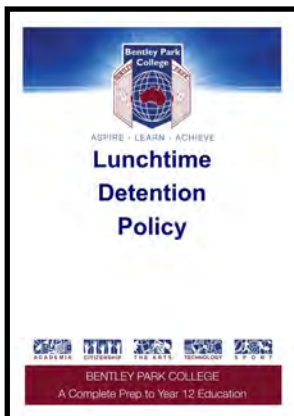
Attendance at school is expected to be regular and punctual. The school day commences for all year levels at 8.50 am.



It is essential for Design and Technology (D&T) students follow the procedures outlined in the [Design and Technology Safety Policy](#).

The policy includes links to the:

- [Design and Technology Risk Consent Years 7-10](#)
- [Design and Technology Risk Consent Years 11-12 Hospitality](#)
- [Design and Technology High and Extreme Risk Consent Years 10-12 Industrial Technology and Design](#)



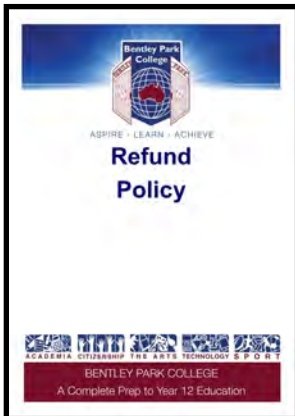
At Bentley Park College, we strive to support students to learn in a positive, safe, supportive environment. While there is a range of rewards for students for positive behaviours, there are also consequences for those who choose to take part in negative behaviours that compromise the learning and wellbeing of others, outlined in the [Lunchtime Detention Policy](#).



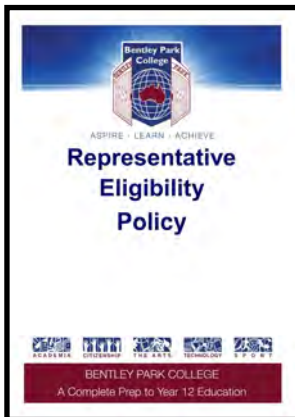
Bentley Park College uses the Australian Student Wellbeing Framework to promote positive relationships and the wellbeing of all students, staff and visitors at the school. This framework is a major contributor to the [Preventing and Responding to Bullying Policy](#).

Rules and Policies

Complete policies are housed on the [Bentley Park College website](#). Click the images below to be directed to each policy.

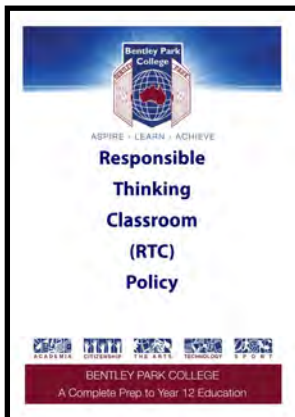


State schools and colleges are able to charge a excursions and camps, the Student Resource Scheme (SRS) and subject fees (depending on year level), and there may be times a refund of these fees is required. The guidelines for refunds is outlined in the [Refund Policy](#)



Representing Bentley Park College (BPC) is a privilege that students must earn through their ability, effort and attitude. Students who wish to participate in activities and/or events in which they are representing the College at all levels across the five 'Pillars of Excellence' should be proud of their school and will demonstrate this through their actions at all times.

As part of it's commitment to Positive Behaviour for Learning (PBL), BPC focuses on improving student standards and performance by rewarding positive behaviours. The [Representative Eligibility Policy](#) allows students who embrace our values of Respect, Responsibility and Resilience, and meet certain expectations, to access privileges that are part of the educational experience at the College.



Staff at Bentley Park College are committed to delivering a high quality education to every student and there is a range of Student Support staff in place to help arrange and deliver focused teaching to students who need more support to meet expectations. The [Responsible Thinking Classroom \(RTC\) Policy](#) outlines the RTC process in Primary and Secondary.



Bentley Park College aims to ensure a safe teaching and learning environment for staff, students and the community. In order to ensure students, staff and the community can safely access the school grounds and facilities, the College has developed the [Safe Secure Environment Policy](#) for the systematic opening and closing times of designated access points to the College grounds and facilities.

Bentley Park College has a SAFEST Committee which meets with stakeholders to ensure safety for students on their way to and from school each day. Membership of the committee includes representatives from the BPC P&C, Cairns Regional Council staff, Department of Transport and Main Roads staff, Queensland Police and Bentley Park College staff.

Rules and Policies

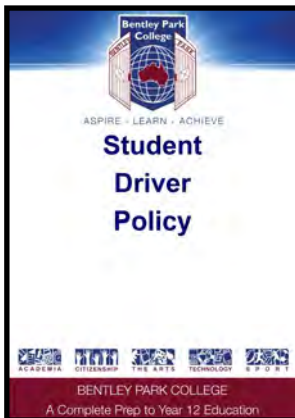
Complete policies are housed on the [Bentley Park College website](#). Click the images below to be directed to each policy.



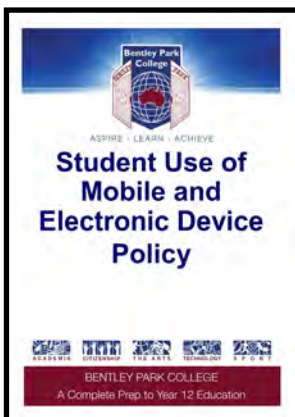
The Bentley Park College Sports Academy encompasses a number of sports, with the key programs being Rugby League, Netball and Football Academies and the Sports Excellence Program. It is essential Sports Academy students follow the procedures outlined in the [Sports Academy Participation Policy](#) to be selected in and maintain a place in one or more programs.

