



Shepparton  
Christian College



# 2019

## PARENT & STUDENT HANDBOOK

## TABLE OF CONTENTS

STAFF .....	4
VISION STATEMENT .....	<b>Error! Bookmark not defined.</b>
MISSION STATEMENT .....	5
BACKGROUND .....	7
COLLEGE BOARD OF DIRECTORS .....	7
A - Z.....	8
ACCIDENT and ILLNESS .....	8
ASSESSMENT PROCEDURES.....	8
ATTENDANCE .....	8
AWARDS .....	8
BEHAVIOUR EXPECTATION FOR STUDENTS .....	9
BOARD .....	9
CASUAL CLOTHES DAY .....	9
CLEANLINESS OF GROUNDS .....	9
COMMUNICATION.....	9
COPYRIGHT / PLAGIARISM .....	10
DATES and TERMS .....	10
DEMOCRATIC PRINCIPLES.....	112
STUDENT DIARIES .....	112
DISCIPLINE .....	112
EMERGENCY EVACUATION & FIRE DRILL .....	11
CONDITIONS of ENROLMENT .....	12
EXCURSIONS AND SPECIAL EVENTS.....	12
FEES .....	12
GRIEVANCE POLICY.....	13
HEALTH .....	13
HOMEWORK .....	13
INFORMATION TECHNOLOGY .....	13
INAPPROPRIATE LANGUAGE .....	14
LIBRARY.....	14
LOCKERS.....	14
LOST PROPERTY .....	15
MEDICATION and FIRST AID .....	15
MOBILE PHONES.....	16
PARENT INVOLVMENT.....	16
POLICIES.....	16
PRAYER .....	16
PRIVACY GUIDELINES.....	16
PROHIBITED ITEMS .....	17
PUNCTUALITY .....	17
REPORTS .....	17
RESPONSIBILITY FOR ROOM AND EQUIPMENT MAINTENANCE .....	17
SCHOOL BOUNDARIES .....	18
STATIONARY .....	18
STUDENT SWAPS .....	18
TEACHERS .....	18
TIMETABLE.....	18
TRANSFERS .....	18
TRANSPORT .....	20
UNIFORM.....	20
VALUABLES and MONEY .....	20

STUDENT VEHICLES.....	20
Extreme WEATHER CONDITIONS .....	20
WORKING BEES.....	20
YARD SUPERVISION .....	21
APPENDIX 1.....	22
RESPONSIBILITIES AND RULES .....	22
APPENDIX 2.....	234
DISCIPLINE .....	<b>Error! Bookmark not defined.</b>
APPENDIX 3.....	245
GRIEVANCE POLICY.....	245
APPENDIX 4.....	25
MEDICAL ILLNESS LIST .....	256
APPENDIX 5.....	267
PARENT INVOLVEMENT.....	267
APPENDIX 6.....	278
PARENTS & FRIENDS.....	278
APPENDIX 7.....	30
DESIGNATED STUDENT AREAS .....	30
APPENDIX 8.....	35
UNIFORM AND DRESS CODE .....	35
APPENDIX 9.....	345
MAXIMISE YOUR CHILD’S SUCCESS .....	345
APPENDIX 10.....	356
PERSONAL SKILLS NEEDED.....	356
APPENDIX 11.....	367
THE CONFESSION OF FAITH.....	367

## STAFF

---

### **Management Team:**

Chris Aiton	Principal
Natalie Kirk	Assistant Principal / Secondary Coordinator
Lynda Harland	Primary Coordinator
Phil Tan	VCE Coordinator
Kelvin Wood	Manager
Berny Jorgji	Senior Finance Officer / Office Manager

### **Administration:**

Louise O'Shannessy	Administration Assistant
Mandy Wallace	Administration Assistant
Kristen Doherty	Marketing/Administration Assistant

### **Primary Teaching Staff:**

Lynda Harland (Prep/1)
Lyndell King (Gr 2/3)
Cyndileee Watson (Gr 3/4/5)
Brad Cooper (Gr 5/6)

### **Student Support**

Robyn Appo (left ?)
Lauri Rumble
Bethany Edgar (left ?)
Fiona Hobbs
Sue Green
Jessica Stone
Kristen Doherty

### **Secondary Teaching Staff:**

Mable Aiton
John Arnold
Fiona Bolton
Jacinta Finster (from 16/7)
Belinda Guerra
Peter Hall (from 16/7)
Megan Hunter
Daniel Lim
Caleb Milburn
Kate Peachey
Hepsybha Pidiseti
Tanya Ross (from 16/7)
Jason Ross
Laura Smithers-Shaw
Christine White
Victor Zhou (left 29/6)

### **Other**

Asten Peric	Music Tuition
Daniel Fenby	Music Tuition
Glenn Peric	Chaplain
Sue Green	Welfare Officer
Leighton Wallace	Groundsman
Blessan Varghese	IT Support
Rachel Tan/Jess Stone	Library Technician

---

## VISION STATEMENT

---

To develop the full potential of each student, equipping them to engage with and impact their community for Jesus Christ.

## MISSION STATEMENT

---

We seek to fulfil the vision of the College through:

- Being Christ centred in all that we do, encouraging students to develop and grow their personal relationship with Jesus Christ.
- Partnering with families and churches to reinforce Biblical principles.
- Teaching from a Biblical Worldview.
- Providing excellence in classroom teaching.
- Developing a culture of lifelong learning.
- Providing opportunities and encouragement for each student to excel with their God given gifts, talents and abilities.
- Utilise the material and financial resources God has blessed us with, with integrity and honour.
- Developing a heart for mission and providing practical mission opportunities for our students to express Christian love.
- Developing community and relationship within and between all parts of both the College, and the broader community.
- Providing a safe and supportive environment for all students.

## COLLEGE VALUES

---

**Compassion Humility Respect Integrity Service Truth** (acronym is C.H.R.I.S.T.)

**Compassion** - Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you. Ephesians 4:32 (NIV)

(key ideas: Compassion, kindness, understanding, empathy – treating others well, forgiveness)

**Humility** - Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others. Philippians 2:3-4 (NIV)

(key ideas: Humility, servanthood, looking out for others, doing well whilst encouraging others)

**Respect** – Show respect for everyone. Love Christians everywhere. Fear God and honour the government.

1 Peter 2:17 (TLB)

(key ideas: Respect, honour, treating others well, willingly cooperating with authority, obey)

**Integrity** – For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of man.

2 Corinthians 8:21 (NIV)

(key ideas: Integrity, say what you do and do what you say, what you do in private matches what you do and say in public, excellence - honestly doing your best)

**Service** – But someone will say, “You have faith; I have deeds.” Show me your faith without deeds, and I will show you my faith by my deeds. James 2:18 (NIV)

(key ideas: Service, doing good things for others locally and more widely in the community, mission, with humility)

**Truth** – Jesus said, “If you hold to my teaching, you are really my disciples. Then you will know the truth, and the truth will set you free.” John 8:31-32 (NIV)

(key ideas: Jesus is the only way, the Bible is God’s word)

---

## BACKGROUND

---

SHEPPARTON CHRISTIAN COLLEGE is a community of students, their families, teachers and ancillary staff who share a common vision of Christ-centred education as an extension of the Christian home.

From October 1993, there was interest in the establishment of a specifically Christian School in Shepparton. This stemmed from the vision of the then Pastor of the AOG church, Pastor John Cullen.

With the change in pastorate, the incoming Pastor Charles Manley-Breen sought the Lord and felt that it was God's intention for the school to proceed. A feasibility study was instigated, a great deal of research and preparation was undertaken, and an interim School Board was formed. The School was granted registration in 1997 with an enrolment of 24 students.

We are greatly indebted to the Shepparton AOG for the tremendous investment of resources—land, buildings, time, money, labour and prayer.

Shepparton Christian College is affiliated with Christian Schools Australia and Independent Schools of Victoria.

## COLLEGE BOARD OF DIRECTORS

---

- Chris Collins (Chairman)
- Jim Pascal
- Shane Hall
- Karen Collins
- Lawrence Tay (from May)

Chris Aiton (Principal), Kelvin Wood (Business Manager) and Bernadette Jorgji (Minutes Secretary) are also integral ex-officio members of the College Board.

