Shepparton Christian College

PARENT & STUDENT HANDBOOK

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SHEPPARTON CHRISTIAN COLLEGE

Shepparton Christian College is an interdenominational, independent school for students from Foundation (Prep) to Year 12. Our vision is to develop the full potential of each student, equipping them to engage with and impact their community for Jesus Christ. We seek to do this through providing quality education, excellence in teaching and great opportunities for our young people, in an overtly Christian school environment.

We offer a broad range of subjects that meet the requirements of the Victorian Curriculum with Biblical Worldview integrated into the teaching and learning programs. Our programs running from Prep (foundation) through to year 12 are tailored to meet the needs of our young people as they learn and grow throughout their schooling, as well as preparing them for options beyond VCE and VCE VM.

Our priority is to continue to develop the excellent educational program at Shepparton Christian College, to continue to meet the needs of the diverse community of students and families that we serve.

Our students have opportunities to engage in a wide variety of co-curricular programs, including instrumental music tuition, annual production/concert, chapel worship bands, intra and interschool sports, student leadership programs and mission trips.

Our dedicated and experienced staff provide strong teaching and learning that is designed to both challenge and engage. We have landscaped grounds, modern buildings including a sports stadium, home economics and science facilities.

Parent participation is greatly encouraged and appreciated. Our active Parents' and Friends Association meets every month. Assisting at excursions and sporting events, listening to reading in the classroom and fundraisers are just some of the opportunities that parents have to be involved in our school.

Shepparton Christian College seeks to serve the broader community of Shepparton. We have a wide range of churches/denominations represented in the student, parent and staff body of our school, as well as those who are not connected to Church. As a school it is our desire to see each student in our care, learn and grow, to develop their God given gifts and talents, seek the Lord's will in their lives and to make a positive impact in their community and generation.

COLLEGE BOARD OF DIRECTORS

Shepparton Christian College is a not-for-profit, incorporated company limited by guarantee. It is governed by a Board of Directors. Board members are elected for three-year terms with elections held at an AGM each year. The Board meets monthly. The primary function of the Board is the establishment and realisation of the College's vision and strategic direction. Governance responsibilities include monitoring compliance, risk management and financial performance and stability. The Board are also responsible for setting the college budget and school fees each year.

COLLEGE VALUES

Compassion **H**umility **R**espect **I**ntegrity **S**ervice **T**ruth (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)

COLLEGE STRATEGIC PLAN

- 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

A - Z

ACADEMIC INTEGRITY

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 regard to copyright and licencing are adhered to. This includes copying from books, downloading and printing material from the internet, and using video material and software. This list of areas is not exhaustive.

AFTER-SCHOOL THEIRCARE PROGRAM

We have joined with Thiercare, a local company that runs an outside-of-school Hours Care (OSHC) program at Grahamvale Primary School.

There are significant benefits to this program.

- The program is subsidised under the government Child Care Subsidy (CCS) system.
- The service also runs a school holiday program (again, subsidised under CCS) during each term break.
- The service is backed by a company that runs OHSC in several schools across the area and more widely across the state.
- Attendees are provided with a snack at the commencement of the program
- The service has an engaging activities program to ensure that attendees are kept busy, expand their learning and are engaged.

Students from Shepparton Christian College will continue to be transported to Grahamvale PS by our staff and signed in at the 'Theircare program' at Grahamvale Primary School.

AI

Generative AI is a rapidly emerging technology that can produce highly cohesive, human-like responses to questions and prompts. Although generative AI tools (such as ChatGPT) can often provide an impressive response, they can also include errors or inaccuracies and commonly do not identify the original source of the information.

SCC does not intend to ban generative AI tools, preferring to look at how and when they might be used ethically and appropriately used to complete assessments or classwork.

Some teachers may wish to incorporate the use of generative AI in their classes with explicit instructions on how and where it may be used.

It’s important to be aware that if you have utilised AI in your work, you acknowledge the use as you would reference any other text. You cannot claim AI work as your own work.

If you use generative AI and it is not permitted, it constitutes academic misconduct and will result in work being required to be resubmitted or other disciplinary measures.

ART SMOCKS

All primary-aged students require a suitable Art Smock/Shirt to be supplied from home. No smock means no Art. If using a shirt as an art smock, please ensure that the material is thick enough to prevent bleed-through. Art smocks are made available for Secondary students use in the art rooms.

ASSEMBLIES

Assemblies are held on a fortnightly basis. Please refer to your child's SEQTA timetable for the day and time. Parents are most welcome to attend.

ATTENDANCE

Absences are checked at least twice a day for Primary, and in every new class in the Secondary. Should a child be absent from school for any reason, the school should be notified of the reason for the absence before 9 am on the day of the absence. We offer 3 ways for parents to notify us of an absence, which can be done by the following methods:

- School Stream Absentee Form
- Phone Call/Voicemail: (03)5831 7790
- Email: absences@scc.vic.edu.au

Please note that parents will receive an SMS requesting an explanation for their child's absence if they have been marked as absent for Homeroom, Period 1 and Period 2 without a previous explanation.

Absentee advice should at all times be directed to the Office. This will then be forwarded to the appropriate teachers and ensure the student attendance data is updated on SEQTA.

Unexplained absences
The school is required to contact families with unexplained absences. It is the responsibility of parents/guardians to inform the school of absences and the reason for the absence. In cases where parents have failed to inform the school of the reason for their child's absence, these will be noted as 'unapproved'.

