

# 2026

# Parent Handbook



Werribee

## 2026 HANDBOOK FOR PARENTS

HEATHDALE CHRISTIAN COLLEGE, WERRIBEE CAMPUS

[www.heathdale.vic.edu.au](http://www.heathdale.vic.edu.au)

*FURTHER PARENT RESOURCES ARE AVAILABLE AT OUR WEBSITE IN THE PARENT CENTRE.  
PLEASE NOTE, THIS HANDBOOK IS ONLY VALID FOR THE 2026 SCHOOL YEAR AND MAY  
BE SUBJECT TO CHANGE. ANY CHANGES WILL BE UPLOADED DIRECTLY TO THE PARENT  
HANDBOOK MADE AVAILABLE ONLINE.*

*“Whoever receives one of these little children in my name, receives me; and whoever receives me, receives not me, but Him that sent me.” (Mark 9:37)*

### WERRIBEE QUICK FACTS

175 Derrimut Road, Werribee 3030

Kindergarten to Year 12 campus

<b>Principal of Primary</b>	Yvonne Harvey
<b>Principal of Secondary</b>	Deborah Letcher
<b>Reception Phone</b>	03 9749 1522
<b>Email</b>	<a href="mailto:werribeereception@heathdale.vic.edu.au">werribeereception@heathdale.vic.edu.au</a>
<b>Student Absence</b>	<a href="mailto:absent@heathdale.vic.edu.au">absent@heathdale.vic.edu.au</a>
<b>Office Hours</b>	Monday to Friday during school terms 8:15am to 4:30pm

*Please check our calendar on our website for opening hours during school holidays and student free days.*

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## KNOW OUR STAFF

### SENIOR LEADERSHIP TEAM

<b>Executive Principal</b>	Ross Grace
<b>Director of Business Services</b>	Andrew Ballesty
<b>Principal of Primary - Werribee</b>	Yvonne Harvey
<b>Principal of Secondary - Werribee</b>	Deborah Letcher
<b>Principal of Melton</b>	Iain Belot
<b>Director of Student Wellbeing</b>	Anthony Coghlan
<b>Director of Learning &amp; Teaching</b>	Graeme Hallett

### KEY LEADERSHIP CROSS-CAMPUS

<b>Primary Literacy Coordinator</b>	Nari Dent
<b>Primary Numeracy Coordinator</b>	Nadia Putri
<b>Head of Instrumental Programs</b>	Kristie Baker
<b>VET Coordinator</b>	Brownyn Graham
<b>Pathways &amp; Career Coordinator</b>	Vicky Bawden
<b>Staff Development Officer</b>	Sarita Dhawale
<b>Cross Curriculum Coordinator</b>	Matthew Pullar

### KEY LEADERSHIP MELTON CAMPUS

<b>Principal</b>	Iain Belot
<b>Deputy Principal</b>	Nick Kopitschinski

### COORDINATORS

<b>Prep – Year 2</b>	Kylie Clark
<b>Years 3-6</b>	Jo Dixon
<b>Years 7-9</b>	Gavin Abrahams
<b>Years 10-12</b>	Rodney Latham
<b>Primary Learning and Teaching</b>	Donna George
<b>Secondary Learning and Teaching</b>	Rita Hanna
<b>Sports</b>	Jennifer Diaz
<b>Instrumental Music Facilitator</b>	Alan Kirkman
<b>VCE Coordinator</b>	Vincent Trinh
<b>Sports Coordinator</b>	Jennifer Diaz

<b>House Coordinator</b>	Connor Harberger
<b>Learning Enhancement Coordinator</b>	Louise Biundo

#### LEARNING TEAM LEADERS

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<b>Christian Life Studies</b>	Margaret Mtambara
<b>Prep</b>	Eliza Roache
<b>Year 1-2</b>	Sherene Ng
<b>Year 3-4</b>	Wendy Harris
<b>Year 5-6</b>	Adam Novakovic
<b>Secondary English</b>	Lachlan West
<b>Secondary Mathematics</b>	Jennifer Treanor
<b>Secondary Science</b>	Daniel Tepace
<b>Secondary Humanities and Social Sciences</b>	Michael Lossi
<b>Secondary Health and PE</b>	Jennifer Diaz
<b>Secondary Technologies</b>	Cameron Crombie
<b>Secondary Arts</b>	Ben Danson

#### KEY LEADERSHIP WERRIBEE CAMPUS

<b>Principal of Primary</b>	Yvonne Harvey
<b>Principal of Secondary</b>	Deborah Letcher
<b>Deputy Principal of Primary</b>	Daniel Lee
<b>Deputy Principal of Secondary</b>	Daniel Deroon

#### HEADS OF LEARNING MODULES

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<b>Early Years (K-2)</b>	Cathy Ryan
<b>Years 3-4</b>	Nikki Sega
<b>Years 5-6</b>	Joe Haworth
<b>Year 7-9</b>	Steven Hendricks
<b>Years 10-12</b>	Mary Tass

#### LEARNING TEAM LEADERS – PRIMARY

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<b>Kindergarten Coordinator</b>	Jeremy Jonathan
<b>Prep</b>	Katherine Hernandez
<b>Year 1-2</b>	Jo Lewis
<b>Year 3-4</b>	Vanessa Le Sueur
<b>Year 5-6</b>	Megan Henshaw

<b>Learning &amp; Teaching Coordinator</b>	Pearl Tipping
<b>CLS P-12</b>	Paul McGregor