### ACCIDENT and ILLNESS

---

If an accident occurs to a student, or if a child reports as being unwell, the teacher on duty will render such assistance as is necessary and if serious, report the incident immediately to the Principal or the Principal's delegate. The student will then be sent to sickbay where appropriate treatment will be given and recorded in the Illness & Injury Parent notification book. A copy of this record will be given to the student to take home.

If it is felt that the child needs to go home, a parent / guardian or emergency contact will be notified.

In the case of a serious injury or illness, an ambulance will be called and parents / guardians will be notified.

### ASSESSMENT PROCEDURES

---

Assessments are carried out continuously throughout the whole year. Parent/Teacher interviews are conducted at the end of the first and third terms and formal written reports are issued at the end of second and fourth terms.

Other interviews or discussions may take place on initiation of parents or teaching staff at any other agreed time. To respect the teaching commitments and responsibilities of staff, the best times for appointments are between 3:30—4:30pm Monday to Friday.

### ATTENDANCE

---

Computerised attendance rolls are kept by the teachers and are marked as follows

- Primary levels - at the start of the school day and immediately after lunch break.
- Secondary levels – during Homegroup at the start of the school day and at the beginning of each class session throughout the day

#### *Late Arrivals*

Students who arrive late are required to go to the general office, where they will sign the 'In/Out' Register and be issued with a late slip to give to their class teacher. Parents are required to give a reason for their child's tardiness.

#### *Early Departures*

If a child needs to be picked up during school hours (i.e. doctors appointment) parents will need collect their child from the general office and sign the "In/Out" register in the office before leaving the school. Students will not be permitted to leave the College unless they are either picked up by their parents, or there is a note indicating the reason for their early departure.

#### *Absences*

The School is required, by law, to account for every absence from school. All parents are asked to co-operate by phoning the office, emailing the school on [absences@scc.vic.edu.au](mailto:absences@scc.vic.edu.au) or by making sure an Absence Form, from the office, is completed and returned preferably before the absence.

All Secondary parents will receive a text from the school if their child is absent and no valid reason has been provided. VCE Students must provide a medical certificate if absent.

### AWARDS

---

At the end of each year, awards are given to recognise student's achievements at the school. These are presented at the Annual Presentation Night held at the end of the year. Other awards for specific subjects, encouragement, sporting achievement or special service to the school are presented throughout the year. It is expected that all students will attend this important annual event.

---

## BEHAVIOUR EXPECTATION FOR STUDENTS

---

We expect all students to treat fellow students and staff with respect.

Students are expected to conduct themselves in a Godly manner at all times, both in school, in the local community and on social media. See Appendix 1

Some of these expectations are as follows:

- \* Be on time
- \* Show respect and use manners
- \* Knock politely on the staffroom/classroom and then wait for attention
- \* Be willing to assist teachers
- \* Don't interrupt and talk over others. Remain silent when a teacher is speaking to a class
- \* Do not answer back or argue when corrected
- \* Remain seated unless permission granted (class activity appropriate)
- \* Have all equipment for class
- \* Produce a note from home when requesting to leave class early for out-of-school appointments
- \* Don't leave the classroom without permission noted in the diary
- \* Treat other people's and school equipment with respect
- \* Students to wear correct uniform in all classes (class activity exemption eg removing a tie when working with working equipment)
- \* Leave classrooms clean (no rubbish on floor or tables)
- \* Chairs under tables at the end of each session
- \* Teacher - Whiteboard cleaned, windows closed, air conditioners/heaters off, doors locked

Copies of our Behaviour Policy are available from the office on request.

## BOARD

---

The Shepparton Christian College Board is the governing body of the College. The Board meets together on the third Tuesday of each month. It is derived from the authority of the Shepparton AOG, but operates foremost for the interest of Shepparton Christian College.

## CASUAL CLOTHES DAY

---

At various times throughout the year, casual clothes days are organized for fundraising. Students should wear appropriate clothes to school at this time. Suitable attire needs to be modest and appropriate for the activities being undertaken at school. It is expected that enclosed shoes will be worn (not thongs or sandals). A casual clothes day does not void the usual requirements of no jewelry or makeup, and longer hair should still be tied back.

A specified donation will be collected on that day.

## CLEANLINESS OF GROUNDS

---

The school relies on each student to play their part by using a bin for their own rubbish and by being alert and cooperative enough to put any other litter in its place. To assist with keeping the yard clean, students may be asked to pick up rubbish through different mechanisms in the school. We appreciate student cooperation in keeping the yard free from litter.

## COMMUNICATION

---

In all relationships communication is of great importance. So too it is with parent/teacher relationships. Teachers are very approachable people and are more than willing to discuss any details of your child's development with you. Please take the time to meet your child's teacher as this helps both parties achieve a good understanding of the child. Please don't wait until problems arise.

The newsletter is a vital means of communication between the School and the School community, and is published every fortnight. Memos/notes will be issued when necessary. Newsletters are sent via email to every family, with a limited number of hard copies available from the office. Please remember to check younger student's school bags as they are still developing responsible habits.

We also have many activities at school involving parents: welcome BBQ, family nights, parent/teacher interviews, concerts, open days and parent information nights. Your attendance will help your child as your family develops a good, supportive relationship with the staff and with the School Community.

### *Parent/Staff Communication*

There are often times when you would like to contact your child's teacher or one of the other members of staff. If you are unsure about who you need to speak to, the office staff can assist you.

Teachers are very busy most of the day so as a parent it is important that you book a dedicated time to enable the teacher to give you their full attention.

Parents are requested to contact teachers via email or by phoning the school (5831 7790). If the teacher is not available, a message will be left, and teachers will return messages as soon as practical.

Our email address system is as follows:

first initial of their name.last name@ scc.vic.edu.au e.g. [s.hollows@scc.vic.edu.au](mailto:s.hollows@scc.vic.edu.au)

or

[admin@scc.vic.edu.au](mailto:admin@scc.vic.edu.au) Attention: name of teacher.

As a guide, for primary students, the classroom teacher is the first point of contact and for secondary students, the subject teacher or Home Group teacher, depending on the enquiry.

Please Note: The first contact for any problems/situations occurring at school involving your child should always be a staff member not other parents.

Although we are a close knit community and often see each other socially outside of school, we ask that you please respect other staff members non work time and minimise school related communication and conversations outside of work hours.

### COPYRIGHT / PLAGIARISM

Plagiarism (taking another person's work and calling it your own) is an illegal form of copying and will not be tolerated by the school. Plagiarism is a serious offence and will be dealt with accordingly.

Students are responsible for ensuring that all legal requirements in regards to copyright and licencing are adhered to. This includes copying from books, downloading and printing material from the internet, the use of video material and the use of software. This list of areas is not exhaustive.

### DATES and TERMS

#### *Calendar*

An annual calendar is sent home at the beginning of every year with set dates of term holidays, working bees and other special events. Changes and additions to the calendar are added to the fortnightly newsletter.

#### *Terms for 2017*

Term 1	Thursday 2 <sup>nd</sup> February	-	Thursday 30 <sup>th</sup> March
Term 2	Tuesday 18 <sup>th</sup> April	-	Friday 30 <sup>th</sup> June
Term 3	Wednesday 19 <sup>th</sup> July	-	Thursday 21 <sup>st</sup> September
Term 4	Monday 9 <sup>th</sup> October	-	Wednesday 13 <sup>th</sup> December

### *Daily Timetable*

### *(Mon/Tue)*

### *(Wed - Fri)*

Staff Devotions	8:15am	8:15am
Supervision of children begins	8:30am	8:30am
Secondary Homegroup	8:50am	8:50am
Assembly/Chapel	9:05am	N/A
Period 1	9:35am	9:05am
Period 2	10:20am	9:55am
Morning Recess	11:05am	10:45am
Period 3	11:25am	11:05am
Period 4	12:10pm	11:55am
Lunch time	12:55pm	12:45pm
Period 5	1:45pm	1:35pm
Period 6	2.30pm	2.25pm
School dismissed	3:15pm	3.15pm
Bus pick-up starts	3:20pm	3.20pm

### *Recess & Lunch Breaks*

There are two breaks during the day for students. Recess occurs during the morning. Please send your child with a light healthy snack: fruit, rice cracker, yoghurt etc. Lunch occurs in the early afternoon. We encourage the children to follow a nutritious diet. Sandwiches are the most cost effective, practical and balanced meal. Water drinking fountains are available.