Absence due to illness or accident
Should a student be absent due to illness, please check the Immunisation and Infectious Diseases Information for guidelines before allowing students to return to school after symptoms of specific illness or conditions. (See Medical exclusion list on page 19-20)

VCE Students
VCE Students who are absent due to illness will need to obtain a doctor's certificate as required by the Victorian and Curriculum Assessment Authority. All absences on the day of 'School Assessed Coursework' (SAC) due to illness must provide a doctor's certificate. It is important to note, that any absence throughout the school year will be marked as VCE Unapproved unless a medical certificate has been supplied.

Medical Appointments
Parents are requested to make dental and doctor appointments outside of school hours, where possible.

If parents choose to take their child out of school for an extended period, such as for a family holiday, a notification should be sent to the Office advising the school of the reason and the dates of absence. However, please note that holidays are not a valid reason for absence from school and will be marked as a parent-informed, unapproved absence.

Late Arrivals

Students who arrive late are required to go to the Office, **accompanied by a parent, where the parent will be required to sign the student in**. Students will be issued a late slip marked as approved to give to their class teacher. If a Parent does not accompany their child to the Office or has not contacted the school regarding a reason for their child's lateness, the student's late slip will be marked as 'unapproved – late to class'.

Early Departures

If a child needs to be picked up during school hours (i.e. doctor's appointment), parents will need to collect and sign out their child from the Office. Students will not be permitted to leave the College unless they are either signed out by their parents or an approved adult, indicating the reason for their early departure.

Please contact the office if you receive a call or text message from your child requesting you pick them up to confirm they have been to the office.

AWARDS

At the end of each year, awards are given to recognise students' achievements at the school. These are presented at our Annual Celebration Night and Awards Assembly at the end of the year. Other awards for graduations, commendations, sporting achievements, or special service to the school are presented throughout the year.
Commendation Certificates are presented to students throughout the year for special achievements. These are presented at fortnightly assemblies. Parents are contacted if their child is to receive a certificate for end-of-year awards.

BAGS

Each student should have a backpack. Shepparton Christian College backpacks are available in two sizes and are available for purchase from Quality Teams Shepparton in two sizes – medium & large. (not compulsory).

BELL TIMES

Daily Timetable *Mon-Friday*

Staff Devotions	8:15 am
Supervision of children begins	8:30 am
Warning Bell	8:45 am
Secondary Homegroup	8:50 am
Period 1	9:05 am
Period 2	9.48 am
Period 3	10:31 am
Morning Recess	11:14 am
Period 4	11:34 am
Period 5	12:17 pm
Lunchtime	1:00 pm
Period 6	1:49 pm
Period 7	2.32 pm
School dismissed	3:15 pm
Bus pick-up starts	3:20 pm

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. Water drinking fountains are available. The school canteen is run by the Parent & Friends Association each Friday. Orders can be placed via the QKr App.

BOOKLISTS/STATIONERY

Prep – Grade 6 Students
Stationery is issued by the school for all Primary students. Replacement of lost or damaged items is the student's responsibility. 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.

Year 7 – 12 Students
Textbooks and other items will need to be purchased as per the Booklist supplied in Term 4. Year 11 and 12 ordering will take place in Term 3 to ensure students have the required textbooks for VCE Early commencement.
ALL students are expected to have ALL required items at the start of each year.

Stickers and graffiti are not permitted on any book, stationery or laptop item.

BULLYING & HARRASSMENT POLICY

- To view our Bullying & Harrassment Policy please click **HERE**

Shepparton Christian College seeks to provide a safe environment for all. There is a zero tolerance to Bullying and Harrassment of any kind. There is a standard of behaviour which all students are expected to adhere to. As a Christian organisation, our ideal is to have a culture that follows a biblical mandate to set an example, love one another, respect others, turn the other cheek, build each other up, and encourage one another.
Students at all times should:

- Respect others
- Treat others fairly, without harassment
- No teasing or bullying
- No racist speech or actions

CAMPS & EXCURSIONS

SCC incorporate camps and excursions as part of our curriculum across all year levels. The school considers this a compulsory part of a student's education. Camps and excursions enable students to develop practical, physical, social, and intellectual skills outside the school environment.

All camps and excursions are included in the Camps & Excursion Fee Levy; please note that specific subjects may incur an additional levy.

A local excursion permission form is completed at the time of enrolment. When needed, a separate permission form for camps and excursions outside the local area will be placed on School Stream.

Please ensure Consent2Go is up-to-date with relevant medical information and that your emergency contacts are updated regularly in case of an emergency.

CALENDAR

The College calendar can be accessed through the college website: www.scc.vic.edu.au or via School Stream.

CASUAL CLOTHES DAY

At various times throughout the year, casual clothes days are organised 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. Enclosed shoes are expected to be worn (not thongs or sandals). A casual clothes day does not void the usual requirements of no jewellery or makeup, and longer hair should still be tied back during practical classes. Please note that leggings/skins/tights, singlets and bike shorts are not allowed.

A specified donation will usually be collected on casual clothes days.

CCTV

Our College has installed CCTV cameras that record video activity in specific locations around the College.

CCTV provides protection to our school's assets against vandalism and theft. CCTV furthermore strengthens our school's security by providing an appropriate level of surveillance on school grounds. The presence of CCTV cameras deters misconduct and inappropriate behaviour and reassures students, staff and visitors that they are protected when on school grounds.

CHAPEL

Chapel is a compulsory, timetabled program run weekly for ALL students.