#### COORDINATORS - PRIMARY

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Jeremy Whelan

Garry Zimmerman

#### LEARNING TEAM LEADERS – SECONDARY

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<b>Secondary English</b>	Wesley Maurice
<b>Secondary HASS</b>	Matthew Horman
<b>Secondary Maths</b>	Karen De Leon
<b>Secondary Science</b>	Declan Segal
<b>Secondary Health and PE</b>	Heinrich Fourie
<b>Secondary Arts</b>	Ben Salvador
<b>Secondary Technologies</b>	Hayley Kirkpatrick
<b>Secondary Languages</b>	Simon Anderson
<b>CLS P-12</b>	Paul McGregor
<b>EAL &amp; International Student Welfare</b>	Ignasia Tsolis
<b>Digital Learning Facilitator</b>	Violet Byrnes

#### COORDINATORS - SECONDARY

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<b>Year 7</b>	Ituni Faluyi
<b>Year 8</b>	Mary Ann Reyes
<b>Year 9</b>	Henno van Niekerk
<b>Year 10</b>	David Supek
<b>Year 11</b>	Jonathan Abagia
<b>Year 12</b>	Kirstyn Mernone
<b>VCE Coordinator</b>	Russell Parker
<b>House Activity Coordinator</b>	Russell Parker
<b>Learning Enhancement Coordinator</b>	Zelda Dempers

#### STUDENT WELFARE OFFICERS

We have student welfare officers that work across campuses and sub-schools for the benefit of our students.

If you need to contact our Student Welfare Officers for your child, please speak with your Teacher, Year Level Coordinator, Heads of Learning Module or relevant Deputy Principal or Principal, who will assist you with this.

Older students can contact the Welfare Officers directly through their office or email  
[studentwelfare@heathdale.vic.edu.au](mailto:studentwelfare@heathdale.vic.edu.au)

#### HOW TO CONTACT STAFF

Do you have a query for a teacher? You can simply send a short note to their email address or make an appointment to see them.

Teachers must give their full attention to their classes and therefore we ask that parents/guardians do not engage a teacher in discussion at the beginning of the school day. It is also important that parents/guardians understand that quite often staff have meeting commitments after school and are therefore unavailable for impromptu appointments.

Please arrange a time with them through the relevant sub-school office, or via their email address.

If there is an immediate issue, please call the relevant sub-school office to advise them. They will direct your call to the most appropriate person to handle the situation.

Please do not email any immediate issues, as whilst teachers are in front of a class, they are unable to read or respond quickly. We also encourage staff to not check emails over weekends and annual leave to help them maintain a good work/life balance. Staff also are entitled to evenings, so please ensure correspondence is delayed or sent within business hours.

#### CHILD SAFETY

Heathdale Christian College has a zero tolerance of child abuse. We have developed a Child Protection Policy, Procedure and a Code of Conduct. All employees, volunteers and contractors working with children in our care must abide by these policies and practices. Our aim is to protect children from abuse and embed a culture of safety. We completely reject any action or behaviour that results in the abuse of a child who is part of our community. We believe that each person is an image-bearer of God and this underpins our commitment to see every student flourish in all aspects of life as well as feel valued for who they are. As we work in partnership together, this responsibility and commitment needs to be owned by the entire College community.

The College has appointed Child Safety Officers who are available to students, staff and community members who have child safety concerns.

If you are aware or have witnessed a situation where you feel a child is at risk and wish to contact the College in a confidential manner, please email our Senior Child Safety Officers at [seniorcso@heathdale.vic.edu.au](mailto:seniorcso@heathdale.vic.edu.au) to express your concern. Alternatively, you can call the College directly on (03) 9749 1522 and ask to speak to a Child Safety Officer, this can be done anonymously.

If a child is in immediate danger, please contact 000 immediately.

#### EMERGENCY MANAGEMENT

The College has policies regarding the monitoring of visitors and the supervision of students, playgrounds and the College grounds during the course of the school day. As part of this, we run both lock down and evacuation drills with our staff and students each year.

## SIGNING IN/OUT

All parents/guardians or other family members who come to the College during school hours to perform services such as reading or other agreed volunteer work, must sign in and out at the relevant campus reception and wear the appropriate nametag.

All other visitors to the College must also sign in and wear the appropriate nametag.

## EMERGENCIES, INCLUDING EVACUATION

In the event of an emergency, all visitors will be advised as to whether they are required to stay inside or exit outside to the nearest evacuation point.

In the event of an evacuation, all visitors are asked to please follow the instructions of the Emergency Coordinator in their area and make their way to the evacuation point with the Teacher they are working with.

Once at the evacuation point, all visitors are requested to line up and be accounted for by a staff member wearing a yellow vest.

During this time visitors are asked to remain as quiet as possible so that further instructions can be heard.

## ATTENDANCE AND SCHOOL ABSENCE

### TERM DATES

Our College term dates can be found in our Heathdale website in the footer area, as well as in our Calendar in the Parent Centre. Go to [www.heathdale.vic.edu.au](http://www.heathdale.vic.edu.au)

### SCHOOL HOURS

Students are expected to attend each school day, during school terms during the following hours.

**Kindergarten:** As per scheduled group

**Werribee Primary:** 8.30am to 3.10pm

**Werribee Secondary:** 8.40am to 3.20pm

**Melton:** 8.30am to 3.10pm

To ensure the safe supervision of our students, we ask that parents/guardians organise their routines so that their child(ren) arrive at and depart from the College within these supervised times.

### STUDENT SUPERVISION

Our staff provide student supervision from 8.10 am until 3.30 pm. Students should not be arriving or departing the college grounds outside of these times, unless they are enrolled into our Outside School Hours Program or attending extra-curricular activities such as tutoring, sports training or extra classes.

## WHAT TO DO IF YOUR CHILD IS ABSENT?

Email the relevant address with your child's name, year level, date of absence and reason of absence. A medical certificate can also be supplied as a photo or pdf to the absent email.