## DEMOCRATIC PRINCIPLES

---

Shepparton Christian College is committed to supporting and promoting the principles and practices of Australian democracy. This includes a commitment to

- Elected government
- The rule of law
- Equal rights for all before the law
- Freedom of religion
- Freedom of speech and association
- The values of openness and tolerance

In our setting, this is also integrated with a Biblical/Christian framework.

## STUDENT DIARIES

---

Each child from Grade five to Year 12 is issued with a school diary, which is required when attending each class. Students are responsible for recording in it any set homework or other tasks as instructed by their teachers.

Replacement diaries are available at the school office for a small charge.

Expectations around diaries are as follows:

- \* Students will have their school diary with them for all classes
- \* Students will record homework in their diary, both on the day given and the day due  
(NOTE: this is regardless of any other mechanism of recording homework)
- \* The diary will be used to record when students are out of the class (eg toilet break)  
(NOTE: if a student does not have their diary, a written note is required for a student to be out of class)
- \* The diary will be used to record other information as appropriate.

If a student does not have a diary:

- \* Where a child has lost their diary, parents should be contacted and informed that a new diary will be issued on receipt of a nominal fee.

## DISCIPLINE

---

### Rationale

Shepparton Christian College is a learning, nurturing and serving community. Every student has a right and a responsibility to learn in a Biblically-directed environment. All share the responsibility of providing a safe, stimulating and orderly environment where everyone is able to learn, to be cared for and to contribute to the well-being of others.

This positive focus on achieving and maintaining the highest standard of teaching, learning, nurturing and serving is the foundation of an effective discipline policy - a policy where the key objective is for everyone to achieve a self-discipline which is motivated from within rather than imposed from without. Corporal punishment is not permitted within the school.

### Implementation

Our objective should always be to reward and encourage those children who are behaving appropriately, as all children respond better to praise than criticism.

### Students

Students have a responsibility to learn and also to contribute to an environment which encourages learning, care, respect and service for all.

### Teachers

Teachers have a responsibility to provide a high standard of teaching and pastoral care. They should also role model learning, care, respect and service for others.

### Parents

Parents have a responsibility to foster and encourage a love of learning. They should also role model learning, love,

---

respect and concern for others.

### Principal

Within the school and during school-related activities outside of the school, the Principal is responsible to the School Board for the learning and harmonious environment and for the behaviour of students and staff. He or she must be a model of learning, care, respect and service for others.

For a list of behavioural levels and possible actions, please see Appendix 2.

## EMERGENCY EVACUATION & FIRE DRILL

---

The School has developed evacuation procedures for use in the event of an emergency. Fire drills are held regularly to reinforce these procedures. Copies of the evacuations procedures are placed in every classroom. Staff will ensure students are familiar with procedures.

## CONDITIONS OF ENROLMENT

---

1. That the parents will agree to allow the child to share fully in the life and program of the School, including the devotional activities and doctrinal lessons.
2. That the parents will support the aims of the school and order their own lives and home so that the child will be given every opportunity to grow up in Christ.
3. The parents undertake to provide the child with all necessary equipment of a personal nature that may be required to enable the child to benefit from the education offered.
4. That the parents undertake to provide the child with the correct uniform approved by the school and to ensure that the child is always sent to school neatly and modestly dressed in the required uniform.
5. That the parents accept the right of the school to employ such discipline as it deems wise and expedient for the child, and agree to uphold in every way possible the school's authority and right to administer appropriate discipline in accordance with the policies of the school.
6. That all fees are payable to the School as indicated in the fee statements.
7. That the school may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the school's rules and regulations.

## EXCURSIONS AND SPECIAL EVENTS

---

Any excursions and special events that are organised are a vital part of the total curriculum. It is expected that all students will participate in these activities. Unless otherwise stated, full and correct uniform must be worn for excursions. Additional costs may apply.

All sporting events, including the swimming program, are included in the Annual school fee. A local excursion permission form is to be filled in at the commencement of each year. A separate permission form for excursions outside the local area will be sent home when needed.

## FEES

---

Annual School fees are generated at the beginning of each year and Fee Statements are sent out at the beginning of each term.

### *Fee Schedule 2017*

The annual fee for students enrolled at the School is determined by the School Board at the end of each year. Each year, the Board strives to keep fee increases to a minimum, however education costs continue to increase will above CPI increases. A Fee Statement is sent out at the commencement of each term.

The fee schedule is available from the office, and is also published on the College website.

***Annual fees can be paid weekly, monthly or each term however please note that ¼ of annual school fees must be paid by the end of each term.*** Fees may also be paid by cash, cheque, EFTPOS, Credit card, direct deposit or deducted automatically from Centrelink payments. Please contact the Business Manager for details.

---

Parents are strongly encouraged to discuss any difficulties with payment of fees or changes to their financial situation with the School. The School aims to make every effort to provide affordable Christian education.

### *Camps/Excursions*

Throughout the year school camps are held for students in Grades 4 - Year 11. Camps are charged separately and generally range from \$200-\$300.

Excursions held throughout the year may incur additional costs. The cost of the primary swimming program and local sporting events are covered in school fees.

Students who choose Outdoor Education as an elective will incur additional costs for outing/camps.

## GRIEVANCE POLICY

---

See Appendix 3

## HEALTH

---

As part of a government funded program, a School Nurse will assess student health for all Prep students at the start of the year. Other students may also be referred if appropriate. Information is made available through the school as applicable.

## HOMEWORK

---

Homework is considered to be an extension of the education of students, and a consolidation of what has been taught previously by the teacher.

The amount of work set for home study must be reasonable and will depend on the ability of the student and the student's year level.

Prep / Year 1 / Year 2	[Informal discussion of the day's activities, reading, counting, tables, spelling (all at appropriate levels) and any specific set tasks.]
Year 3	Up to 30 minutes of set work or revision
Year 4	Up to 30 minutes of set work or revision
Year 5	Up to 45 minutes of set work or revision
Year 6	Up to 45 minutes of set work or revision
Year 7	Up to 1 hour a night of set work, study and revision
Year 8	up to 1.5 hours a night of set work, study and revision
Year 9	up to 1.5 hours a night of set work, study and revision
Year 10	up to 2 hours a night of set work, study and revision
Year 11	up to 3 hours a night of set work, study and revision
Year 12	up to 4 hours a night of set work, study and revision

When homework is not complete by set deadlines, the following is the expected teacher action:

- Homework that is a major assignment or assessment
  - Detention given – ongoing until set work completed.
  - AND lose 10% each day until work is submitted
- Homework not attempted (that is not a major assignment or assessment piece)
  - Detention given – ongoing until set work completed.

Exceptional circumstances may be considered.

If homework is not completed to an acceptable standard, a 'Resubmit note' will be given. Consequence for work not complete apply if deadlines for resubmit are not met.

To assist parents and students, homework given is recorded on Edmodo and in diaries.

## INFORMATION TECHNOLOGY

---

It is the schools aim that by 2015, all secondary students will have their own laptop. Students are not to download movies, games, etc. or any large files onto their personal computers.

Students are not to access Facebook or any other types of social media while at school.

### **Expectations**

There are special rules applying to conduct in the Computer Room. AT ALL TIMES students are NOT:

- a) to have food or drink in the room
  - b) to take school bags into the room
  - c) install, run or execute unauthorised software of any type
  - d) permitted to be in the room without teacher supervision
  - e) download large files onto the school computers or their own laptops
- 
- Students must have proper designated laptops as per school requirements.
  - Laptops are taken to every class (unless instructed to not bring the laptop to class).
  - Laptops must be charged at home every night (they cannot be charged at school)

### **Other notes**

- Misuse of laptops, including installing illegal or unlicensed software or accessing inappropriate material is not permitted.
- Laptops trolleys are to be taken as a trolley only. Individual laptops are not permitted to be removed.
- Laptops can be used for school work in the library at lunchtime (when the library is supervised). This does not include the playing of games or watching videos for entertainment purposes.
- Laptops are not to be used in the yard at recess or lunch without the expressed written permission of a teacher.