Agreement forms linked to the policy are:

- [Sports Academy Consent and Agreement](#)
- [Student Participation in Contact Sport Consent and Agreement](#)
- [Student Use of Gym Equipment Consent and Agreement](#)



Bentley Park College encourages safety on the roads and aims to foster safe driving and parking practices. Students who hold a valid Queensland licence and intend to drive to school either regularly or occasionally must follow the conditions of the [Student Driver Policy](#) and have a completed [Student Driver Agreement and Consent Form](#).



From the beginning of Term 1 2024, all Queensland state school students must keep their mobile phones switched off and 'away for the day' during school hours. Notifications on wearable devices, such as smartwatches, must be switched off so that phone calls, messages and other notifications cannot be sent or received during school hours.

In consultation with the broader school community, Bentley Park College (BPC) has determined that explicit teaching of responsible use of mobile phones and other devices is a critical component of digital literacy. The knowledge and confidence to navigate and use these technologies safely while developing digital literacy is a responsibility shared between parents/carers, school staff and students and is outlined in the [Student Use of Mobile and Electronic Device Policy](#).



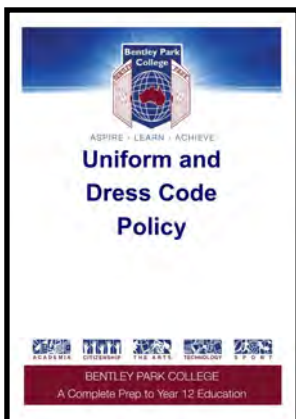
All Queensland State Schools must follow procedures that include guidelines about developing a [Sun Safety Strategy](#) in relation to outdoor activities and school uniforms, to protect students from the dangers of over-exposure to the sun.

Rules and Policies

Complete policies are housed on the [Bentley Park College website](#). Click the images below to be directed to each policy.

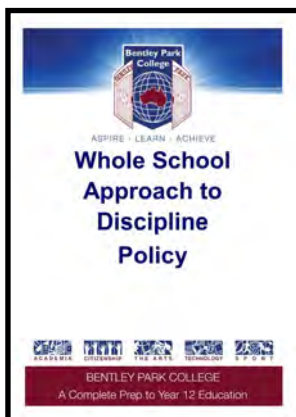


The removal of any property in a student's possession may be necessary to promote the caring, safe and supportive learning environment of the school, to maintain and foster mutual respect between all state school staff and students. This is outlined in the [Temporary Removal of Student Property Policy](#).



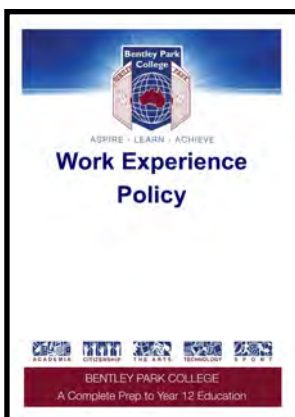
Bentley Park College is a uniform school and students are expected to be clean, well-groomed and wear a uniform that is correct, clean, neat and tidy as per the [Uniform and Dress Code Policy](#). As a Prep to Year 12 school, there are different uniform variations for Primary, Junior Secondary and Senior Secondary students.

The Uniform and Dress Code Policy also includes a link to the [Sun Safe Strategy](#).



Bentley Park College uses Positive Behaviour for Learning (PBL) as the multi-tiered system of support for discipline in the school. This is a whole-school approach, used in all classrooms and programs offered through the school, including sporting activities and excursions.

We believe discipline is about more than punishment. It is a word that reflects our belief that student behaviour is a part of the overall teaching and learning approach in our school, outlined in the [Whole School Approach to Discipline Policy](#).

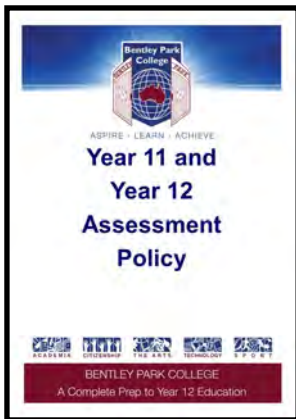


The [Work Experience Policy](#) clearly outlines Work Experience procedures so students fully understand the scale of commitment required of them.

Student Work Experience is an ideal opportunity for students at Bentley Park College to have the first hand opportunity to sample career options that cannot be provided in the classroom. Work Experience also offers students to make the connection of what they have learnt in the classroom with the 'world of work'.

Rules and Policies

Complete policies are housed on the [Bentley Park College website](#). Click the images below to be directed to each policy.



The Bentley Park College [Year 11 and Year 12 Assessment Policy](#) details the expectations for assessment completion, submission procedures and consequences for non-compliance. in order to ensure that:

- there is clarity around the expectations of teachers and students
- there is integrity in the assessment that contributes towards the Queensland Certificate of Education (QCE)
- there is consistency in assessment procedures in all subject areas across Years 11 to 12
- all students are treated equitably.
-

A Year 11 and 12 Assessment Policy [Quick Reference Guide for Students \(PDF 634KB\)](#) has also been produced to highlight key elements, although students should be familiar with the full version.

Other assessment-related forms for Year 11 and 12 students are the [Application for Extension or Variation to Exam Date \(PDF 200KB\)](#) and the [Application for Access Arrangement or Reasonable Adjustments for Exams \(PDF 172KB\)](#).