**Werribee absences:** [absent@heathdale.vic.edu.au](mailto:absent@heathdale.vic.edu.au)

## WHAT TO DO IF YOUR CHILD ARRIVES LATE TO SCHOOL?

Email the relevant sub school office with the student name, class and expected arrival time.

**Werribee Primary:** [werribeeprimary@heathdale.vic.edu.au](mailto:werribeeprimary@heathdale.vic.edu.au)

**Werribee Secondary:** [werribeesecondary@heathdale.vic.edu.au](mailto:werribeesecondary@heathdale.vic.edu.au)

When your child arrives late to school, they must:

- Sign in at the relevant office, using their student card \*\*
- Collect the receipt.
- Give the receipt to their teacher when they arrive at their class.

*\*\*Prep to Year 2 students must be accompanied to the office by a parent/guardian and taken to their classroom by the parent/guardian.*

*\*\*Prep - Year 2 students can be signed in at the ELC Foyer Student Kiosk or the Year 1-2 Building.*

## WHAT TO DO IF YOUR CHILD NEEDS TO LEAVE SCHOOL EARLY?

Parents/guardians must email the relevant sub-school office one day prior if your child needs to leave early including your child's name, year level, reason and expected time of departure.

**Prep to Year 2 students:** At the Prep gate, press the intercom to connect with the Primary office. Once verified, you will be able to access the gate and proceed to the classroom to collect your child. Access will be delayed if email notification has not been submitted.

**Year 3 to Year 6 students:** Parents proceed to the Primary office, for staff approval. Your child will meet you at the Primary office or you may collect them from class and provide the sign out receipt to the relevant teacher.

**Years 7 to Year 12 students:** Students proceed to the relevant office, for staff approval at the Student Sign out terminal. A receipt is issued for the student to retain for the day.

## ACCOUNTS INFORMATION

All accounts must be paid by arrangement with the College via Direct Debit only. You may choose to do this from either a bank account or a credit card. Payments are no longer accepted at the College or by direct credit.

Every family who has not previously made these arrangements, must complete an Annual Fee Payment Option form indicating the payment frequency that suits you best and a Direct Debit form. Credit card details for Direct Debit can be securely inputted via the Heathdale Parent Payment Portal, no financial data is stored on our system.

Fee instalments are charged in advance.

The payment frequency options available are:

- fortnight (22 instalments),
- month (11 instalments),
- term (4 instalments),
- semester (2 instalments) or
- year (1 instalment).

Each of these options have specific due dates, as shown on the Payment Options form, and these are the dates we will process the Direct Debits. You will be emailed a statement approximately one week prior to your scheduled direct debit. Please ensure funds are available in the nominated account to ensure payment is cleared. Any dishonoured payments may incur a late fee charge being applied to your account.

Your chosen Payment Option will remain in place for consecutive years unless you request a change in writing to our Accounts Team [accountsreceivable@heathdale.vic.edu.au](mailto:accountsreceivable@heathdale.vic.edu.au)

If your account is in arrears, you can make one-off payments using the Payment Portal, however, these details will not be used for continuing Direct Debit arrangements.

Your current **Enrolment Agreement** includes the following Terms and Conditions relating to Fees and Charges.

- Where there is more than one Applicant, both/all persons will be equally responsible jointly and severally for the school fees and any other charges.
- All fees are due and payable in full as dated on the fee invoice/statement. The payment option form provided in the Offer of Enrolment pack states the various payment frequencies available and their due dates. When the College has not received your chosen frequency option, your payment option will default to monthly instalments.
- The Applicant shall be liable for payment of an Enrolment Fee at the current rate in order to confirm enrolment. This fee is neither refundable nor transferable and does not form part of the annual tuition fees and levies.
- College activities included in the learning programs such as excursions, camps, curricular activities and related items, form part of the Resource Levy. The Applicant is/are also responsible for fees and charges relating to any elective activities (e.g. Overseas Camps, Volleyball, Private Music Tuition, special end of year events, damaged/lost library books etc.) The College can deduct these charges via direct debit in addition to regular instalments.
- If the student commences at the College part-way through a term, tuition fees will be charged on a pro rata basis.
- No refund of fees paid or waiver of any fees outstanding will be made if the Student is withdrawn from the College during a term or is absent for any reason.
- If a student is withdrawn at the insistence of the College (e.g. in line with the Student Code of Conduct), the Applicant is/are liable for all fees and charges up to the date of notification of the Student's enrolment at the College being terminated.

- The Director of Business Services is authorised to take such action deemed necessary to recover unpaid fees or charges, including any debt recovery costs.
- Any outstanding accounts may result in late fees, suspension of enrolment, the exclusion of the student/s from certain activities or the permanent exclusion from the College. Any recovery via legal action shall require both payment of the unpaid fees, together with charges and costs of recovery, being charged to the Applicant. A decision under this clause is at the sole discretion of the Director of Business Services and any waiver of this clause does not indicate an ongoing waiver.
- If a student is to be withdrawn from the College, you will need to provide notice by completing the Withdrawal of Enrolment form at least one full term in advance. The Withdrawal of Enrolment form is available from the Community Development Team at [enrol@heathdale.vic.edu.au](mailto:enrol@heathdale.vic.edu.au) or directly from our Parent Centre on our website. If you do not provide this notice, a fee of 25% of the annual tuition fee will be payable, which represents a genuine pre-estimate of the financial costs to the school of the family's failure to give notice.
  - Examples:
    - For students due to leave at the beginning of Term 1, notice must have been provided by the end of Term 3 of the previous year.
    - For students due to leave at the beginning of Term 3, notice must be provided by the end of Term 1 of the same year.
- In the event of a parental relationship breakdown, both parties remain equally responsible, jointly and severally for the school fees and all other charges, unless a court (legal) document is provided to the College stating varied responsibility.