## **INAPPROPRIATE LANGUAGE**

---

### **What is acceptable?**

This area has many considerations. In modern society the standards of acceptable language are changing rapidly. In constructing this list, we have taken into consideration the age of students present in this school (5 year olds and up) as well as seeking to honour the conservative nature of our college and families.

#### **Not Acceptable:**

- Taking the Lord's name in vain
- Anything racially derogatory
- Anything referring to genitals
- Anything referring to religion
- Anything to do with sexual orientation
- Anything to do with excrement
- Anything to do with sexual activity
- Swearing in another language

## **LIBRARY**

---

All books and DVD's are catalogued on a computerised system. Students are requested to return these items promptly and treat them carefully.

The Primary classes will be allocated set Library times during the week. Secondary students are able to access the Library during lunch time on set days.

## **LOCKERS**

---

Secondary students will be allocated a locker to secure their bags, books & equipment.

Lockers must be secured with a strong combination lock and must be free of graffiti or decorations.

It is an expectation that students will not go to their lockers between Homegroup & periods 1, between pd 1 & 2, between pd 3 & 4 and between pd 5 & 6. They should be accessing their lockers before school or after assembly/chapel, at recess, at lunchtime or after school.

## LOST PROPERTY

---

There is a container located in the Office for all lost property belonging to students.

As parents you are well aware that children do not always look after their property, so please label ALL clothing. Any lost property remaining at the end of each term will be placed in the second hand uniform cupboard to be sold.

## MEDICATION AND FIRST AID

---

Students who are suffering from illness should not normally attend School. If whilst recovering from an illness, or to combat an allergy, a student is required to be on any form of medication, the school office must be notified and the relevant medication form signed and completed.

All medication must be in original packaging.

First Aid treatment is provided by staff for students as appropriate. During the course of supervision, it may be necessary to apply antiseptic cream or wound strips for abrasions or other minor injuries. For serious injuries or medical concerns, and if warranted, an ambulance will be called. Otherwise, parents will be contacted and asked to seek medical attention through their own doctors.

A 'sick bed' is available for short term rest and first aid needs. If children require further care and attention after being on a bed for 30 minutes, parents or a nominated adult will be contacted to collect the child. An 'Illness/injury parent notification' copy will be sent home with the child detailing any treatment and/or medication given.

(Please refer to Appendix 4 for exclusions recommended by public health authorities.)

## MOBILE PHONES

---

It is recommended that students leave their mobile phones at home during the school day. If a student requires a mobile phone for safety purposes when travelling to and from school, the phone needs to be securely stored in their locker. If a student has their mobile phone on them or are caught using it away from their locker, the phone is to be confiscated until the end of the following school day. If they reoffend, their parents are to be contacted and the student will lose their phone for 48 hours. A third infringement will incur a week long confiscation. Any confiscated phones will be kept in the office safe.

## PARENT INVOLVEMENT

---

The aims of the School recognise the partnership between the parents and the School to provide the best possible environment and facilities for learning. The School welcomes and expects many and various forms of involvement by all parents, and this input helps to keep the fees as low as possible.

Attending working bees, reading with the children in the classrooms, assisting on excursions and activity days are all recognized as valuable involvement (see Appendix 5). Parents who are willing and available should indicate this to the Principal. If you have any talents, hobbies, or areas of expertise you wish to share with the children, we would love to hear from you.

It is vital that parents play an active part in assisting in the education of your child. To this end, parents and carers are encouraged to support their children by listening to reading, assisting and guiding students to complete homework tasks and keeping our students on track with their study outside of school hours.

The Parents & Friends group exists to serve the needs of the school community. Its operation is set out in Appendix 6.

## POLICIES

---

All policies are available at the school for your reading.

## PRAYER

---

The school recognises the importance and need for prayer covering and all members of the school community are encouraged to include the school and its students and staff in their personal daily devotional time.

A parents' prayer meeting is held weekly at the school. Details are published in the school newsletter.

## PRIVACY GUIDELINES

---

The School collects information from Parents to use in the course of educating your child.

The Privacy Act has been introduced to protect the private information given to organisations by individuals. We will endeavour at all times to protect information given to the school by parents. This school adheres to the guidelines listed:

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected.
4. Health information about pupils is considered sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The School from time to time needs to disclose personal and sensitive information to others for administrative and educational purposes only.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is occasionally disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, pupil activities and other news is published in School

newsletters, magazines and other publications directly linked to Shepparton Christian College.

8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. There will be occasions, however, when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, so they can access that information if they wish and that the School does not usually disclose the information to third parties.

## PROHIBITED ITEMS

---

While this list is not considered to be comprehensive, it should serve as a guide to which items are not permitted by the school without specific permission:

- \* Chewing gum or bubble gum
- \* Bottles of correction fluid
- \* Inappropriate books, music, magazines or other media (eg. horror, violent themes, sexually explicit material, etc).
- \* Glass bottles or containers
- \* Toys or games that promote or use violence
- \* Roller skates, skateboards, roller blades, etc.

Students found with such items in their possession can expect confiscation of the item.

## PUNCTUALITY

---

Students need to be at school and in class on time.

Start times for classes are listed in the student diaries.

The first bell rings 5 minutes prior to class commencement time. Students need to move quickly to collect equipment and be at their classes prior to the second bell.

When a student is late to school:

- Student needs to report to the general office to obtain a late slip. This is then presented to their class teacher.
- Where the student is regularly late to school, the Homegroup teacher will make contact with parents to resolve the issue
- Where contact with the parent by the Homegroup teacher does not resolve the issue, it will be referred to the Assistant Principal/Principal.

When a student is late to class (but is not late to school):

- The second bell sounds for the commencement of class. A student is considered late if they arrive after the second bell has sounded. A detention may be issued to a student who is late to class.

## REPORTS

---

Written reports are sent home twice a year; at the end of Semesters 1 and 2. Parent/Teacher interviews occur twice a year, at the end of Term 1 and Term 3. Parents are welcome to make an appointment with any teachers should they be seeking further information about their child's learning.

## RESPONSIBILITY FOR ROOM AND EQUIPMENT MAINTENANCE

---

Students are not to be in rooms without a teacher. For use of Music Equipment and Music Room, please see the Music teacher.

---

## SCHOOL BOUNDARIES

---

While at school, students are only allowed in the following areas,

- \* On the grass between the church and fellowship building, the school and the path that leads to the side entrance of the church.
- \* To the South-East as far as the manse
- \* To the North-East as far as the edge of the car park/fellowship hall.

Students are specifically not allowed in the following areas:

- \* South or West of the church building
- \* In the garden area between the Church and the Farmhouse.
- \* Past the eastern goal posts on the school oval
- \* Past the driveway that runs down the southern boundary of the school
- \* **Students are not allowed at the rear of the school before 9am.**

Obviously these restrictions are lifted in the event of evacuation procedures.

Please see Appendix 7 for 'School Boundaries' Map

## STATIONERY

---

Folders, books, paper, writing implements and other stationery supplies are issued by the school for all Primary students. Replacement of items that are lost or damaged is the responsibility of the student. Secondary students are issued with a booklist each year which parents purchase through a nominated Bookseller.

Stickers and graffiti are not permitted on any book or stationery item. Each student must accept responsibility for any books or other equipment issued to them and it is expected that the student will pay for any loss or damage incurred.

## STUDENT SWAPS

---

We do not permit students to swap, loan or give anything to other students at school unless each student has a signed note from at least one of their parents.

## TEACHERS

---

The teacher is the key link in the educational process at Shepparton Christian College. Our teachers have been equipped to teach through their natural gifts, training and by the Holy Spirit.

Our staff are required to remain open to the Holy Spirit's leading to teach from and apply Biblical principles to their lessons. As Christian teachers, they are given the responsibility to lead by example, to respond to the authority of those over them and have been delegated the authority to teach each child on the trust of their parents.

## TIMETABLE

---

Shepparton Christian College operates on a two week (10 day) cycle. Weeks are either labelled Week 1 or Week 2.

## TRANSFERS

---

At least one term's notice of an impending transfer is required in writing as part of the Conditions of Enrolment. This is necessary for planning purposes. Families who do not comply with this will be required to pay fees in lieu of such notice.

Before a transfer note is issued, students must have returned any Library Books, Textbooks, or any other School property. Any outstanding fees must also be paid.