CHAPLAINCY & WELFARE

The school currently employs a school Chaplain and a Counsellor to assist. The school considers this especially important when families experience loss, grief or other issues that affect their emotional well-being. Should you wish to speak with the Counsellor or Chaplain at any time, please contact reception. Students wishing to book appointments with the Counsellor or Chaplain may also do so via reception.

CHILD SAFETY

Child safety is an important priority at SCC. Please refer to the polices - Click **HERE**

- Child Safety Policy
- Child Safety Code of Conduct
- Child Safety Responding and Reporting Obligations
- Student Wellbeing Policy

COMMUNICATION

SCHOOL STREAM

Our College has adopted a digital form of communication called 'School Stream' where important alerts, events, newsletters, class information, sports updates & absentee notifications etc, will all be accessed via the School Stream phone app. The app is available for free and must be downloaded onto any smartphone device.

Setting up 'School Stream' on your mobile device:

1. From your mobile device go to the App Store/Google Play and search for 'School Stream'
2. Tap the GET button to the right of the School Stream listing
3. Tap the INSTALL button
4. Enter your Apple/Google ID and password and tap OK
5. Wait for the install icon to change to OPEN
6. Tap the OPEN button

7. You will be prompted to accept push notifications; you will need to select OK
8. Start typing Shepparton Christian College into the search, then SELECT 'Shepparton Christian College'
9. Tap 'Accept Privacy Policy'
10. You will be prompted to set up an account and LOGIN using an email address, mobile number or Facebook.
11. If you choose email, a verification code will be sent to your email. Please note it can take a few minutes and may be sent to your "Junk" folder. If you choose mobile a verification code will be sent to your mobile.
12. Enter verification code when prompted
13. You will then be prompted to enter your name
14. Tap OK. You now have access to Shepparton Christian College School Stream information
15. To avoid receiving irrelevant notifications, press on 'Year Level Information' from the home page, then swipe right on each individual year level to turn notifications on or off for that year level.
16. It is recommended that you turn notifications/alerts on for the app via Settings

PULSE PUBLICATION

The school 'Pulse' publication is a great means of communication between the School and the School community and is published every term. Each Pulse publication contains reports and updates on school events and activities from Prep to Year 12 that have occurred each school term.

Pulse is loaded onto the school web page and onto the School Stream App. A limited number of hard copies are also available from the office.

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 whom you need to speak to, the office staff can assist you.

Teachers are very busy most of the day, so as a parent, you must 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 unavailable, a message will be left, and teachers will return messages as soon as possible. We ask that all communication between staff and parents be done in a courteous and respectful manner.

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 or 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 staff members' non-work time and minimise school-related communication and conversations outside of work hours.

Finance Team: accounts@scc.vic.edu.au

Administration: admin@scc.vic.edu.au

Absences: absences@scc.vic.edu.au

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

This is integrated with a Biblical/Christian framework in our setting.

DISCIPLINE

To view our Discipline Policy click **HERE**

All students are expected to behave in a way that reflects respect for staff, students, visitors and property. Disruptive and inappropriate behaviour should not have to be tolerated by any person. Systems such as detentions are in place to cover some of the minor infractions that may occur during the course of a student's education. To this end, the teacher can expect full cooperation with all appropriate instructions given, without back-chat or questioning from students.

Failure to wear the correct uniform will result in a warning for the first offence, followed by a detention thereafter.

Detentions
Detentions are given for inappropriate & disrespectful behaviour (see flow chart). If a student knowingly decides not to attend a detention, it will automatically be moved to an after-school detention. The accumulation of 3 lunchtime detentions within a term will result in an after-school detention. These after-school detentions are held 2 days a week from 3:30-5 pm. Parents will receive a detention notification by email.

Suspensions & Expulsions
More serious, repeated ongoing failures to meet college expectations may warrant a student's suspension or possible expulsion. Some offences legally require the school to inform and include the police. Such offences will be overseen by the Principal in conversation with parents. Students committing an offence, leading to a suspension, will be required to modify their behaviour in order to complete their education at SCC.

SCC does not condone smoking, vaping, drugs or alcohol on its premises.

Behaviour Expectations
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.

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 is granted (class activity appropriate)
- Have all equipment for class
- Treat other people and school equipment with respect

* Correct uniform is to be worn in all classes (class activity exemption)
* Leave classrooms clean (no rubbish on the floor or tables)
* Chairs under tables at the end of each session
* Vaping/Smoking/Alcohol consumption will not be tolerated

Behaviour Flow Chart

Minor Behaviours

- Calling out
- Talking
- Deliberately off task
- Interrupting
- Deliberately annoying behaviours
- Disobedience
- Other similar behaviours

Step 1	VERBAL WARNING	Provide the student the opportunity to adjust their behaviour. Clearly state that they will be moved if the behaviour persists.
Step 2	MOVE STUDENT	Relocate student to another table or isolate them from other students. Clearly state that they will be sent out if behaviour persists.
Step 3	SEND OUTSIDE	Send the student out of class only momentarily (2-3 minutes), then speak to them privately.
Step 4	DETENTION	Explain to the student that due to their continued behaviour, they will now receive a lunchtime detention and when. Input the detention onto SEQTA.

Significant Behaviours

- Continued/Reoccuring disobedience from classroom
- Name Calling
- Low level physical violent e.g. pinching, pushing, etc.
- Rudeness to teacher
- Truancy/Wagging (onsite)
- Swearing
- Other similar behaviours

Step 1	ACTION	Assign the student a consequence for behaviour, an after-school detention.
Step 2	REFER TO LEADERSHIP	Send student to the Head of Primary/Secondary and/or the Welfare Team/Parents.