## FINANCIAL DIFFICULTIES

If at any time, a College family experiences financial difficulties, we encourage you to contact the Director of Business Services to request assistance. We may be able to work with you to structure a payment plan to assist in providing relief during temporary difficulties. We cannot offer this assistance if we are not made aware of the circumstances. Applications for temporary fee assistance are not guaranteed and need to be accompanied by a completed application for hardship form including requested supporting documentation. Please contact [accountsreceivable@heathdale.vic.edu.au](mailto:accountsreceivable@heathdale.vic.edu.au) for further details.

## SIBLING DISCOUNTS

The College sibling discounts (when children are simultaneously enrolled in the same enrolment year) on tuition fees are:

Sibling position	Discount of Tuition Fees
First child	0%
Second child	15%
Third child	35%
Fourth child onwards	100%

Please note, there is no discount to the Resources Levy, which is a direct cost recovery of resources provided to each student for their year level.

## CAMPS, SPORTS & EXCHANGES FUND

Families on valid health care cards can apply for the Government-funded Camps, Sports & Excursions Fund (CSEF), which provides a rebate on fees to families of \$150/year for each Primary student and \$250/year for each Secondary student. The College will match this amount, resulting in a total rebate of \$300/year for every Primary child and \$500/year for every Secondary child.

To claim this significant rebate, we encourage all relevant families to send a copy of your valid health care card to our Accounts department at [accountsreceiveable@heathdale.vic.edu.au](mailto:accountsreceiveable@heathdale.vic.edu.au) by June. Our team will assist you in applying for the CSEF and once approved, the full amount, including Heathdale's matching contribution, will be credited to your account.

## BRINGING VALUABLES TO SCHOOL

Sports equipment brought from home must be clearly labelled. If it is lost, the College will do all it can to help find the item(s), but the College cannot be held responsible.

While respect for one's own and other people's property will be encouraged within the College community, parents/guardians are requested to ensure that items of monetary and/or sentimental value are not brought to school. The College cannot be held responsible for valuable items that go missing or get damaged.

No large sums of money or valuables should be brought to school, however if there is a pressing need, anything valuable should be given the relevant Principal or HoLM to be kept in the safe during the day.

Students who wear jewellery outside our uniform guidelines may have it confiscated and such items will be kept by the relevant Principal or HoLM for safe keeping during the day.

## CANTEEN

At both of our campuses, the College has canteens which operate each weekday during term time.

Prep to Year 6 students may order lunch through the QuickCliq website. The link is available on our website at [www.heathdale.vic.edu.au/parent-centre](http://www.heathdale.vic.edu.au/parent-centre). Students are not able to bring money to purchase items directly from the canteen, including before or after school. Please ensure food is brought to school for Recess, as the canteen does not supply orders at Recess time.

Years 7 to Year 12 students may order lunch through the QuickCliq website, or alternatively, bring money to make a purchase during Recess or Lunch. We ask that students use a card or cash to pay for food at the canteen, as mobile phones must be locked away during the school day. Students who have pre-ordered a lunch must collect their order from the Canteen at lunch time.

Online orders must be placed by 8:30am on the day you want your child to receive the order.

Please note that in instances of an excursion or special event, the canteen may not be available. This will be communicated in an event communication notice to parents.

## CAMP PROGRAM

The camp program is aimed to develop students' independence and resilience. Camps occur across all year levels from Years 3-12 (excluding Year 8). The cost of these compulsory camps is included in the Resources Levy. There are occasionally other camps outside this program that are specific to subjects (such as interstate or overseas trips) that incur an additional charge. Camps are vital experiences for our students as they continue to develop and learn outside the classroom, for example:

**Year 7 Camp** provides students aims to develop students' independence and deepen their relationships with one another, while also providing time for exploring key issues for young adolescents.

**Year 12 Camp** facilitates a crucial time of reflection and bonding as students begin the final year of their school life. Along with activities, sessions include the provision of VCE/VCAL information, pathways for managing stress and study and spiritual encouragement.

## COMMUNICATION

Our College values providing informed communications to parents. Upon commencement at Heathdale, your parent email will be automatically added to our eNewsletter. This is produced once a fortnight and includes recent happenings, important dates and Principal blogs. News items and calendar events are always accessible on our website [www.heathdale.vic.edu.au](http://www.heathdale.vic.edu.au)

The main communication channels are:

- **Targeted email** – for important parent information that requires standalone communication.
- **Fortnightly College Newsletter** – for blogs from the Principals, news stories, information and diary dates.
- **Social Media channels** – for happenings and events occurring across both campuses.
- **SMS** – for urgent communications, First Aid notifications or unexplained student absence.
- **Parent Portal** – for reports and parent/teacher conversation bookings.
- **One-to-one email** – for communication between staff and parents regarding the individual progress of a student.
- **Canvas Learning Management System** – for parents to remain informed about their student's learning progress and deadlines.

*Further information about communication notifications from First Aid can be found in the 'Health' section.*

The College also seeks feedback through surveys. Once each year, the College invites all parents/guardians to submit their feedback on different aspects of the school over the last 12 months. In addition to this, randomly selected parents/guardians may be invited to participate in additional surveys about specific topics.

Participants can opt out of these surveys at any time by selecting 'unsubscribe' on the survey invitation.

Student progress reports are sent to parents once a semester. This coincides with an opportunity to have a parent teacher conference in relation to your child's progress. Additional parent teacher meetings are available on request directly to the teacher or via the relevant sub-school office.

## COMMUNITY DEVELOPMENT

The Community Development Team manages a range of activities, including fundraising, marketing, media relations, alumni and production of the annual Aurora publication. For enquiries relating to these, please contact the team at [marketing@heathdale.vic.edu.au](mailto:marketing@heathdale.vic.edu.au)

### PARENT INVOLVEMENT

We welcome parents to play an active role in their child/ren's education as well as in our community. Parents are encouraged to attend special assemblies, school sporting fixtures, Drama and Musical performances, Awards/Celebration nights and other functions held during the year.