---

## TRANSPORT

---

### *Bicycles*

As required by law and in the interests of safety, students who ride bicycles to School must wear an approved Safety Helmet. The School cannot accept any responsibility for loss or damage to bicycles that are brought to school. It is recommended that a reliable lock be employed to secure the bicycle to the school bike rack.

### *Private Transport—Car*

Conveyance allowance may be available if you live more than 4.8km from the school and a bus service is not available. Forms are available from the office if you think this applies to you.

The Car Park is a potentially dangerous part of the school grounds. It remains out of bounds to students at all times except whilst being dropped off or picked up from school or whilst under a teacher's supervision. It is not to be regarded as a play area and students waiting to be picked up must wait in the specified area until their ride arrives and then must walk carefully to their car. All road rules apply in the car park. Please observe the speed limit of 10kph.

### *Bus Network—Town Bus Service*

A local bus service (government funded) is available if you live in 'Metropolitan Shepparton/Mooroopna' and are more than 4.8km from the school. Please fill out a conveyance form from the office. Payments are made from the government through the school to the bus company, which removes responsibility from parents.

### *Bus Network—Out of Town Bus Service*

We have access to this service for students who live in outlying areas, or nearby towns. Buses transport students from Numurkah, Nagambie, Bunbartha, Tatura, Dookie and others. Please advise the school if you wish to use this service, and we will let the coordinator know.

## UNIFORM

---

Please see Appendix 8 for details.

## VALUABLES AND MONEY

---

The school is not able to accept responsibility for valuables in terms of money lost at school. Our insurance policy does not cover the loss of students' private possessions. As a rule, students should not bring valuables to school. If money is to be brought to school for payment of fundraising, stationery, excursions, hot dog days, etc, it should be sent in a sealed, clearly labelled envelope. Such money must be given to the Class Teacher or handed in at the office upon arrival at school.

## STUDENT VEHICLES

---

Student vehicles are to be parked in the bays closest to Verney Rd. They are not allowed to transport other students in their vehicles. The only exception to this will be for siblings, and only with written notification from parents to the College. If they drive their vehicles in a dangerous manner they will be banned from bringing their vehicle for a term.

## EXTREME WEATHER CONDITIONS

---

On days of extreme heat, cold, rain or wind, students are to remain in the classrooms. Students may leave the classrooms to visit the toilet with a teacher's permission. In extreme heat, activities will be modified to avoid discomfort or exhaustion. The classrooms are equipped with excellent air conditioning facilities.

## WORKING BEES

---

Every term, working bees are organised. These normally run from 8:00am - 1:00pm on a Saturday morning, and may involve cleaning, mowing, organising, weeding, building, painting, etc. They are always good times of community involvement, and we encourage each family to send at least one representative. It is expected that each family attend at least one working bee a year.

---

## YARD SUPERVISION

---

School staff or their nominated representatives are on rostered duty in the school grounds to supervise students before and after school and during recess and lunch breaks. Teachers will not be supervising students prior to 8.30am and will cease to supervise students after 3.30pm (unless students are participating in a school organised activity).

In the after school session, a teacher is on duty in the car park to supervise the orderly collection of students by their parents until 3.30pm. Any primary level students not picked up by 3.30pm will be escorted to the office to await pickup by parents.

Parents are requested to inform the school by phone or note, of any regular or unusual lateness in collecting students. Please do not expect or request staff to regularly mind your child after school (beyond 3.30pm). We are not registered as a child care centre, and have no legal basis for operating as one.

## APPENDIX 1

---

### RESPONSIBILITIES AND RULES

---

This list is not designed to cover every possible situation but provides some basic information and guidelines. Parents should read through these with their children to ensure they understand what is expected.

In all cases consideration should be given to the following questions:

1. Does it affect others?
2. Is it safe?
3. Is it common sense?
4. Is it what God would want me to do?

### RESPONSIBILITIES

IT IS EACH STUDENT'S RESPONSIBILITY TO:

- \* Obey the School rules.
- \* Help keep the School tidy.
- \* Choose suitable games and activities to play in areas other than those that are out of bounds.
- \* Try to understand all sides of any dispute.
- \* Show respect for the School environment, buildings, equipment and other people's belongings.
- \* Be prepared to share School equipment.
- \* Allow others to work without being distracted.
- \* Use high standards of neatness and presentation in ruling up, writing, crossing out, and illustrating.
- \* Complete all class work to the best of their ability, seeking help politely.
- \* Contribute willingly in class discussions without calling out or being unruly.
- \* Be punctual for all classes and School activities.
- \* Transfer messages and notices reliably between home and School, and give them to parents and/or teachers.
- \* Practice personal cleanliness.
- \* Practice road safety.
- \* Co-operate with teachers, visitors and other children.
- \* Display appropriate behaviour at all times, and especially when in school uniform or representing the School.
- \* Be honest, reliable and responsible.

### RULES:

- \* Students are not permitted in classrooms or any areas designated as out-of-bounds unless a teacher (or designated representative) is present, and permission has been granted by that authority.
  - \* Bicycles should only be wheeled when inside School grounds and must be parked in areas specified by the Principal.
  - \* Movement about the School must always be orderly; older students must look out for the younger students.
  - \* There will be no playing with sticks or stones.
  - \* Students are not permitted to leave the School grounds during the school day. In exceptional circumstances permission may be requested by parents from the Principal.
  - \* Fighting, hitting or rough play is not allowed. No student should touch another person or their property without permission.
  - \* Swearing, blaspheming, or using foul language is not permitted.
-

- \* Set homework must be completed in the prescribed manner.
- \* Students are to line up quietly before entering a classroom and should not enter until directed by a teacher. Students are to be orderly and quiet if waiting in a classroom for a teacher.
- \* Before food is eaten in the classroom, the permission of the teacher must be obtained (usually only if weather conditions are unfavourable). **No food is to be eaten in any part of the School or Church buildings without specific teacher direction and supervision.**
- \* **Students should demonstrate proper respect to each other in actions and in words.** Disrespectful behaviour toward staff will not be tolerated in any form.

## APPENDIX 2

### BEHAVIOUR LEVELS

The teacher is responsible for teaching and delivering learning opportunities for student in the classroom. To this end, the teacher can expect full cooperation with all appropriate instructions given, without back-chat or questioning from students.

**Level 1** – where there is minimal disruption to the teaching/learning program

<b><u>Examples (this is not an exhaustive list)</u></b>	<b><u>Possible actions (this is not an exhaustive list)</u></b>
Talking out of turn Dropping rubbish Annoying other students Disrupting other students Out of seat Taking other students belongings Calling out Stopping other from learning Low level teasing Uniform/hats	A. instance - a verbal warning If the problem does not cease, B. move the student to an alternative seat in the class C. Verbal - “fixing what is broken” resolution process pro forma If the issue occurs in a practical class, the student should be withdrawn from the practical work, and be given an alternative written task Note: Lunchtime and afterschool detentions may be issued at this level. If the problem does not stop see level 2

**Level 2** – where a student has not corrected inappropriate behaviours that affect student

(Where three level 2 incidents occur in a month, a parent interview will occur to discuss correcting student behaviours)

<b><u>Examples (this is not an exhaustive list)</u></b>	<b><u>Possible actions (this is not an exhaustive list)</u></b>
Continued disruption of the teaching and learning Failure to correct inappropriate actions in level 1 Behaving in a dangerous manner for self or others (non malicious) Arguing with a teacher Refusing to complete work set by a teacher Low level bullying Forgetting/losing diary Skipping class/excessively late for class Uniform/hats	A. Remove the student from the room to stand outside the class (in a visible spot) for not more than 5 minutes If able, negotiate re-entry to class B. Send to an alternate class (with work). Student MUST return at end of the class time to seek resolution C. “fixing what is broken” pro forma (return to original teacher) D. Send to Head of Primary/Head of Secondary HOP/HOS will attempt to negotiate re-entry to the class or will hold student if this is not possible. E. Lunchtime and afterschool detentions may be issued at this level. <b>Behaviour must be recorded at some level</b>

**Level 3** – where a student is failing to meet basic levels of cooperation

<b><u>Examples (this is not an exhaustive list)</u></b>	<b><u>Examples (this is not an exhaustive list)</u></b>
Where level 2 sanctions have not corrected inappropriate behaviours Ongoing and repeated disruption to teaching and learning Bullying Harassment Swearing at a teacher or student Vandalism/Theft Wagging Any behaviour deemed extreme and un-manageable by the teacher	The student is to be sent immediately to the HOP/HOS's office. (if the HOP or HOS is not available, they are to report to the Principal) At this level the student will be immediately placed on internal suspension pending an urgent parent meeting. <b>Behaviour recorded</b> In consultation with the Principal, a formal warning letter regarding possible exclusion from the College may be issued.