Bentley Park College staff, students and parents/carers must work in partnership to ensure students achieve to their potential and attain a Queensland Certificate of Education (QCE) or Queensland Certificate of Individual Achievement (QCIA) at the end of Year 12. [The Year 11 and 12 Enrolment Policy](#) (PDF 629KB) outlines the commitments students, parents/carers and the College must make to achieve this goal.








Bentley Park College Parent and Community Code of Conduct

Supporting learning, wellbeing and safety in our school

We welcome parents* and other members of our diverse community into our school.

Working together with the school community**, school staff support the learning and wellbeing of every student, and are entitled to a safe work environment.

Parents and other visitors to our school support safety by ensuring their communications and conduct at the school and school activities is respectful.

ELEMENTS OF ENGAGEMENT	It is expected that parents and visitors to our school will:	Parents and visitors to our school demonstrate this by:
 Communication	<ul style="list-style-type: none"> be polite to others act as positive role models recognise and respect personal differences use the school's communication process to address concerns 	<ul style="list-style-type: none"> using polite spoken and written language speaking and behaving respectfully at all times being compassionate when interacting with others informing staff if the behaviour of others is negatively impacting them or their family respecting staff time by accepting they will respond to appropriate communication when they are able requesting a meeting to discuss any concerns about their child's education – allowing staff time to prepare and appreciating their time may be limited
 Collaboration	<ul style="list-style-type: none"> (parents) ensure their child attends school ready to learn support the Student Code of Conduct 	<ul style="list-style-type: none"> taking responsibility for their child arriving and departing school safely on time every day reading and encouraging their child to understand and follow the Student Code of Conduct
 School Culture	<ul style="list-style-type: none"> recognise every student is important to us contribute to a positive school culture work together with staff to resolve issues or concerns respect people's privacy 	<ul style="list-style-type: none"> valuing each child's education acknowledging staff are responsible for supporting the whole school community speaking positively about the school and its staff not making negative comments or gossiping about other school community members, including students – in person, in writing or on social media understanding, at times, compromises may be necessary considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.

* The term 'parent' refers to parents, carers, guardians and people who exercise parental responsibility for a child.

** The term 'school community' refers to staff, students, parents, local business and community organisations and visitors to the school.

Curriculum

Bentley Park College has an extensive curriculum that ensures consistent teaching and learning expectations and provides a reference for monitoring learning across all year levels. It aligns with the Australian Curriculum or other approved curricula and has been collaboratively developed, refined and contextualised to best meet the needs of our students.

Information and Digital Technology is used widely across all year levels and subjects and is sequentially taught to build on students' past experiences. Additional learning experiences are also provided, to encourage student confidence in their own ability to be successful learners and to take an active role in their own development.

General capabilities are a key element of the Australian Curriculum and encompass the knowledge, skills, behaviours and dispositions which enable students to live and work successfully in the 21st century as active and informed citizens. These capabilities are addressed through the curriculum learning areas and include literacy, numeracy, information and communication technology capability, critical and creative thinking, personal and social capability, ethical understanding and intercultural understanding.

The usual traditional subjects of Mathematics, English, Science, Languages, The Arts (Music,

Dance, Drama, Media and Art), Health and Physical Education and Humanities (Geography, History) have been complemented with more contemporary subjects such as Design and Technologies, Digital Technologies, Work Studies and Recreational Studies.

All subjects have been developed to support students commencing in Prep to exit Year 12 with a quality education and the necessary knowledge and skills to pursue their chosen vocation. Teaching and learning focusses on teaching individual students from their current level of competence, not at their age level, in each learning area.

Explicit teaching is the chosen pedagogy in our College. This teaching method ensures all learners actively participate in each lesson, receive immediate feedback on their learning and enables essential knowledge and skills to be committed to long-term memory.

The curriculum is systematically reviewed each year through collaborative planning processes in all year levels and subjects. The school reserves the right to alter the curriculum according to student needs and departmental and college priorities.

For a more detailed understanding of exactly what is on offer and the extent of the curriculum at the College please refer to the [curriculum](#) section on the College website.

Bring Your Own Device and H2O

At Bentley Park College, we are committed to enhancing the learning experience through the integration of technology.

Our Bring Your Own Device (BYOD) program empowers students to use their personal devices for educational activities, fostering dynamic and interactive learning environments.

TechExpress

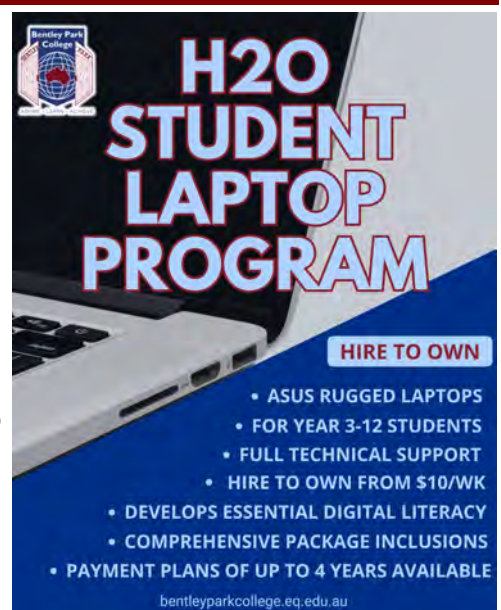
TechExpress is a one-to-one laptop program for students in Year 3 to Year 6, providing students with the opportunity to bring a personally-owned device to school as a learning tool.