Parents also have an opportunity to volunteer within the College at times. This can be through assisting with:

- Excursions and special events
- Incursions
- Sporting events
- Camps

Contact our office to find out how to become involved.

## EXCURSIONS AND INCURSIONS

Excursions and Incursions are planned with a particular educational focus and are a valuable tool in our student's learning. Excursions are held off the College's grounds, whereas Incursions are held within the College grounds.

On the offer of a place, parents/guardians will provide permissions for their child(ren) prior to the student beginning with the College. This allows students to attend excursions that involve walking from the College grounds, for example, walking to the Werribee Baptist Church.

### OTHER EXCURSIONS

A specific Notice of Excursion will be provided via email before any planned excursion and will need to be verified by parents/guardians before any student will be allowed to leave the College grounds.

If parents do not approve the excursion, and no valid reason has been provided, students will not be permitted to attend the excursion, but will remain at school.

The general permissions filled out during acceptance of an enrolment offer do not cover students on this type of excursion.

## HEALTH AND FIRST AID

The College has multiple policies and procedures in relation to the health of students at our College. These are available online through our College website.

Upon the offer of a place at Heathdale, families will receive a Family Student Data Form on which parents/guardians will record information that is important for the College to know. This form must be completed and returned prior to commencing with the College.

Consistently throughout each year, families confirm that the student health information we have on file is correct through completion of a data verification process via the excursion approval process. If any medical or health issues arise during the course of the year, contact First Aid directly to advise via [firstaid@heathdale.vic.edu.au](mailto:firstaid@heathdale.vic.edu.au). Update all medical and contact information via Consent2Go The app can be downloaded to your mobile device for ease of access.



For the best experience on mobile devices, download our parent application for [Android](#) and [iOS](#)

## COMMUNICATIONS

Parents/Guardians may receive the following communications from First Aid.

- **Phone Call** – First Aid notifications that require parent/guardian action or approval. For example, a pickup of a child who is not well, administration of medication (Primary students and Secondary students) and notification of an emergency situation. In some urgent situations, if the primary care givers cannot be reached First Aid will then contact the emergency contacts for action or approval.
- **Text Message** – Notifications in relation to administration of medication), where a head injury has occurred and may require monitoring after school, expiring medications for existing student conditions.
- **Email** – General notifications in relation to general health of students, seasonal health issues, class notifications and/or reminders of expiring medications.

## ALLERGIES AND CONDITIONS

If a parent/guardian suspects that their child(ren) has an allergy, it is encouraged that they visit their family doctor, and have it properly diagnosed. Once diagnosed, First Aid Staff must be supplied with instructions from the doctor on how to best care for the child(ren).

If a child has been diagnosed with a life-threatening allergy, it is vital that First Aid Staff are provided with an emergency medical kit, complete with doctor's written instructions on how to best deal with any reaction.

Valuable time may be lost in caring for a student if our First Aid Staff do not have the proper instructions.

Students with life threatening allergies are not permitted to attend the College until a current Anaphylaxis Action Plan and necessary medication is provided to the First Aid Room and our First Aid Staff are fully informed by the parent/guardian of the contents of the Action Plan. This information will then be passed onto the relevant staff members.

In cases where a student is known to suffer from a particular condition, such as epilepsy, allergies or the like, it is essential that parents/guardians complete a Medical Action Plan, which is available from the College First Aid Rooms.

## ANAPHYLAXIS MANAGEMENT GUIDELINES

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Our College has an Anaphylaxis Management Guideline and policies which can be viewed on the school website . Each year parents will be required to complete an Individual Anaphylaxis Management Plan (as per the Ministerial Order 706). This plan is completed electronically via DocuSign and will be emailed to parents for completion.

## ASTHMA

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Our College requires an Action Management Plan from the family doctor to enable the correct procedure to be followed if an asthma attack occurs. The Asthma policy can be viewed via the college website.

## BECOMING UNWELL AT SCHOOL

If children are clearly unwell before school, they should remain at home for the day in the interest of themselves and the wider school community.

In circumstances where a student becomes unwell or suffers an injury during the course of the school day, they are to inform the appropriate teacher, who will send them to First Aid Room if necessary.

First Aid Staff will assess the situation, and if it is decided that the child needs to go home, parents/guardians will be contacted to collect their child. If they are unable to contact the parents/guardians, the emergency contact list will be used.

Students should be picked up from the First Aid Room and signed out at First Aid or as directed.

## MEDICATION AT SCHOOL

Sometimes students require medication at school for a period of time. All medication is held in the relevant First Aid Room and will be administered only by First Aid Staff. The Administration of Medication policy is available from the College.

Please note: No medication or drugs are to be brought onto the College grounds by any student without informing First Aid Staff beforehand at [firstaid@heathdale.vic.edu.au](mailto:firstaid@heathdale.vic.edu.au)

If a student is taking a course of medication and needs a dose during the day, it must be provided in its original packaging, with clear written instructions as to its administration, with completion of a Medication Administration Form (available from First Aid).

## ADDITIONAL CLOTHING SOLUTIONS

In the event that a child's clothing becomes soiled or dirty, the First Aid Room has a selection of spare uniform items for the child to change into. A note will be sent home with the soiled clothing, stating which uniform items have been borrowed.

Parents/guardians are kindly asked to wash and return the items to the First Aid Room as soon as possible.

## SUNSMART

Heathdale encourages SunSmart behaviour and have particular expectations of students to act in a SunSmart manner. The UV Index is available on our website in the Parent Centre.

During Terms 1 and 4, all students must wear their College-approved hats at recess and lunchtime. This can also apply to other times when students are outside for an extended period of time, such as a Physical Education class.