Serious/Major Behaviours

- Physical altercation
- Severe rudeness to a teacher/defiance
- Vandalism
- Wagging (Off-site)
- Smoking/Vaping/Alcohol
- Other similar behaviours

Step 1	REFER TO LEADERSHIP	Send student to the Head of Primary/Secondary or the Assistant Principal.
Step 2	ACTION	Assign the student a consequence for behaviour (after-school detention, in-school suspension, at-home suspension)

Repeated/ongoing failure to meet school expectations

- Unsafe behaviour
- Disruptive behaviour
- Refusal to cooperate with staff
- Failing to engage in learning activities

Step 1	REFER TO PRINCIPAL	Situation referred to the Principal. Full review of circumstances, including conversations with parent/student.
Step 2	ACTION	Cancellation of student enrolment.

EARLY COMMENCEMENT PROGRAM

Secondary students from Year 8 - 12 begin E.C.P. (Early Commencement Program) late in Term 4. Where possible, it is also recommended that new students attend our ECP Program late Term 4 (late November), where each year level commences the subjects for the following year for a 2-week period. All VCE students are required to have their textbooks ready for ECP commencement.

ELECTIVES / SUBJECT SELECTIONS

Across Year 9 and 10, students have the opportunity to select a range of subjects that suit their interests, tailored to their pathways. These subjects include the humanities, science, art, LOTE, health and physical education, Christian living and technology strands. Students are encouraged to choose a range of subjects from these domains.

We offer a diverse range of VCE subjects to support students in their university pathways. Subjects available at SCC include, but are not limited to: English, General and Methods Maths, Biology, Chemistry, Health and Human Development (HHD), Physical Education (PE), Accounting, Business Management, Art & Exhibiting, Visual Communication & Design, Vetamorphus, VET Streams, and VCE Vocational Major options.

EMERGENCY EVACUATION & LOCKDOWNS

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

EXCURSIONS AND SPECIAL EVENTS

All main year-level camps and excursions are included in the Camps & Excursion Fee Levy.
A local excursion permission form is completed at the time of enrolment. A separate permission form for camps and excursions outside the local area will be placed on School Stream when needed.

FEES

- To view our Fee Information, please click **HERE**

Annual School fees are generated at the beginning of each year and Fee Statements are sent out at the beginning of each term. Please refer to our Fee Information document for detailed fee information.

GRIEVANCE POLICY

- To view our Grievance Policy, please click **HERE**

HOUSES

All students are allocated to a schoolhouse upon enrolment.

- Hall (Red)
- Paterson (Green)
- McGowan (Yellow)
- Pascal (Blue)

SCC regularly has sporting events and competitions in which Houses compete against one another to foster teamwork and school spirit. Children from the same family will be placed in the same house.

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 each night
Year 4	Up to 30 minutes of set work or revision each night
Year 5	Up to 45 minutes of set work or revision each night
Year 6	Up to 45 minutes of set work or revision each night
Year 7	Up to 1 hour a night of set work, study and revision each night
Year 8	Up to 1.5 hours a night of set work, study and revision each night
Year 9	Up to 1.5 hours a night of set work, study and revision each night
Year 10	Up to 2 hours a night of set work, study and revision each night
Year 11	Up to 3 hours a night of set work, study and revision each night
Year 12	Up to 4 hours a night of set work, study and revision each night

If homework is not completed to an acceptable standard, a mandatory lunchtime or after-school homework catch-up session will be given. Consequences for work not completed apply if deadlines for resubmission are not met.

To assist parents and students, homework given is recorded on SEQTA Engage.

LAPTOPS

Prep to Grade 1 students have access to class sets of iPads. Grade 2-6 students have access to classroom sets of laptops (1:1 ratio)

Laptops are compulsory for all secondary students and **must** be purchased through the College portal. Insurance, laptop bags and payment plans are also available on the portal: https://scc.orderportal.com.au

Having a limited number of different systems means our technician is familiar with the laptops, the drivers and the maintenance of these systems. When problems occur, we are able to be the first level of support. If a problem is unable to be resolved internally, all laptops come with a three-year onsite warranty, and we have found that most issues are resolved in a matter of days.

Our licensing agreement means that we are only allowed to install school-licensed software on systems that are 'managed' by the College. Having a limited number of options allows us to 'manage' student/parent-owned laptops and install extensive software.

Laptops not purchased through the College portal will not be accepted.

Students are not to download movies, games, etc. or any large files onto their personal computers.
Students are not to access Facebook or other social media types while at school.

- Laptops are taken to every class (unless instructed not to bring the laptop to class).
- Laptops must be charged at home every night

Other notes

- Misuse of laptops, including installing illegal or unlicensed software or accessing inappropriate material, is not permitted.
- 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.

Inappropriate use of the following is unacceptable:

- 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

Primary classes will be allocated set Library times during the week. Students are able to access the Library during lunchtime.

Reminder notices will be sent home for overdue books. Lost or damaged books will incur a fee.

The library has extended hours to be more available to students who wish to complete homework or study.

The extended times are:

- 8:30-8:45 am before school (every day)
- Lunchtime during school (every day)
- 3:15-4:30 pm after school on Tuesday and Thursday

LIBRARY BAGS

All Prep to Grade 2 students are required to use a library bag to keep books safe and organised whilst in their school bags and being transported from the library to the classroom.