Laptops are used every day across learning areas to further develop knowledge and skills through the Australian Curriculum. Students are able to take their laptops home at the end of the day, providing seamless movement between school and home. More information on TechExpress is also available in our [TechExpress brochure](#).

H2O

In addition to BYOD, we offer a **Hire to Own (H2O) program**. This initiative provides families with the opportunity to hire devices with an option to own them after a specified period. The H2O program ensures that all students have access to the necessary technology, regardless of their financial situation.

- [Hire to Own Program \(H2O\) Charter](#)



The advertisement features the Bentley Park College logo in the top left corner. The main title 'H2O STUDENT LAPTOP PROGRAM' is displayed in large, bold, blue and white text. Below the title, a 'HIRE TO OWN' button is visible. A list of program benefits is provided, including the use of ASUS rugged laptops for Years 3-12, full technical support, and a hire-to-own cost starting from \$10 per week. It also mentions that the program develops essential digital literacy and includes comprehensive package inclusions. Payment plans of up to 4 years are available. The Bentley Park College website URL, bentleyparkcollege.eq.edu.au, is at the bottom.

H2O STUDENT LAPTOP PROGRAM

HIRE TO OWN

- ASUS RUGGED LAPTOPS
- FOR YEAR 3-12 STUDENTS
- FULL TECHNICAL SUPPORT
- HIRE TO OWN FROM \$10/WK
- DEVELOPS ESSENTIAL DIGITAL LITERACY
- COMPREHENSIVE PACKAGE INCLUSIONS
- PAYMENT PLANS OF UP TO 4 YEARS AVAILABLE

bentleyparkcollege.eq.edu.au

Special Education Program (SEP)

The Department of Education is committed to ensuring every student with disability succeeds and is achieving their full potential.

Bentley Park College has a P -12 Special Education Program (SEP) that encourages students to participate in all aspects of college life, alongside their similar-aged peers. Students with disability from the local community are welcome and supported with reasonable adjustments to access, participate, learn and achieve through engagement with the curriculum and other college activities. The type and frequency of support offered to each student is reflective of each individual's needs. Some examples of support include in-class support, modified curriculum provision, access to specialist advisory teachers and disability-specific adjustments.

The program currently offer three levels of curriculum access – Mainstream Inclusion, Mainstream Alternate and Highly Individualised Curriculum.

Mainstream Inclusion

These students have lower support needs and can access their age-appropriate curriculum with minimal support. The students follow the same

timetable and attend the same classes as their peers. Support is given within the usual classroom setting, either by the SEP case manager or a teacher aide.

Mainstream Alternate

These students often require additional support with literacy and numeracy. They are offered the core subjects of English, Mathematics, Science and HASS/History/Geography in timetabled alternate classes, taught by SEP teachers, usually at the same time as their peers. They then attend Health and Physical Education and their elective subjects with their same-aged peers in the mainstream setting, as per their timetable. The alternate classes are usually supported by a teacher aide.

Highly Individualised Curriculum

Students accessing a highly individualised curriculum require high levels of support at all times and are taught by a SEP teacher, supported by a teacher aide, in a small group with students of similar abilities. The curriculum provided is responsive to the individual needs of the student but usually includes communication and the literacy, numeracy and personal and social general capabilities.

English as an Additional Language or Dialect (EAL/D)

Bentley Park College has specialist English as an Additional Language or Dialect (EAL/D) teachers to support EAL/D students, whose first language is a language or dialect other than English and who require additional support to assist them to develop proficiency in Standard Australian English (SAE).

These students may include:

- Aboriginal and Torres Strait Islander students
- students with Māori or Pasifika backgrounds
- students of Australian South Sea Islander background
- immigrants to Australia and temporary visa holders from non-English speaking countries
- students with a refugee background
- children born in Australia of migrant heritage where English is not spoken at home
- Australian citizens or residents returning from abroad having lived for extended periods of time in countries where their schooling was not in English
- children of deaf adults who use Auslan as their first language
- international students from non-English speaking countries (for students monitored through DET International).

Not all students from these backgrounds will require additional support to meet the curriculum expectations for their age cohort. Schools identify EAL/D students on enrolment or through ongoing processes of identification. EAL/D students receive differentiated instruction of the Australian Curriculum for their age cohort. Some students may require additional focused or intensive teaching.

To maintain effective communication with students and their families not proficient in SAE, schools arrange translating and interpreting services. These services can be provided via telephone or on-site to ensure equitable access to information and services. Where interpreters are not available, schools carefully consider how to communicate effectively with these students and their families.

Vocational Education

Bentley Park College is a Registered Training Organisation (RTO 30902) currently registered to deliver the following qualifications:

- **FSK20119** - Certificate II in Skills for Work and Vocational Pathways

Other qualifications delivered at Bentley Park College by external Registered Training Organisations (RTO):

- **HLT23221** – Certificate II in Health Support Services is currently being delivered in partnership with Connect n Grow (RTO Code: 40518)
- **HLT33115** – Certificate III in Health Services Assistance is currently being delivered in partnership with Connect n Grow (RTO Code: 40518)
- Dual Qualification – **SIS30122 & SIS20122** – Certificate III in Sport, Aquatics & Recreation + Certificate II in Sport & Recreation currently being delivered in partnership with Binnacle Training (RTO Code: 31319)
- **AUR20420** – Certificate II in Automotive electrical Technology currently being delivered in partnership with Work Skills (RTO Code 31384)
- **SIS20115** – Certificate II in Sport and Recreation is currently being delivered in partnership with Binnacle Training (RTO Code: 31319)

Note: Bentley Park College students are also given opportunities to enrol in a range of external programs delivered by external training providers and run off campus. In this instance, it is the responsibility of parents/carers/students to transport themselves to and from these locations.