#### *Rationale:*

- \* Our school has both a desire and a responsibility to ensure that high standards of conduct are maintained by staff and students at all times, and that complaints are managed and resolved fairly, efficiently, promptly and in accordance with relative legislation.
- \* It is important to resolve issues relating to Senior School study quickly in order to preserve the ability of the student to continue with their studies and with due respect to them as emerging adults.

#### *Aims:*

- \* To provide a harmonious, positive and productive school environment.
- \* To resolve complaints fairly, efficiently, promptly and in accordance with relative legislation.
- \* To uphold the SCC Complaints Resolution Policy.

#### *Implementation:*

##### Student Grievance Process

- \* VCE students, who believe that they have a grievance in respect to any aspect of the delivery of a VCE subject, have the right of appeal to the VCE Appeals Committee.
- \* To implement the hearing of a grievance, a student must first complete a VCE Grievance Form, obtainable from the VCE Coordinator, who will then convene a meeting of the committee to allow the student to present the issue.

##### Appeals Committee

- \* The Appeals Committee consists of the Principal, the VCE Coordinator and, where appropriate, a staff member from the applicable study design module.
- \* At any formal meeting of the Appeals Committee, the student may have another student or parent / guardian present for support.
- \* Students, prior to attending an Appeals Committee meeting, would be given an agenda and the opportunity to discuss aspects of the meeting, 24 hours prior to the appointed time.
- \* Grievance issues could be associated with any of the follow examples:
  - Assessment
  - Discipline
  - Attendance
  - Subjects/module
  - Course requirements/outcomes
  - Victimization
- \* Written evidence of the interview should be kept on file

##### Student Appeals to the VCAA (Ref. VCAA Handbook 5.14)

- \* A student may appeal to the VCAA against a decision by the school, and any penalty imposed by the school, in respect of a contravention of the assessment rules of the VCAA relating to school-based assessments.
- \* An appeal against a school decision must be made in writing to the Chief Executive Officer of the VCAA not later than 14 days after the student receives written notice of the decision from the school.
- \* On receipt of a notice of appeal from a student, the Chief Executive Officer of the VCAA will nominate an officer of the VCAA to interview the parties to the appeal and attempt to resolve the matter.

##### Evaluation

- \* This policy will be reviewed as a part of the application for each additional year level, and every three years after that as a part of the policy review cycle.

##### References

- \* VCAA Handbook 5.14
  - \* SCC Complaint Resolution Policy
-

## Minimum Period of Exclusion from Schools and Children's Services Centres for Infectious Diseases Cases and Contacts

The following table indicates the minimum period of exclusion from schools and children's service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 - Schedule 6.

Conditions	Exclusion of cases	Exclusion of contacts
Amoebiasis (Entamoeba histolytica)	Exclude until diarrhoea has ceased	Not excluded
Campylobacter	Exclude until diarrhoea has ceased	Not excluded
Chicken Pox	Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Cytomegalovirus Infection	Exclusion not necessary	Not excluded
Diarrhoea	Exclude until diarrhoea has ceased or until medical certificate of recovery is produced	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Glandular fever (mononucleosis)	Exclusion is not necessary	Not excluded
Hand, Foot and Mouth disease	Until all blisters have dried	Not excluded
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. lesions to be covered by dressing where possible	Not excluded
Hookworm	Exclusion is not necessary	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary unless the child has a secondary infection	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school
Meningitis (bacteria)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Molluscum contagiosum	Exclusion not necessary	Not excluded
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Parvovirus (erythema infectiosum fifth disease)	Exclusion not necessary	Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Re-admit the day after appropriate treatment has commenced	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until diarrhoea ceases	Not excluded
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Trachoma	Re-admit the day after appropriate treatment has commenced	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Whooping cough	Exclude the child for 5 days after starting antibiotic treatment	Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics
Worms (Intestinal)	Exclude if diarrhoea present	Not excluded

### PARENT INVOLVEMENT

---

Parent Involvement is a very important aspect of our school and is very highly regarded by the School Board and staff. Parent Involvement gives the parents the opportunity to assist in their children's education and school life.

The object of parent involvement is to give parents the opportunity to meet one another and to play an active part in the school.

The ways to fulfil this objective are:

1. To develop and maintain school grounds and buildings through working bees, held four (4) times per year (one each term), thus reducing overhead costs.
2. Using talents, gifts or interests for the benefit of the school for a particular purpose i.e. Music tuition, craft tuition, library assistance.
3. Helping in the classroom, uniform shop, assisting on excursion & sports days, and being involved with fundraising activities.
4. Belonging to a committee such as the Parents & Friends group.
5. Participate in off-campus involvement in a vast range of areas i.e. Sewing at home, cooking at home, excursions, etc.
6. Attendance at the Annual General Meeting and other meetings called throughout the year.

All Parent Involvement is acknowledged and greatly appreciated.

---

#### *Terms of Reference*

#### **1 Name**

- 1.1 The name of the association shall be:  
Shepparton Christian College Parents & Friends

#### **2. Objects**

- 2.1 To increase cohesion, fellowship and support of the parent body.
- 2.2 To support the aims, philosophies and policies of the school.
- 2.3 To assist in the organising of functions as directed by the Principal.
- 2.4 To communicate with the Principal in identifying areas in the School towards which its efforts can most beneficially be directed.
- 2.5 To assist in communicating an awareness of school activities to parents and the community.
- 2.6 To define the role of any sub committees formed, and ensure they are fulfilled.

#### **3. Membership**

- 3.1 All parents and Staff of Shepparton Christian College are automatically entitled to be members.
- 3.2 Membership may be extended to anyone who indicates such an interest, at the approval or invitation of the Principal.

#### **4. Voting**

- 4.1 All members in attendance will be entitled to vote at meetings of the Parent Group.

#### **5. Officers**

- 5.1 The officers of the Parent Group shall be
  - 5.1.1 President (elected)
  - 5.1.2 Vice President (elected)
  - 5.1.3 Secretary (elected)
  - 5.1.4 Treasurer (elected)

#### **6. Election of Officers**

- 6.1 Nominations can either be presented to the Secretary prior to the election meeting, or proposed at the meeting with the consent of the nominee.
- 6.2 If there are a greater number of nominations than required for a particular office, a ballot shall be conducted.
- 6.3 All officers duly elected will hold office from the time of election until the next election meeting at which all offices shall be declared vacant.
- 6.4 The maximum term of Office in any one position will be four years.

#### **7. President's Duties**

- 7.1 To oversee the smooth running of the Parent Group in accordance with the Terms of Reference.
  - 7.2 To delegate appropriate tasks and duties as he/she sees fit, including the formation of sub committees.
  - 7.3 To ensure that meetings are dignified, orderly, and conducted in a manner bringing glory to God.
  - 7.4 To encourage each member to participate in the functions and duties of the Parent Group.
  - 7.5 To formally liaise with the Principal on behalf of the Parent Group, and the Parent Body.
-

**8. Vice President's Duties**

- 8.1 To assist and support with the duties and role of the President.
- 8.2 To stand in for the President in his/her absence in respect to fulfilling all roles and duties.

**9. Secretaries Duties**

- 9.1 To keep accurate minutes of each meeting.
- 9.2 To prepare suitable correspondence, and to distribute minutes of every meeting to School Board members, and make them available on request.
- 9.3 To keep details and records of planned events and functions.
- 9.4 To ensure meetings are publicised in the School Newsletter and any other suitable publication.
- 9.5 To ensure that a suitable agenda has been prepared for forth coming meetings.

**10. Treasurers Duties**

- 10.1 To record and bank all money received in relation to fundraising, student.
- 10.2 The treasurer will produce at each election meeting a statement of the receipts and expenses since the previous election meeting.