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. Combination locks are available on the booklist for Year 7 students to purchase

It is an expectation that students will not access their lockers during or between classes. They should be accessing their lockers before school, at recess, at lunchtime or after school.

Students must ensure that no valuables (laptops, phones, calculators etc) are left in their lockers during term breaks and non-school hours. SCC does not accept any responsibility for the loss or damage of student property, and these items are not covered under the school's insurance policy.

LOST PROPERTY

There is a container located in the Office for all lost property belonging to students. Please ensure all clothing is clearly labelled.

Any lost property remaining at the end of each term will be placed in the second-hand uniform cupboard to be sold.

LUNCH ORDERS

Lunch orders are available every Friday and can be purchased via the QKR application on your mobile device. Lunch orders will be available until 9:20 am each Friday.

To access the ordering platform please go to the Apple or Google Play stores to download the Qkr app. We recommend that you create an account to save your details and payment information for an even more convenient ordering experience. If you have any questions or need assistance with the new platform, please contact the office.

Orders may be placed up until 9.20 am on the Lunch Order day.

For assistance setting up Qkr!, click **HERE**

Please note that the P and F team will not complete orders for those who have placed orders for the incorrect date. It is essential that parents double-check the dates when placing an order.

We ask that parents ensure that their child's class is set up correctly within the QKR! App Annually.

Parent volunteers are welcome.

MEDICAL

ACCIDENTS & ILLNESS AT SCHOOL

Minor cuts and bruises and children who are feeling ill will be attended to by staff who have the appropriate first-aid training. Any such treatment is recorded on the school's SEQTA Medical notes. Any significant treatment will be communicated directly with parents/carers. Any injury that requires an ambulance or a hospital visit will be documented in relevant programs such as Operoo and WorkSafe.

Children who are feeling sick are assessed in sick bay by first-aid trained office staff, teachers and/or the first-aid officer and are allowed to rest in sickbay. If the child does not appear to improve or is not feeling better after a period of rest, parents will be contacted and advised of the situation and asked to collect their child. Families will also be contacted to pick up students who require more extensive treatment or who are ill over a long period.

Children who have experienced vomiting or diarrhoea are asked to refrain from returning to school for at least 24 hours after these symptoms have ceased.

Where the necessary permission forms have been completed, medication will be administered if deemed necessary.

In the case of a serious accident, injury or illness, the school will call an ambulance.

NOTE: *Parents are required to pay all hospital/medical and ambulance costs for students injured or unwell at school. Parents are strongly advised to take out an Ambulance Membership to cover the costs of such a possibility. Student Accident Insurance is also recommended.*

MEDICATION

Students who are suffering from an 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.

All ongoing medications must be supplied in a chemist-packaged Webster-Pack. This will ensure your child's medication is clearly labelled with their name and dosage.

In addition, one-off or short-term medications (e.g., antihistamines or antibiotics) must be in their original packaging, with your child's name and dosage marked clearly on the package.

All medication must also be accompanied by the school's "Medication Authority Form', filled in and signed by a parent/guardian.

Please note, the school does not store or dispense painkillers as they can mask signs and symptoms of serious illness or injury.

If you have any questions or concerns, please do not hesitate to contact the office.

MEDICATION AT CAMP

Medications for camp must be handed to the class teacher (prescriptions permitting) and must include labelling that includes the child's name and dosage instructions. For special requirements, families are encouraged to contact the First Aid Officer.

MEDICAL CONDITIONS

All families are required to complete the necessary Medical Forms. Certain medical conditions require the School to collect additional information and further forms. These are legal requirements that assist the school in administering the best possible care for your child. It is a requirement that all students have an individual Operoo Profile which is regularly updated with relevant medical information.

Anaphylaxis: An anaphylaxis plan of action must be supplied to the school as completed by a registered doctor for all children who suffer from this condition. This is now a legal requirement in all schools throughout Victoria. These must be updated annually. Parents are required to supply EpiPens to the school and child's backpack for their Anaphylaxis, these are to be replaced in accordance with the expiry date.

Asthma: An asthma action plan should be supplied to the school as completed by a registered doctor for all children who suffer from this condition regardless of severity. This is a legal requirement. These must be completed annually. Parents of Primary-aged students with Asthma are required to supply the classroom teacher with Ventolin and a spacer each year and parents of Secondary students should keep Ventolin and Spacer in their school bag/backpack. Please note, that Ventolin will always be available in the first aid room and in first aid bags on excursions.

Epilepsy: An epilepsy action plan should be supplied to the School as completed by a registered doctor for all children who suffer from this condition. These must be updated annually.

Diabetes: A diabetes Action Plan should be supplied to the school. This plan needs to include all relevant and important steps to ensure a child's insulin levels are maintained as much as possible. We also ask for parents to supply all relevant medical equipment and additional foods/drinks that may be required.

Food & General Allergies: Should a student be known to have an allergy to specific foods which could be presented to them in the course of classroom activities (e.g. birthday celebrations, lessons on nutrition), this information should be made known to Administration staff and the classroom teacher whilst being added to the child's individual Operoo profile medical information. If a severe allergy or any general allergy exists, please provide the school with an appropriate action plan in case of an emergency. For Anaphylaxis, please refer to the above.

MEDICAL RECORDS

Shepparton Christian College uses a web-based system called Operoo to store and access student medical and contact information. It enables parents to keep their child's medical details up to date by entering it once for the duration of the child's schooling. Then, from time to time, the system will prompt parents to confirm the details are still correct.