Students are also encouraged to apply appropriate strength sunscreen before coming to school in the morning and re-apply as necessary throughout the day.

## HOUSES

When students begin with our College, they are welcomed into one of our four house groups named after key Christian figures:

- **Carey (Yellow)** – William Carey was a missionary to India and oversaw the translation of the Bible into 36 languages.
- **Judson (Blue)** – Adoniram Judson was a missionary to Burma and Bible translator.
- **Stanway (Green)** – Alfred Stanway is an Australian Anglican missionary in Nairobi, before returning to the role of Principal at Ridley Theological College.
- **Taylor (Red)** – Hudson Taylor was a missionary pioneer to China.

You can read more about these figures on our website.

The House competition is diverse across our Primary and Secondary schools, encompassing opportunities to compete in academic, sporting, musical and general interest pursuits. It may include activities such as Swimming, Athletics, Cross-Country, Choral Competition, Battle of the Bands, General Knowledge, Debating, Spelling Bees, and more. This is an opportunity to participate in either specific learning modules or combined years to earn points toward the House Shield at the end of the year. In Primary school, house points are also awarded on other value-based activities. This program encourages teamwork, participation, confidence as well as student involvement in a variety of situations.

## LIBRARY

Our school library is a vibrant centre for learning and growth, offering programs and services that enhance the educational experience. It fosters curiosity, innovation, and problem-solving while playing a pivotal role in our school's cultural and social life. The library's physical and digital spaces connect students to resources and peers, providing a safe and flexible environment where students can develop their literacy skills and enjoyment of reading. Online services expand access beyond school walls, and the library hosts activities like the Library Leader Program, Book Week, and celebrations of national days, enriching our students' learning journey. Students can access the library before and after school, as well at lunchtime to borrow and return books.

Our procedures are designed to ensure the constant availability of needed resources. This is done by encouraging students to borrow and return books correctly and quickly. Parents/guardians can always help with the return of materials, by checking the date due slips inside the borrowed books.

### BORROWING BOOKS

The College has a large library with a collection of books available for use from the beginning of the school year. Years 1 to 6 students will be able to commence borrowing when library lessons begin. Students are not restricted to borrowing during lesson times and can return and borrow during opening hours. Werribee Primary Prep to Year 1 students have a remote library in their home locations.

Care of Library materials and borrowing in the approved manner is expected from each student. Primary students must carry books in a library bag. These may be home-made or purchased from the College. A charge may be entered on your school account for damaged or lost books. All procedures used to recover missing books are costly.

### OVERDUE BOOK PROCEDURE FOR STUDENTS

Below is listed the overdue procedures for our students. Overdue emails and letters are automated through our library computer system.

Please note, the Library Management computer system is user-friendly, but not infallible. If a student genuinely feels they are not responsible for books which are lost or overdue, please contact the staff in the Library so that they can help clarify the situation.

Items are issued to each student for a 2-week borrowing period. Below is a table explaining what notice will be provided and actions taken at different overdue periods.

BORROWING CYCLE	PREP – YEAR 4	YEARS 5 – 12
Week 1	N/A	N/A
Week 2	N/A	N/A

<b>Week 3</b> (1 week overdue)	List emailed to teacher to advise student; individual notice emailed to parents/guardians	Notice emailed to student & parents/guardians and list emailed to teacher to advise student
<b>Week 4</b> (2 weeks overdue)	Individual notice emailed to parents/guardians	Individual notice emailed to student & parents/guardians
<b>Week 5</b> (3 weeks overdue)	Individual notice emailed to parents/guardians	Individual notice emailed to student & parents/guardians
<b>Week 6</b> (4 weeks overdue)	<p>Letter emailed to parents/guardians with option to:</p> <ul style="list-style-type: none"> <li>- Find and return item within 7 days; or</li> <li>- Charge account with replacement cost (no refund, item can be retained by family if found)</li> </ul> <p>If item/s charged, they are marked as missing on record and student is allowed to borrow again.</p>	<p>Letter emailed to parents/guardians with option to:</p> <ul style="list-style-type: none"> <li>- Find and return item within 7 days; or</li> <li>- Charge account with replacement cost (no refund, item can be retained by family if found)</li> </ul> <p>If item/s charged, they are marked as missing on record and student is allowed to borrow again.</p>
<b>Week 8</b> (6 weeks overdue)	<p>Letter emailed to parents/guardians if family chose option to find and return item. Given item was not returned, the replacement cost is charged to family account.</p> <p>Item/s are marked as missing on record and student is allowed to borrow again.</p>	<p>Letter emailed to parents/guardians if family chose option to find and return item. Given item was not returned, the replacement cost is charged to family account.</p> <p>Item/s are marked as missing on record and student is allowed to borrow again.</p>

Students traveling overseas are encouraged to return books beforehand, so they do not become overdue while away. Books should also not be taken overseas. School leavers are not permitted to be issued books two weeks prior to their leaving date.

#### OVERDUE CLASS SET RESOURCES

- The student is notified of the overdue resource via their Home Room Teacher.
- No borrowing of further class set resources until outstanding book/s is/are returned.
- If the resource is two (2) months overdue, parents will receive an email notifying them of the situation and requesting immediate return or the student(s) account will be charged with the replacement and account keeping costs (as per above)

#### DAMAGED OR LOST BOOKS

Please report to the library teacher via an email, note or phone call.

**Werribee Library - [library@heathdale.vic.edu.au](mailto:library@heathdale.vic.edu.au)**

The decision to charge for a damaged or lost book is at the discretion of the Library staff.

## MOBILE PHONE AND ELECTRONIC DEVICES AT SCHOOL

The College has strict guidelines for the management of mobile phones and electronic media usage by students. The reason for this is that we do not want electronic media and mobile phones to interfere with the valuable learning and social development that is our primary concern each day.