**11. Banking accounts and Financial Procedures.**

- 11.1 The Parents' Association does not operate independent financial records. All income and expenditure is incorporated into the school's financial records and allocated to the appropriate Parents' Association accounts within the school's general ledger.

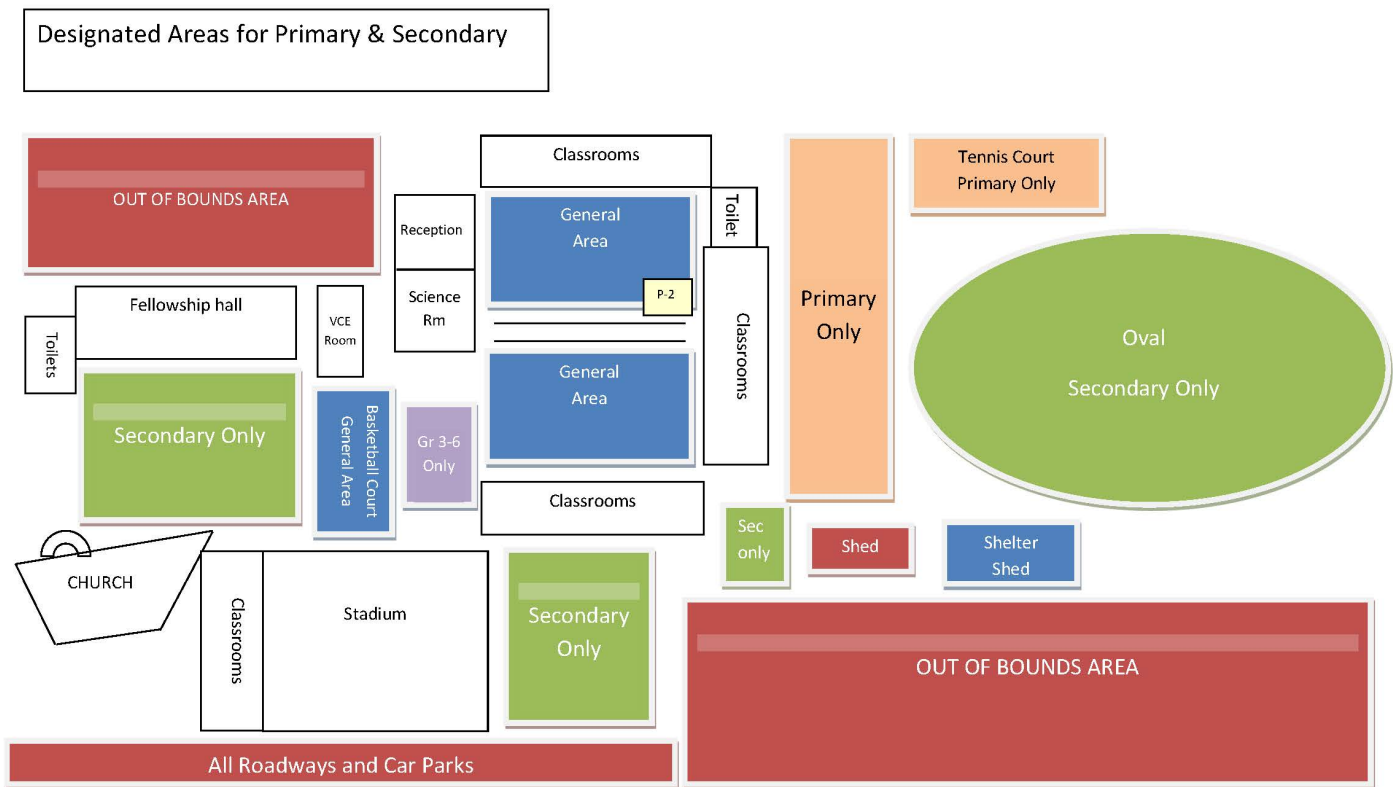
**12. Meetings**

- 12.1 Meetings of the Parent Association will be held at least once per school term.
- 12.2 The election meeting of the Parent Group will be held in the first Term of each School Year.
- 12.2 No less than 2 weeks notice of this meeting is to be given

**13. Amendments**

- 13.1 These terms of reference are subject to modification in part or in whole at any time by the School Board.
-

DESIGNATED STUDENT AREAS



All areas that are shaded in blue are General areas.  
All areas that are shaded in red are Out of Bounds areas  
All areas that are in green are for Secondary students  
All areas that are in orange are for Primary students.

## APPENDIX 8

---

### UNIFORM AND DRESS CODE

---

#### GENERAL

At Shepparton Christian College we require a high standard in the dress and appearance of our students. In this matter, we seek the co-operation of both parents and students. Students should aim at all times to dress and behave in a manner which will bring credit to the Lord, themselves, their school and their family.

The details that follow have been carefully thought through so that a high standard of personal appearance is maintained through the whole school. Where areas are in need of further clarification, parents and/or students are advised to discuss the matter in advance with the Principal.

Students must always be clean, neat and correctly dressed and groomed. Correct school uniform must be worn at all times, **including travelling to and from school**. If this is not possible, a brief note of explanation must be written by the parent and given to the class teacher at the commencement of the school day.

If incorrect or incomplete uniform is worn without a written parental explanation, a Uniform Infringement Notice will be sent home asking that the problem be rectified by the next day or a written explanation be provided by the parent. Further unauthorised breaches of the uniform code will result in the child being penalised.

All clothing must be clean, neat, and in good repair. Shoes must be kept polished and repaired. Any T-shirt or singlet that is worn under the uniform should be plain, of a light colour and is not to be visible at all. Hats, scarves, coats and jackets are not to be worn in class. Jumpers or Windcheaters are not to be tied around the waist. Shirts should remain tucked in. Skirt hems should be at knee level.

On nominated "Casual Clothes Days", the same general principles below still apply. Students are free to choose appropriate non-uniform clothing that is modest.

All items of clothing **MUST** be clearly named for easy identification. Shoes should be named on the inside with a waterproof marking pen.

Lost property is disposed of or sold at the end of each Term.

#### GROOMING

##### Girls

- \* **Hair** Hair should be clean, neat and where necessary, tied back so that it does not fall across the face when leaning forward. Any hair accessories must be discrete and either navy or maroon colour. Hair longer than shoulder length must be tied back from face in an approved style for tidiness and health reasons. Styles should be conservative (natural colours only) and should not bring about undue attention to the individual.
- \* **Makeup** of any type and nail polish are not to be worn. Fingernails are to be clean and neatly filed.
- \* **Jewellery** is not allowed with the exception of watches and earrings. One pair of plain ear studs (Max 4mm) or sleepers (Max 15mm) is acceptable. Any other body piercings are unacceptable.

##### Boys

- \* Hair should be kept clean, neat, and is not to extend below the top of the collar.
  - \* Styles of hair should be conservative and should not bring about undue attention to the individual (natural colours only).
  - \* Students are to be clean-shaven.
  - \* Fingernails are to be clean and neatly trimmed.
-

## PRIMARY UNIFORM

**GIRLS**    **Summer**    Summer dress: Length of dress to be no shorter than at knee level  
Cherry red woollen jumper with logo  
Pale blue socks – length at least 4cm above ankle  
Black lace-up leather shoes (T-bars accepted)  
Prep-Grade 2 students only: closed-toe brown school sandals (optional)  
Navy blue surf hat

**Winter**    Pale blue long sleeve shirt  
SCC Kilt  
Cherry red jumper with logo  
Navy blue tights  
Black lace-up leather shoes (T-bars accepted)

**BOYS**    **Summer**    Navy blue shorts-long leg style  
Pale blue open neck short sleeve shirt  
Cherry red jumper with logo  
Navy blue socks – length at least 4cm above ankle  
Black lace-up leather shoes  
Prep-Grade 2 students only: closed-toe brown school sandals (optional)  
Navy blue surf hat

**Winter**    Pale blue long sleeve shirt  
Navy blue long leg trousers  
Cherry red jumper with logo  
Navy blue socks – length at least 4cm above ankle  
Black lace-up leather shoes

### **SPORTS Summer Uniform — worn on Sports/PE days (Girls & Boys)**

Pale blue short sleeve polo top with logo  
Maroon V-neck windcheater with logo  
Navy soft fabric loose shorts (Summer)  
Navy blue socks – length at least 4cm above ankle  
Navy blue surf hat  
Sneakers  
Navy fleece tracksuit pants (Winter)