Staff will have secure access to the details you provide in an emergency, such as the emergency contacts, medical conditions and other instructions you want us to know.

MEDICAL ILLNESS EXCLUSION LIST

The minimum period of exclusion from schools and children's services for infectious diseases cases and contacts (Public Health and Wellbeing Regulations 2019, Schedule 7)

Conditions	Exclusion of cases	Exclusion of contacts
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	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 (CMV) infection	Exclusion is not necessary	Not excluded
Diarrhoeal illness	In an outbreak of gastroenteritis, exclude until there has not been vomiting or a loose bowel motion for 48 hours, and for all other diarrhoeal illnesses exclude until there has not been vomiting or a lose bowel motion for 24 hours	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 Chief Health Officer
Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	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
Human immunodeficiency virus infection (HIV)	Exclusion is not necessary	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 unless considered necessary by the Chief Health Officer
Leprosy	Exclude until approval to return has been given by the Chief Health Officer	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 exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
Meningitis (bacterial other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
Molluscum contagiosum	Exclusion is not necessary	Not excluded

Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliovirus infection	Exclude for at least 14 days from onset. Re admit after receiving medical certificate of Recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until 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
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	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
Tuberculosis (excluding latent 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 Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

Explanatory notes

- Diarrhoea illness includes instances where certain pathogens are identified including
    - Amebiasis (Entamoeba histolytica)Campylobacter spp., Salmonella spp., Shigella and intestinal worms, but is not limited to infection with these pathogens.
- 'Medical certificate' means a certificate of a registered medical practitioner.
- Exclusion of cases and contacts is not necessary for latent tuberculosis.

MOBILE PHONES

All mobile phones must be kept in bags or lockers during the school day and must be switched off. If a student has their mobile phone on them or are caught using it, the phone is to be confiscated until the end of the school day. If they re-offend in the same term, their parents are to be contacted and the student's phone will be confiscated for 24 hours. Each time a student is caught with their phone, they will receive a detention. Please note that a third infringement each term will incur a week-long confiscation of the device. Any confiscated phones will be kept secure in the office safe.

MUSIC TUITION

- To view our Music Tuition Policy please click **HERE**

Music tuition lessons are available at an extra cost for various instruments. Expression of Interest forms are available on the School Stream app. All forms are passed onto our music coordinator for teacher allocation. Please be aware you may be placed on a waiting list as spaces are limited.

Musical Instruments Available consist of, Vocal, Piano, Guitar, Bass Guitar, Percussion etc.

Expression of Interest form **HERE**

OHS

Shepparton Christian College is committed to provide a safe workplace and the prevention of injury and illness. Aims:

- To provide a safe workplace for all working for and volunteering at SCC.
- To ensure that our expected standards of workplace health and safety are maintained at all times.
- To facilitate and build a strong teams approach to health and safety at SCC.
- To systematically identify, eliminate and prevent workplace safety risks.

To view our Occupational Health & Safety Policy please click **HERE**

ORIENTATION

Orientation is an important introduction to a student commencing at SCC and is structured in the following way:

PREP STUDENTS

As part of our enrolment process, we will conduct a comprehensive orientation program. Our program aims to help enable a smooth transition for Prep students from home/Kindergarten to school.

Specifically, we aim for children to:

- Become familiar with their new school, such as where classrooms, toilets and play areas are located
- Learn about school routines
- Help our students feel comfortable with their new school and meet some classmates
- Provide parents with information about our school
- Provide an opportunity for parents to ask questions, get to know staff and other parents

Our Orientation program will continue to be held over the months of November and December; children *will need to bring a snack, drink bottle, lunch and a hat each day.*

YEAR 7 STUDENTS

A Year 7 Information Night is held for parents and students in November. This is followed by an Orientation Day in December for Year 7s to allow students the opportunity to become familiar with the school.

ALL OTHER YEAR LEVELS:

An Orientation Day is held in December, during which new students attend classes with current students. This allows them to meet other children while becoming familiar with the School.

PARENT-TEACHER INTERVIEWS

Parent / Teacher interviews are held in Term 2 & 3. Notices regarding this are sent out on School Stream during the year to advise families of times, dates and procedures. Staff are also available for appointments with parents, at other times, by prior arrangement, in order to discuss issues, progress and other concerns. Students are not required to accompany their parents to the interviews, but it is strongly recommended.

POLICIES

Important policies are available on the school web page for your reading, www.scc.vic.edu.au/policies-and-publications

PRIVACY POLICY

Click **HERE** to view our Privacy Policy

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 (whiteout)
* 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, rollerblades, etc.
* Smoking or vaping
* Energy drinks
* Alcohol

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

REPORTS

Reports are available on SEQTA Engage at the end of Semesters 1 and 2. Parents are welcome to make an appointment with teachers should they seek further information about their child's learning.

SCHOOL BOUNDARIES

Students are out of bounds in the orange areas between 8:45 am & 3:15 pm.

SCHOOL NURSE

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

SCHOOL PHOTOS

Professional photographers visit SCC during the year to photograph classes and individual students. An opportunity for sibling photos for families with more than one child at the school is also provided. Please note that family photos are for siblings only. School photos for other members of the family such as cousins will be refused.

Students are required to wear their full formal school uniform on photo day.

SEQTA

ENGAGE

SEQTA Engage is a tool for parents to have an overview of their child's learning and assessments.

A number of pages can be accessed through SEQTA Engage:

- Assessments: View assessment information and results. Students can upload e-submissions and also submit online assessments.
- Subjects and lesson outlines
- Reports: Access to academic reports.
- Timetable: Your child's school timetable can be viewed from here.