Mobile phones and electronic devices are not necessary during school hours and procedures exist for sign in and sign out of these devices for all students.

Parents/guardians of Primary students who feel that their child(ren) need to have access to a mobile phone or electronic device, such as may be the case with students who travel on the school bus or use public transport, must contact the relevant Head of Learning Module, or Principal to discuss the matter further. These devices must be checked into the Primary office.

The College will not be held responsible if mobile phones are misplaced or stolen on school grounds.

For more information about the College's Mobile Phone and Electronic Media Guidelines, please see our College Parent Centre on our website. Specific Secondary student guidelines can be found in the Secondary student diary.

## MAKING PHONE CALLS AT SCHOOL

Our Administration Staff are sometimes asked to make calls, especially when equipment or lunch has been left at home. Administration staff will allow students to make a call when the matter is deemed necessary by staff.

Primary students are not permitted to make phone calls; a staff member will telephone on their behalf.

## RECEIVING PHONE CALLS

Students may not receive phone calls while at school. Our Administration Staff will endeavour to pass on any urgent messages, which should be phoned through to the relevant sub-school office no later than 2.15 pm. This will allow time for messages to be distributed to the student's Home Room. We cannot guarantee that messages left later than 2.15pm will reach the student.

## SMART WATCHES

Students are allowed smartwatches, but they must be set to school mode during school hours to ensure they don't provide distractions to students. If students use smartwatches for communication or accessing apps during the school day, this will result in the watch being confiscated and only returned to the parent.

## PERSONAL PROPERTY

School bags must be zipped up and neatly arranged on the bag racks provided out the front of the students Home Room. On hot days lunchboxes may be kept in the classrooms at the discretion of the class Teacher. In Secondary, students may choose to keep their lunch container in their locker if desired.

Please ensure all items of personal property, including clothing and books, are appropriately named. Children are encouraged not to bring toys or sports equipment to school. If such items are brought, please ensure they are clearly labelled. If items are lost, while we will do all we can to find the item, the College cannot be responsible for the loss.

If an item is lost, the procedure is to notify the teacher and the relevant sub-school office. The item will be entered into the 'Lost Property' book. Normally if an item is found and is appropriately labelled, it will be returned to the owner. If an item is found but not labelled, it will be kept for a maximum of one (1) term. Please refer to the 'Bringing Valuables to School' section for further information.

## PRIVATE MUSIC LESSONS

We are keen to encourage the God-given musical giftings of our students. The College contracts a number of private music teachers who assist in providing this program. These music teachers are not employed by the College but are given time and space to conduct private lessons during class time. These music teachers are further supported by our Head of Instrumental Programs. If you are interested in music lessons for your child, please visit the Parent Centre and register your interest by completing the Private Music Lesson form found on our College website.

## TRAFFIC SAFETY

The safety and well-being of all students and staff is our first priority. In all of our carparks and roads around schools, please slow down and give way to all pedestrians.

Parents/guardians who bring their child(ren) to school and/or collect them by car are requested to pay particular attention to **road safety, 10km speed limits and all traffic signs** on our campuses.

We request all Prep to Year 6 students are escorted across the car parks by a parent/adult.

Parents/guardians are asked to ensure that they always stop in designated 'quick drop off/pick up zones' or parking spaces when driving their child(ren) to and/ or from school and not stop in traffic flow areas.

## STUDENT DRIVERS

Students who are 18 years old and have obtained their Probationary Licence are allowed to drive cars to school, only after they have registered their car and driver details with the Head of 10-12.

Other students, including siblings, are not permitted to travel with a student driver until a written letter from the student's parents/guardians is lodged (and approved) with the Head of 10-12.

## UNIFORM REQUIREMENTS

The wearing of school uniform correctly is compulsory for all Heathdale students for the following reasons:

- Students are easily identifiable as being from Heathdale Christian College when they are in the community.
- It creates an atmosphere of unity where students do not feel they have to compete with the latest fashion trends.
- It is meant to be a more practical and cost-effective alternative to wearing casual clothes every day.
- It establishes a sense of pride and belonging.

Parents/guardians and students are asked to read and adhere to the Uniform Guidelines for our Primary and Secondary Schools available on our College website.

### GENERAL UNIFORM GUIDE

- Uniform items can be selected from a year-round wardrobe.
- Kindergarten students wear the Primary Activewear uniform every day.
- Primary school students have the choice of wearing either the Activewear or Academic wardrobe every day. Uniform items from each wardrobe must not be combined unless they are an approved cross-over garment as outlined in the Uniform Guidelines. On days where students have timetabled PE or Sports, they must come in Activewear. On designated formal occasion days (e.g. assemblies, school photo day, end-of-year celebrations) students must attend in Academic uniform. These days will be communicated in advance.
- Secondary school students must come in the academic uniform, except on days where they have time-tabled PE or House activities requiring sports uniform. Students engaging in before or afterschool sport training, or lunchtime sports or training, need to change into their academic uniform before attending classes, unless it is their timetabled PE day.

In cases where the Uniform Guidelines have been interpreted to the letter but has deviated from the spirit of it, staff from the Senior Leadership Team will have the discretion to interpret the Uniform Guidelines as they were intended and have the final say on what is acceptable.

Our College uniform provider is Noone Imagewear. More information about purchasing uniforms can be found at [www.noone.com.au](http://www.noone.com.au)

## SPECIFIC INFORMATION FOR PRIMARY STUDENTS

### BEGINNING THE SCHOOL YEAR

Primary School students will have an opportunity to meet their teacher at the beginning of the school year. This is a short visit arranged to see where your classroom will be and for the parents and students to meet the class teacher.