All courses are delivered by qualified staff awarded a TAE40116 Certificate IV in Training and Assessing, and who possess current industry skills.

This information is correct at time of publication, but is subject to change.

School to work opportunities

Work experience or structured workplace learning is offered widely to students in Years 10, 11 and 12. This valuable activity can result in our students being offered an opportunity for a School-based Apprenticeship or Traineeship (SAT).

All School-based Apprentices or Trainees must continue to meet the requirements of the school code of behaviour and strive for continual improvement in education. This is achieved through regular mentoring and support from staff.

Prior to a student signing into a contract to commence a School-based Apprenticeship or Traineeship, lengthy discussions are held regarding employment and training pathways and the benefits in relation to the Queensland Certificate of Education (QCE).

For further information regarding School-based Apprenticeships or Traineeships please refer to our Industry Liaison Officer in the G Block Senior Hub.

Unique student identifiers (USIs)

All students undertaking a Vocational Education and Training (VET) qualification at the school or through an external Registered Training Organisation (RTO) must have a Unique Student Identifier (USI).

Without a USI, RTOs cannot award a qualification to a student. To create a USI, students require a piece of formal identification, ideally an Australian birth certificate or drivers' licence.

For more information visit: www.usi.gov.au



At Bentley Park College we believe students are entitled to a highly-effective, well-balanced education and that each child is unique and has their own interests, skills and attributes.

Students excel when they are offered extra-curricular and co-curricular enrichment activities to extend student learning and enjoyment.

These activities come under our Pillars of Excellence and the banner of Bentley's Best Academia, Citizenship, The Arts, Technology and Sport.

Academia

Programs include Enrichment@Bentley, the Aspire Program, the Year 5 Interschool Academic Challenge and Gateway to Industry ICT and Health programs.

Citizenship

The College has Student Leadership and Peer Mentoring programs, and students are regularly involved in community and cultural events. The College also hosts international student study tours and visits.

The Arts

Students can learn Instrumental Music and join Band and the Primary Choir. There are regularly Arts showcase events during the year and a biennial Primary Musical.

Technology

Robotics Club, VR Club and Esports Club are popular lunchtime/after school activities. Students are encouraged to have access to their own personal device as part of our Bring Your Own Device (BYOD) Program, supported by the Student Hire to Own (H2O) Laptop Program.

Sport

The College has a Sports Academy, comprising Rugby League, Netball and Football (soccer) Academies and the Sports Excellence Program. There are numerous opportunities for competitive and social sport, including annual Swimming, Cross Country and Athletics carnivals under the sports houses of Arlington, Euston, Onyx and Upolu. The College's sports mascot is the Bentley Buliyir.



Positive Behaviour for Learning (PBL)

Our school community has worked together to establish simple, clear and explicit expectations for behaviour. Student behaviour improves when students know what is expected of them and when good behaviour is recognised. Our students are explicitly taught the behaviours they need for success at school and beyond.

Our school takes a proactive, preventative approach, ensuring that all students receive the appropriate level of support to help them to succeed. Our PBL team constantly works to ensure that all students benefit and identified students receive additional support when needed.

Find out more about PBL by watching this [video](#) or visit the [website](#).

The Resilience Project (TRP)

The Resilience Project (TRP) delivers emotionally engaging programs to schools, sports clubs and businesses, providing practical, evidence-based mental health strategies to build resilience and happiness. The program is used in over 1000 schools and over 500 workplaces and is embedded into the P-12 curriculum at Bentley Park College.

Students engage in weekly activities and discussions around TRP's GEM priorities - Gratitude, Empathy and Mindfulness, as well as Emotional Literacy, as they are foundational contributors to positive mental health.

More information is available on the [TRP website](#).



Religious Instruction

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the Education (General Provisions) Act 2006, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

Please see [Religious Instruction](#) on the College website under the extra-curricular tab to find full information about the program offered in our Primary Sector.

Student Absences

If your child will be absent from school, late to school or needs to leave early, please advise the school by one of the methods below or provide your student with a written note to explain. Students who are late and arrive at school after 8.50 am in Primary, or 9.00 am in Secondary, are to sign in at the respective Administration office and get a late pass to give to their teacher.

All students who are absent without explanation are marked as an unexplained absence, with parents/ carers receiving an automated SMS by 9.30 am daily.

Student Absence Line: SMS: 0426 305 969 Voicemail: 07 40408 160
 Email: studentabsences@bentleyparkcollege.eq.edu.au

Student Services and Support Programs

Primary Student Services support staff	Secondary Student Services support staff
Deputy Principal Primary Student Services	Deputy Principal Junior Secondary Student Services
Guidance Officer	Deputy Principal Senior Secondary Student Services
Responsible Behaviour Teacher (RBT)	Guidance Officer Years 7-9
Community Liaison Officer	Guidance Officer Years 10-12
Student Support Officer - Pasifika	Responsible Behaviour Officer (RBO)
Responsible Thinking Classroom (RTC) Teacher Aide	Community Education Counsellor
School Support Officer	Youth Support Coordinator Years 7-9
Chaplain	Youth Support Coordinator Years 10-12
Social Worker	School Based Youth Health Nurse
	Responsible Thinking Classroom (RTC) Teacher Aide
	Student Support Officer
	School Support Officers
	Project Officer VET