Click **HERE** to view the SEQTA Engage setup Instructions

LEARN

SEQTA Learn is a tool for students to have an overview of their learning and assessments.

A number of pages can be accessed through SEQTA Learn such as:

- Assessments: View assessment information, requirements and results. Students can upload e-submissions and also submit online assessments.
- Reports: Access to their academic reports.
- Timetable: Students' school timetables can be viewed from here. Students may adjust the colours of their timetable.
- Forums: Staff monitored forums for student-led subject conversations

STUDENT ID CARDS

Secondary students will have their photograph taken early in Term 1, which will be used on their individual Student ID card. These cards can be used for student discounts. VCE Students will need to present their student ID cards for VCE Exams.

TIMETABLE

Shepparton Christian College operates on 7 periods per day. Timetables are available for parents on SEQTA Engage and for students on SEQTA Learn.

TRANSFERS TO OTHER SCHOOLS

Before issuing a transfer note, students must have returned any Library Books, Textbooks, or any other School property. **At least 4 weeks' notice must be received, and any outstanding fees must also be paid.**

TRANSPORT

Bicycles/Scooters/Skateboards

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

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.

Car Park

It is of utmost importance that we all collectively prioritise the safety of our students to ensure they arrive and depart from school safely.

The car park can be very busy during pickup and drop-off times. Our responsibility as adults is prioritising child safety above all else. We thank all those who continually work to honour safety during these busy times.

Outlined below are a few vital points that require your utmost attention and adherence:

1. **Entry and Exit points:** The Entry and exit points from the school car park are clear. Do not exit the school grounds via the entry at the northern side of the property. This ensures your safety and that of other drivers.
   Please note, the office car park is not a drop-off or pickup zone.
2. **Drop-off and Pickup Zones:** Utilising the designated drop-off and pickup zones is important. Please do not double-park or leave your vehicle unattended in these areas, as this impedes traffic flow and creates unnecessary hazards for others. These spaces are for quick drop off and pick up. If you are waiting for a child, you should not park here; please proceed to a car park in the main area.

   PLEASE NOTE THE OFFICE CAR PARK IS NOT A DROP-OFF OR PICK-UP ZONE.

3. **Mindful Driving:** When entering or exiting the car park area, please remember to drive cautiously, adhering to the designated speed limits. Avoid distractions and ensure full focus on the road.
4. **Respect Pedestrians:** As pedestrians frequently cross paths with vehicles in the car park area, it is crucial that drivers remain vigilant and prioritise their safety. Exercise patience and be aware of those walking nearby, especially our young students, who may be difficult to spot among the hustle and bustle.
5. **Parking Etiquette:** When parking your vehicle, be considerate to others by avoiding blocking in cars or taking up more than one parking space.
6. **Patience and Kindness:** We understand that time constraints and congested parking areas can sometimes be frustrating. Remember to exercise patience and kindness towards one another, setting a positive example for our young people. Rude or aggressive behaviour has no place on our school premises.

By prioritising car park safety, we actively safeguard our children from accidents and teach them valuable life lessons about responsible behaviour.

Please feel free to report to the office any concerns you might notice, particularly if you have driver or vehicle details.

Buses

Local Town Bus Travellers *(Conveyance Program)*

Students who live in the townships of Shepparton, Mooroopna or Kialla and live more that 4.8kms from the College are eligible for free bus travel. This service is provided through the local town bus system (Dysons and Jacobsons). **Student Conveyance applications are available at the office and need to be returned to the College by end of the first week in December**. Students do not need to reapply for bus travel each year. It is assumed travel will continue unless the College is notified otherwise. *If you do not meet the above criteria, conveyance cards can be purchased directly from Dysons (Shepp/Kialla travellers) or Jacobsons (Mooroopna travellers) for approximately $130 per term per student.*

Country Bus Travellers *(School Bus Program)*
A country bus service is available from most outlying towns. **Country Bus Applications are available online by clicking**

HERE or scanning the QR Code

Eligibility Requirements for Country Bus Travellers:
To be eligible for travel on a country school bus at no cost, non-government school students must attend their closest "appropriate" school, which is determined by the school's denomination. For SCC students, this will mean that if they live closer to Australian Christian College Benalla or River City Christian College Echuca, they will not be eligible for free bus travel.

Government and non-government students not attending their closest school will be required to pay a fare each term as set by PTV (Public Transport Victoria). Upon submission of your bus travel form, you will be notified via email of ineligibility and the associated costs.

UNIFORM

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

School Uniforms will be available from Quality Teams Shepparton, Benalla Road, Shepparton.

On nominated "Casual Clothes Day", Students should wear appropriate clothing suitable for school activities. No open-toed shoes, sandals, or revealing clothes -such as short shorts, leggings, or makeup- are permitted.

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

Please note that there is a 2-week uniform transition at the beginning of Term 2 and Term 4.

Makeup & Jewellery
In Primary, Makeup of any type and nail polish are not to be worn. Female students' from Year 7-12 may wear light foundation and minimal mascara. It must be unobtrusive and natural-looking; clear nail polish is also allowed. Fingernails for all students are to be clean and neatly filed.
Watches are permitted. Please note students' who wish to wear earrings may only wear one earring per ear, either plain gold or silver ear studs (Maximum 4mm) or sleepers (Maximum 12mm Diameter & 2mm thick). Any other body piercings are deemed unacceptable.
VCE Students only may wear one thin/small chain, gold or silver, plain or with a small cross, which is not to be worn over the top of the uniform.