---

## **SECONDARY UNIFORM**

<b><u>GIRLS</u></b>	<b>Summer</b>	Summer dress: Length of dress to be no shorter than at knee level. Cherry red jumper with logo Black lace up school shoes (T-bars also accepted) White socks – length at least 4cm above ankle (no logos) Varden Hat (purchased through school \$40.00)
	<b>Winter</b>	Option 1: SCC Kilt (Niceline) Option 2: Navy blue tailored pants (Niceline) White long sleeve shirt (Midford) Cherry red jumper with logo Black lace up school shoes (T-bars also accepted) With pants: Navy (preferred) or white socks - at least 4 cm above ankle With kilt: Navy tights School tie with logo

<b><u>BOYS</u></b>	<b>Summer</b>	Navy tailored long shorts (Midford) White short sleeve open neck shirt – with logo Cherry red jumper with logo White socks – length at least 4cm above ankle (no logos) Black lace up school shoes Navy blue surf hat – no logo
	<b>Winter</b>	Navy tailored pants (Midford) White long sleeve shirt Cherry red jumper with logo Navy (preferred) or white socks length at least 4cm above ankle (no logo) Black school shoes School tie with logo

### **SPORTS (Boys & Girls)**

#### **Summer Sports Uniform- worn on Sports/PE days (Boys & Girls)**

Navy blue school sports shorts  
Sky blue school sports polo  
Sneakers  
White socks – length at least 4 cm above ankle (no logos)  
Navy blue surf hat – no logo

#### **Winter Sports Uniform – worn on Sports/PE days**

Navy school track suit jacket  
Navy school track pants  
Maroon rugby top (optional for extra warmth)  
Sky blue school sports polo  
White socks – length at least 4cm above ankle (no logos)  
Sneakers

---

### *ACCESSORIES (not to be worn in class)*

All gloves, beanies and scarves which are worn for additional warmth must be navy in colour.

### *PURCHASE OF UNIFORMS*

All components of the uniform are available from the Goulburn Valley Uniform Shop, High Street, Shepparton. Second hand uniforms are also available from our second hand uniform shop.

### *ART SMOCKS & LIBRARY BAGS*

All students will need an art smock (or old shirt) for Art lessons. Students in Grades Prep - 3 will need a library bag on commencement of the school year.

### *SCHOOL BAGS*

School bags (navy with school logo) are available for purchase from the school office  
(Please note these *are not* compulsory)

Primary           \$40

Secondary       \$50

### *UNIFORM POLICY*

Term 1:           Summer Uniform

Term 2:           Winter Uniform

Term 3:           Winter Uniform

Term 4:           Summer Uniform

### *HATS*

In line with the Sunsmart policy, students will be required to wear approved broad brimmed hats between the beginning of September to the end of April whenever they are outside.

Students are actively encouraged to wear a broad spectrum water resistant sunscreen (SPF30+). Sunscreen will be provided in each primary classroom, and on excursions. Sunscreen will be applied by students according to the manufacturer's directions, under the supervision of teachers.

### MAXIMISE YOUR CHILD'S SUCCESS

---

1. Share your faith daily. Be an example of a praying, Bible reading, Christ-living Christian. Share examples of your witness. Be consistent, and admit when you have failed. Let them see your giving and kindness. Confide some things to them so they can pray for you.
  2. Do not alarm them with things that will distress them. Cultivate a regular time of family sharing, prayer and Bible reading.
  3. Regularly read your child stories, poetry and nursery rhymes. Make reading a very pleasurable task and a desirable skill to acquire. Develop your own habit of reading to demonstrate the benefits and enjoyment by example.
  4. Talk to your child about experiences, pictures, friends and toys. Help them to use interesting, descriptive, accurate language.
  5. Listen to your child. Listening becomes an important skill to them, when they are listened to. Try to understand things from their point of view. Be patient.
  6. Help your child learn that spoken words can be put on paper (write down some of their sentences etc). Allow them to see how you use written language.
  7. Point out instances of math's skills used in day to day living. Involve them in counting, measuring (length, weight, height, time, speed, etc), using money, estimating amounts, calculating, recording amounts, telling time, identifying shapes. Use mathematical terms often.
  8. Give your child practice at being responsible for their own belongings - books, toys, coats and bags. Keep them accountable by being firm and consistent.
  9. Try to introduce new experiences - involve them in preparations and planning.
  10. Search out suitable TV programs. Help them be discerning and take part in identifying the qualities of good viewing. Be consistent parent examples in this regard.
  11. Help your child develop a good attitude towards school. Help them anticipate school as a desirable place where they will be happy and learn many interesting things.
  12. Provide a quiet place and/or time to practice number facts, learn spelling, do their reading and other homework. Help them to develop a routine of regular, disciplined study.
  13. Give praise for completed work. Offer privileges or rewards from time to time. Always follow through your promises.
  14. Take interest in their work. Look through their books from time to time. Offer ideas when they are stuck.
  15. Help them to develop an awareness of moral and ethical issues. Let them know your position on issues and current affairs. Help them to think through the consequences of adopting certain positions on such issues.
  16. Allow them to take risks, and to try ideas of their own. Be encouraging.
-

## APPENDIX 10

---

### PERSONAL SKILLS NEEDED

---

#### *Does your child....*

1. Know their name, address and telephone number?
2. Take off and put on outer clothing without assistance?
3. Remember to flush the toilet without assistance and know to wash their hands afterwards?
4. Recognise and look after personal property- lunch boxes, jumpers, drink containers, etc?

#### *Behaviour Needed for School Success*

1. To accept directions without objections or resentment.
2. To listen without interrupting when the teacher or other class members speak.
3. When desiring to speak or needing attention the child must raise a hand, and then wait for acknowledgement from the teacher.
4. To be able to work without constant supervision.
5. To interact with other children and staff without being aggressive or overly demanding.

#### *Safety on the street*

Be sure your child knows how to behave on busy streets.

1. Look both ways before he/she crosses the street.
2. Watch for bicycles as well as cars.
3. Walk quickly across the street, do not run.
4. Do not step out behind parked cars.

#### *For Drivers*

1. Obey the speed limits.
2. Be prepared for the unexpected.
3. Take extra care on wet days.

#### *Academic Skills (for new Prep students)*

Does your child know how to perform the following tasks....

1. To recognise and write their first name when written or spoken, with only the first letter being a capital letter (e.g. Caleb)?
  2. To recognise their surname when written or spoken?
  3. To count to at least ten?
  4. Know primary colours/shades (red, yellow, blue, white and black)?
  5. Identify body parts (face, head, chin, hair, eyes, ears, etc)?
  6. Identify these concepts: in-out, up-down, over-under, inside-outside, big-little, wet-dry, hard-soft, smooth-rough?
-

## APPENDIX 11

---

### THE CONFESSION OF FAITH

---

We believe that the Bible is God's Word. It is accurate, authoritative and applicable to our everyday lives.

We believe in one eternal God who is the Creator of all things. He exists in three Persons: God the Father, God the Son and God the Holy Spirit. He is totally loving and completely holy.

We believe that sin has separated each of us from God and His purpose for our lives.

We believe that the Lord Jesus Christ as both God and man is the only One who can reconcile us to God. He lived a sinless and exemplary life, died on the cross in our place, and rose again to prove His victory and empower us for life.

We believe that in order to receive forgiveness and the 'new birth' we must repent of our sins, believe in the Lord Jesus Christ, and submit to His will for our lives.

We believe that in order to live the holy and fruitful lives that God intends for us, we need to be baptised in water and be filled with the power of the Holy Spirit.

The Holy Spirit enables us to use spiritual gifts, including speaking in tongues which is the initial evidence of baptism in the Holy Spirit. \*

We believe that God has individually equipped us so that we can successfully achieve His purpose for our lives which is to worship God, fulfil our role in the Church and serve the community in which we live.

We believe that God wants to heal and transform us so that we can live healthy and prosperous lives in order to help others more effectively.

We believe that our eternal destination of either Heaven or hell is determined by our response to the Lord Jesus Christ.

We believe that the Lord Jesus Christ is coming back again as He promised.

\* Variations to this clause will be accepted to allow for different convictions on this doctrine