Bentley Park College Bell Schedules	
Primary	
8.45 am	Warning Bell
8.50 am to 11.00 am	Session 1
11.00 am to 11.50 am	Lunch 1
11.50 am to 1.30 pm	Session 2
1.30 pm to 2.00 pm	Lunch 2
2.00 pm to 3.00 pm	Session 3
3.00 pm	End of school day
Secondary	
8.45 am	Warning Bell
8.50 am to 9.00 am	Form Class
9.00 am to 9.05 am	Transition
9.05 am to 10.15 am	Lesson 1
10.15 am to 10.20 am	Transition
10.20 am to 11.30 am	Lesson 2
11.30 am to 12.05 pm	Lunch 1
12.05 pm	Warning Bell
12.10 pm to 1.20 pm	Lesson 3
1.20 pm to 1.45 pm	Lunch 2
1.45 pm	Warning Bell
1.50 pm to 3.00 pm	Lesson 4
3.00 pm	End of school day

Bentley Park College Parades			
Year Level/s	Day	Time	Venue
P-2	Monday	9.00 am	Primary Hall
Years 3-6	Friday	9.00 am	Primary Hall
Junior Secondary (Years 7-9)	Friday (odd weeks)	8.50 am	Student Centre (Stadium)
Senior Secondary (Years 10-12)	Monday (even weeks)	8.50 am	Student Centre (Stadium)
Year 7	Tuesday	8.50 am	Student Centre (Stadium)
Year 8	Wednesday	8.50 am	Student Centre (Stadium)
Year 9	Thursday	8.50 am	Student Centre (Stadium)
Year 10	Thursday	8.50 am	College Theatre
Year 11	Wednesday	8.50 am	College Theatre
Year 12	Tuesday	8.50 am	College Theatre

Getting to and from school

Bentley Park College is situated on McLaughlin Road, Bentley Park, approximately 10 kilometres south of the central business district of Cairns.

You can view the location of [Bentley Park College on Google Maps](#), and also view a [College map](#).

Bentley Park College is split in two sectors - Primary and Secondary. The safety of all students, staff and community members is paramount and it is recognised parents/carer like to collect their students as quickly and as hassle-free as possible.

Gate access

Parent/carer/visitor access to the College is restricted during the hours of 8.45 am to 3.00 pm. All parents/carers/visitors must report directly to either the A Block (Primary) through Gate 8 or AA Block (College Administration and Secondary) through Gate 1 when, for example, collecting a student for a pre-arranged appointment or from the sick bay. All other gates are locked during school hours.

Travelling by car

Each sector has its own 'Stop-Drop-Go' zone for safe and convenient school drop-offs and pick-ups. These zones have been chosen to provide the safest entry and exit for students during peak periods of traffic movement so please ensure you use these zones rather than dropping your student/s off at the footpath along McLaughlin Road.

Primary Stop-Drop-Go zone

The Primary Stop-Drop-Go zone is at the front on the Primary front gates on McLaughlin Road. The bus zone is for buses only (school and day care drop off only).

The following procedures are in place to reduce the number of students and parents/carers gathering:

- Students enter via the main Primary sector gates between 8.30 am and 8.45 am.
- Parents/carers can enter the grounds if student support is required.
- At 2.50 pm, Prep and Year 1 students are escorted to the front gate for collection.
- Years 2, 3 and 4 leave at 3.00 pm, with Years 5 and 6 leaving shortly after.

Secondary Stop-Drop-Go zone

The preferred drop-off and pick-up area for Secondary students is the Borrowdale Close Stop-Drop-Go zone. Secondary students are released from class at 3.00 pm. Parents/carers are asked to remain in their cars when dropping off and collecting students.

Travelling by bus

School buses drop off students at the Primary sector in the mornings, and picks up from both the Primary gates and Borrowdale Close in Secondary each afternoon. For timetables and routes, please contact Kinetic School Bus Service directly on 4035 4500 or via the Translink [website](#).

Walking to school

Students who walk to and from school should follow the pathway and use a supervised crossing.

Riding to school

Bike racks are provided at both the Primary and Secondary sectors. Primary bike racks are near the front gate, and Secondary bike racks are near Borrowdale Close. Students are not permitted to ride their bikes in the school grounds for safety reasons.

Students who ride their bike to school must provide their own lock and chain and lock their bike securely each day. Bikes cannot be accessed during the school day – if students need to leave school early they are to report to their respective Administration office. Scooters are unable to be locked up securely.

Collection by siblings

Parents/carers may arrange for siblings in the Secondary Sector to drop off and collect Primary siblings. Please advise the College Administration office in writing and an identification card will be provided to your Secondary student/s.

The nominated student will be required to collect any Prep to Year 2 siblings from their classroom, with any Year 3 to Year 6 student to be collected from the main Primary entry gate between the Primary Library and Primary Administration office (A block).

Communications

Bentley Park College aspires to engage parents and carers in their students' learning and develop close partnerships to help students reach their full potential. The sharing of information between parents/carers, College staff, students and the wider community is very important to the success of BPC.

The College uses several forms of communication to 'get the message out', which often rely on the College having current contact details of parents/carers. If you change your contact details please ensure the College is informed.