Hair (Girls)
Hair should be clean and neat. Hairstyles are not to be extreme or bring undue attention to the individual. Hair longer than shoulder length must be tied back from the face for certain classes (Science, food tech woodwork, PE), therefore it is important to always have a hair tie available at school. Hair colour is to be a natural and uniform colour. Hair accessories must be discrete in appearance and in school colours (navy or maroon).

Hair (Boys)
Hair should be kept clean, and neat, and off the face. If it can be tied back, it needs to be tied back when requested (for example, science, food tech, wood, PE/Sport etc). Hair styles should be conservative and

should not bring about undue attention to the individual (natural colours only). Eg. No mullets or extreme hair styles.
Students are to be clean-shaven.

Wide Brim Hats
As part of our Sun Smart Policy, all students are required to wear our wide-brim hat throughout Term 1 and Term 4. Girls have the option of wearing the wide-brim hat or their Varden hat. The wide-brim hats can be purchased from Quality Teams.

Girls Varden Hat:
The Varden hat may be worn as an alternative to the navy wide-brim hats. Both the Varden and wide-brim hats are available from Quality Teams.

School Dress Length
Please be aware that girl's school dresses must not be shorter than 5cm above the knee.

Sport Short Length
Sports shorts must be a modest length in line with the College values.

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

School Bags
School bags are available for sale from Quality Teams. Please note these are not compulsory.

Primary Art Smocks
Students are required to bring an old long-sleeved shirt to school for classes.

Purchase of Uniforms
All components of the uniform are available from Quality Teams. Second-hand uniforms are also available from our second-hand uniform shop coordinated by the Parents and Friends Association.

SUMMER UNIFORM	WINTER UNIFORM
GIRLS • Option 1: Summer dress: knee-level length • Cherry red jumper (Logo) • Navy Softshell Jacket (Logo) • Option 2: Navy Skort • Option 2: School Blue female button-up shirt (Logo) • Navy blue surf hat - Primary (Logo) • Navy Varden Hat - Secondary (Logo) • *White socks* - length at least 4cm above the ankle - NO logos allowed • Black lace-up school shoes	**GIRLS** • Option 1: SCC Kilt • Option 2: Navy blue tailored pants • School Blue long sleeve shirt (Logo) • Cherry red jumper (Logo) • With pants: *Navy socks* at least 4 cm above the ankle NO logos allowed • With kilt: *Navy tights or Knee High Socks* • School tie (**new for girls**) • Formal Softshell Jacket - (Logo) • Black lace-up school shoes
BOYS • Navy-tailored long shorts • School Blue short sleeve open neck shirt (Logo) • Cherry red jumper (Logo) • *White socks* - length at least 4cm above the ankle NO logos allowed • Navy blue surf hat (Logo) • Black lace-up school shoes	**BOYS** • Navy-tailored pants • School Blue long sleeve shirt (Logo) • Cherry red jumper (Logo) • *Navy socks* at least 4cm above the ankle NO logos allowed • School tie (Logo) • Formal Softshell Jacket (Logo) • Black lace-up school shoes
UNISEX SPORTS • Navy blue school sports polo • Option 1: Navy blue SCC school sports shorts • Option 2: Navy SCC track pants • Rugby top (Logo) • *White socks* – length at least 4 cm above the ankle NO logos allowed • Sneakers	**UNISEX SPORTS** • Navy blue school sports polo • Option 1: Navy blue SCC school sports shorts • Option 2: Navy SCC track pants • Rugby top (Logo) • *White socks* – length at least 4 cm above the ankle NO logos allowed • Sneakers

VALUABLES AND MONEY

The school does not accept responsibility for the loss or damage of students' property (including money in their possession). Our insurance policy does not cover the loss of students' private possessions. If money is to be brought to school for payment of fundraising, excursions, hot dog days, etc, it should be sent in a sealed, clearly labelled envelope and handed in at the office upon arrival at school.

VISITORS

ALL visitors must sign IN and OUT at the office on the LinkSafe tablet. This procedure is to ensure that we are aware of your presence on the School property, should there be an emergency situation such as an evacuation, and for the protection of our students.

VOLUNTEERS

All volunteers must complete the following online induction & registration before volunteering in any capacity.

– Click **HERE**

Please have your Working With Children Check (WWCC) and driver's license ready to complete the online process.

If you encounter any issues, do not hesitate to contact the school office.

ALL volunteers and visitors must sign IN and OUT at the office on the LinkSafe tablet. Once signed in, the system will print a sticker, which volunteers/visitors must wear on their clothing while on site. Signing out requires simply scanning the QR code printed on the sticker with the LinkSafe tablet. Please seek administrative support if you have any difficulties signing in or out.

- Volunteers Policy – Click **HERE**
- Volunteers Code of Conduct – Click **HERE**

YARD SUPERVISION

School staff are on rostered duty on the school grounds to supervise students before and after school and during recess and lunch breaks. Teachers will not supervise students before 8:30 am and will cease to supervise students after 3:30 pm (unless students are participating in a school-organised activity).

Staff will be on duty in the car park to supervise the orderly collection of students by their parents until 3:30 pm. Any Primary students not picked up by 3:30 pm will be escorted to the office to await pickup by parents.

Parents are requested to inform the school by phone or note any regular or unusual lateness in collecting students. Please do not expect or request staff to regularly mind your child after school (beyond 3:30 pm). We are not registered as a child care centre.