The methods of communication the College uses are:

- **Telephone/SMS** - when we need to speak with parents/carers urgently this is the quickest way. This will either be by a personal phone call or text message. Please provide a mobile number if possible to receive important reminders, messages and absence SMS.
- **Email** - is a convenient way to contact our staff, with staff email addresses available on our [website](#).
- Please provide your email address to receive regular Principal Updates, newsletter links and other messages and reminders.
- **Newsletters** - our [eNewsletter](#) is published electronically twice per term and a link is distributed by email to parents/carers, staff, students and community members and is shared on our Facebook page and website.
- **Website** - our official [website](#) is updated on a regular basis and there is a lot of information about the College's policy and procedures as well as upcoming events and a calendar of College events.
- **Social media** - the College operates active [Facebook](#) and [Instagram](#) accounts with reminders about events, photo galleries, good news stories and career opportunities in the community. The College also has a [YouTube](#) channel for video-sharing.

• **QParents** - a secure, online portal that has been created by the Department of Education and Training to provide parents of Queensland State school students with 24 hour access to their child's information. [QParents](#) allows parents/carers to securely access information about their child and communicate directly with the school regarding student information such as Attendance details, Report Cards, timetables, invoices, payment history and student photo.

- **Information sharing events** - through the course of the school year there are scheduled events that give parents/carers and in some cases the wider community an opportunity to be involved in the College. These are well publicised through our electronic sign, notices, newsletter articles and the website calendar.

The majority of these events are based around providing parents/carers' feedback on their student's achievement at Parent Teacher Interviews, held twice a year in both Primary and Secondary. These are very important sessions which provide parents/carers with valuable information about their student's scholastic and social development, and is a great opportunity for parents/carers to provide the College information on specific issues students may have.

- **Letters and notices/flyers** - printed Excursion Consent Forms are sent home with students, which goes through a process as part of the Variation to School Routine (VSR). Staff members are to speak with their HOD or line manager for more information. Other letters of communication from the College may be emailed home to parents/carers and placed on our Facebook page and website.

Consent Forms

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited person information and student material for the purpose of celebrating student achievement and promotion the school and more broadly celebrating Queensland education. To achieve this, the school may use newsletter, its website, traditional media, social media or other new media and voluntary consent is requested from parents/carers via this form.

- [State School Consent Form](#)

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network. There are separate Online Services Consent Forms for Primary and Secondary to record parent/carer consent.

- [Prep-Year 3 Primary Online Services Consent Form](#)
- [Year 4-6 Primary Online Services Consent Form](#)
- [Year 10-12 Secondary Online Services Consent Form](#)

Payments

There are a number of payment options, with the preferred method being online through QParent/BPOINT. Other methods are BPAY, Direct Debit or Centrepay Deduction. You can also pay via EFTPOS or cash at the College Administration office or Primary Administration office.

The Student Resource Scheme (SRS) for students in Prep to Year 12 is invoiced at the end of each year for the following school year. There are also additional fees for some subjects in Years 8 to 12 which are invoiced each February.

Students need to meet financial expectations to fulfil the requirements of Representative Eligibility. This requires either full payment of SRS, subject fees and any other charges, or a deposit of \$75 paid for each student and an active payment plan/Centrepay deduction in place for all owed outstanding fees, which should then be paid in full by the end of Semester 1 each year.

Some examples of activities where students need to fulfil the Financial (as well as Attendance and Behaviour) expectations of Representative Eligibility to participate are:

- Non-curriculum events: Year 12 Formal
- Non-curriculum excursion: Reward activities such as Lagoon excursions
- Non-curriculum sport: Gala Days, Trinity Coast South, Peninsula and College representative Rugby League and Netball.

Please see our website for the full [Representative Eligibility Policy](#). For more information on finance and payments please contact our Business Manager Finance on 4040 8110 or [email](#).

The QParents web and mobile application provides a more convenient, easier way for parents and carers of Queensland state school students to interact with their child's school. Parents/carers will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer.

QParents

QParents allows parents/carers to connect instantly with their child's school to access and manage their child's student information, including:

- attendance and absence details, as well as the ability to notify the school of an absence
- behaviour information
- academic report cards
- class timetables
- downloading exam timetables and assessment planners
- viewing unpaid invoice details, payment history, and making payments online
- viewing and updating personal student details, including medical conditions and address
- enrolment details
- upcoming events list showing school events, exam and assessment dates, and excursions.

QParents assists both staff and parents/carers in sharing and responding to information in an efficient and effective way. It doesn't replace the traditional ways you communicate with our school, but it provides another way to communicate with us.

For more information go to the [QParents page](#). or call 13 QGOV (13 74 68).

Department of Education

Queensland
Good jobs.
Better services.
Great lifestyle.

QParents

Enjoy convenient and secure online access to your child's student information.

You can easily:

- provide digital consent
- read or download report cards
- notify of absences
- pay invoices
- see your child's timetable and school events.

Visit qparents.qld.edu.au

Learn more about QParents

Register or login at QParents

Download the free app

Android Apple

Health, Safety and Wellbeing

Bentley Park College takes advice from Queensland Health and all the latest health information is on the [Queensland Health](#) website. Parents/carers are keep their student at home if they are sick and advise the College by SMS 0426 305 969, voicemail 07 4040 8160 or

studentabsences@bentleyparkcollege.eq.edu.au .

The Department of Education works actively to support students' health and wellbeing in schools. If you are concerned about your child's wellbeing, you can contact the College to ask what additional support might be available. Support is also available through a number of Queensland Government agencies and community organisations.

The Queensland Government's website has a page, [Your Mental Wellbeing](#), with information on services and organisations to support those struggling with mental health.

[Kids Help Line](#) provides information and support to children and young people aged from five to 25 and their parents and carers on the anxiety they may be experiencing. Their phone number is 1800 551 800.

Parents and carers can call 13Health (13 43 25 84) at any time for practical medical advice and assistance and can also contact Lifeline Australia's telephone counselling service on 13 11 14 for information and advice or obtain help and information from a local General Practitioner or Community Health Centre.

eSafety

It is important to remember stay safe online as well as in our community. The Australian Government's [eSafety Commissioner](#) website has tips on how to stay safe online and is updated daily.

Administering Medication at School

There are permission forms/record sheets for the administering of medication and it is essential these are completed for all students requiring, or potentially requiring, medication. If your student requires medication, please complete a form or forms and return to the College. If they require multiple medications, a separate form must be completed for each.

There are two different forms - [Administration of medication at school record sheet \(routine/short-term medication\)](#); and [Administration of medication at school record sheet \(emergency medication\)](#).

All medication containers must have a valid pharmacy label, which includes the name of the prescribing health practitioner, to confirm it is prescription medication. The pharmacy label instructions must match Section 1 of the form.

Sick Bay

The Primary and Secondary Administration offices each have a sick bay. If a student is feeling unwell they are to advise their teacher, who writes a note/out of class pass for the student to take to sick bay. The sick bay attendant will then phone the parent/carer to collect the student. Students are not to phone their parent/carer themselves to collect them and must first present to sick bay.

Complaints Management Process

Parents, carers, students or community members who would like to make a complaint can either visit the website and complete the [complaint form](#) and email the.principal@bentleyparkcollege.eq.edu.au or visit the Primary or College Administration office to complete a complaint form in person.

In most circumstances, a staff member will be in contact with you within the required timeframe as stated by the Department of Education and Training Customer Complaints Management Procedure. For a simple complaint this can be up to 20 days; complaints requiring some inquiry up to 45 days; and complaints requiring investigation and referral up to 90 days, or longer in some cases.

Once we finish examining the complaint a staff member will inform the complainant of the outcome. The Department is committed to responding to customer complaints in an accountable, transparent, timely and fair way that is compatible with human rights.



Bentley Park College Parents and Citizens Association

The Bentley Park College Parents & Citizens Association (BPC P&C) works very closely with the College to encourage a strong sense of community that all our students and staff benefit from. As well as coordinating various events and fundraisers throughout the year, the P&C operate the Uniform Shop, Primary Tuckshop and Secondary Canteen.

Joining the P&C is a great way to keep informed, to contribute to the quality education of your children and to make new friends. Research has shown that parent/carer involvement in a child's education makes a significant contribution to the child's success at school. You can also learn new skills and

gain a clear understanding of how the College operates.

Your contribution can be large or small, but your ongoing support of the P&C is invaluable. Not only will you be supporting the College community, you will also be supported by the College community. Being a part of the P&C is a great opportunity to share in decision-making processes and shape the future.

If you would like further information or are interested in volunteering with the BPC P&C in any way, like in the Tuckshop, Canteen, Uniform Shop or at events, please contact our P&C Operations Manager on 4045 4971, 0413 286 123 or bpcpnc@bigpond.net.au.

P&C Uniform Shop

Uniforms, as well as stationery supplies, are available for purchase or can be ordered from the Bentley Park College Uniform Shop. It is located on campus and is run by the BPC P&C as a service to the College community.

The Uniform Shop is located in US Block, which is between the Primary and Secondary sectors, off the carpark near the Student Centre (Senior Stadium). They are open Mondays, Wednesdays and Fridays from 8.00 am to 10.30 am, and other times by appointment. Please contact them directly for more information – phone 4054 4971, 0413 286 123 and email bpcpnc@bigond.com. The Uniform Shop pricelist is also available on the [P&C Uniform Shop](#) page on our website.

Day Uniform polo shirts



Primary



Junior Secondary



Senior Secondary

P&C Primary Tuckshop and Secondary Canteen

In addition to the Uniform Shop, the Primary Tuckshop and Secondary Canteen are operated by the BPC P&C. The Primary Tuckshop (Years P-6) and Secondary Canteen (Years 7-12) serve nutritious, reasonably priced food and beverage items. Menus are available on the [P&C Tuckshop and Canteen](#) page on our website.

The Tuckshop is open for First and Second Lunch Wednesday to Friday, and First Lunch only on Mondays and Tuesdays. The Canteen is open for First and Second Lunch each day.

Prep students can order Tuckshop from Term 2 of each year and the menu is slightly modified (please see menu for more details). Secondary students are welcome to pre-order before school or online from the Secondary Canteen, but there are also over-the-counter sales at first lunch.

The Tuckshop and Canteen may have reduced opening hours for the first and last weeks of each term.

Outside School Hours Care

The Bentley Park Out of School Hours Care (OSHC) and Vacation Care program for Primary students is run by the Police Citizens Youth Club (PCYC), on Bentley Park College grounds in the Primary Sector.

The facility boasts a large air conditioned centre, fully covered veranda, media room and a continuous supply of toys and activities to keep young minds active. Fully qualified staff offer a variety of educational and stimulating activities for the children and have access to the College's grounds, undercover areas, basketball courts, tennis courts and outdoor playgrounds.

Contact information

Mobile: 0448 320 757

Email: bentleyparkoshc@pcyc.org.au



Sponsorship

Bentley Park College is proud to present our valued sponsors and thank them for their generous support.

To find out more about our Platinum, Gold, Silver and Bronze sponsorship packages, please see our [Become a sponsor](#) page, or contact Kylea Rowan, Marketing Officer, via phone 4040 8246 or [email](#).