### PREP STUDENTS

It has been our experience that Prep children become very tired. Early nights and a good sleep are recommended! The College has implemented a special transition program for the first month for our Prep students:

- **Week 1:** first day of school begins on Tuesday 3<sup>rd</sup> February 2026.
- **Week 1 to 4:** For the first four weeks of school, Prep students will have Wednesdays off to rest at home.
- **From Week 5 onwards:** Full days every school day, including Wednesday.

All Prep children require a water bottle, snack and lunch each day.

### CANVAS

The Canvas online learning management system connects students to digital resources set by their teacher. Canvas is used as a reporting system for students and parents, as assignment feedback and subject grades will be released through Canvas. Parents are able to access their child/ren's feedback and results through a parent observer account. More information about this is found on our website.

### COLLECTION OF CHILDREN

Parents/guardians are responsible for the collection of their child(ren) after school. If there are changes to the person who would usually collect your child, you need to inform the child(ren)'s class teacher(s) via email in advance.

### WAITING FOR PARENTS/GUARDIANS AT HOME TIME

At home time, Primary students should be waiting for parents/guardians in designated supervised areas. Parents/guardians stopping in the College car parks must escort their children to and from the car. Children are not permitted to walk through any car park unescorted at any time.

### WAITING FOR SIBLINGS

Primary students waiting for Secondary siblings are required to do so in designated supervised areas until they are met by their siblings.

Staff supervision is provided until 3.30 pm and all children should be picked up prior to this time. Primary students not picked up by this time should go to the relevant sub-school office and will be transferred to Big Childcare.

Playgrounds are out of bounds to ALL children after school from 3:30pm, as there is no College provided supervision of these areas.

## BUS TRAVELLERS

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Primary School bus travellers are required to wait in designated supervised areas until they board the bus and leave the campus. Werribee Prep students may not travel on the school buses by themselves without Principal permission. Prep – Year 2 students walk with staff on duty between the ELC and buses. If this poses a problem for you, please contact the Principal of Primary Werribee.

## DELAYED AT HOME TIME

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Parents/guardians who are delayed for any reason on a particular day or unable to pick up their child(ren) because of an unforeseen emergency, must contact the relevant sub-school office, preferably before 2.45 pm.

Parents/guardians unable to pick up their Primary School child(ren) must inform their class teacher(s) via email letting them know of any alternative arrangements that have been made.

Parents/guardians of Prep to Year 6 students who cannot collect their child(ren) on time are encouraged to use the Out of School Hours Program.

We recommend all primary students are enrolled with Big Childcare, so that, in the case of an emergency, children will be adequately cared for until their parents/guardians arrive.

## DIARY

Students in Year 3 to 6 will use a School Diary. This will be used to record important dates and information throughout the year, take note of lessons and learning during the week, as well as a place to set and reflect on learning goals they aim to achieve.

## HOMEWORK

Homework in the Primary School is designed to assist children's learning by having them practise skills and revise concepts that are being taught at school. It provides a means of involving parents/guardians in the education process, thereby reinforcing the link between the family and the school. Parents/guardians have the opportunity to see what their child is doing and the progress they have made.

It is College practice to encourage children to develop good revision and study habits at an early age. The following homework guidelines have been established and should be no longer than:

- **Prep:** 10 minutes per night
- **Years 1 and 2:** 15 minutes per night
- **Years 3 and 4:** 20 minutes per night
- **Years 5 and 6:** 30 to 60 minutes per night

Please note that reading is always encouraged and is not included in the above time allowances.

If a student is unable to complete homework on a given night OR, even though focused on the task, is consistently taking much longer than the stipulated time to complete homework, an email or note to their class teacher is required.

## LUNCHES

We all play an important role in teaching children about good eating habits. Therefore we:

- Encourage healthy foods including fruit and vegetables.

- Discourage unhealthy foods.
- Encourage sustainable, no-spill water bottles for students.
- Encourage children to consider our environment by asking parents/guardians to use Waste Free Packaging for snacks and lunch.
- Where a specific child has severe allergies, requirements for food will be communicated to the specific class parents at the beginning of the year.

## FORGOTTEN LUNCH

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Whilst it is not the College's responsibility to provide a child's lunch, we recognise that in the event a child loses or forgets their lunch or lunch order, it is important that the student has adequate food and drink throughout the day.

If a child comes to school without provision for lunch the procedure is as follows:

- The child informs their class teacher.
- The parent/guardian is phoned to confirm the missing lunch.
- The parent is asked to bring lunch in from home or if not convenient, small items such as a piece of fruit and/or crackers will be provided by the College.

## SPECIAL CELEBRATIONS

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At Heathdale Christian College, we celebrate Christmas and Easter from the Christian Biblical foundation.

If parents/guardians would like to celebrate their child's birthday, they are asked to speak with the Class Teacher for any procedures. No food or presents for the class are able to be distributed via the Classroom Teachers.

## OUT OF SCHOOL HOURS CARE – BIG CHILDCARE

Register online at [www.bigchildcare.com](http://www.bigchildcare.com)

The Outside School Hours Care (OSHC) is provided by an external provider Big Childcare. It operates between 6.30 am to 8.25 am in the morning and 3.10 pm to 6.30 pm in the afternoon on school days to cater for our Prep to Year 6 students. This is subject to change and we suggest checking with Big Childcare prior to registration. Big Childcare also operate a holiday program during student free days and term holidays.

Parents/guardians can enrol their Primary-aged child(ren) as either permanent or casual bookings. Children must be registered before they are able to access the program and must be re-registered at the start of each school year.

The College asks that parents/guardians register all their Primary-aged children in case an emergency arises. Please note however, that if the program is full, students may not be able to be accommodated.

## STUDENT FREE DAYS & HOLIDAYS

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OSHC is generally available on student free days and during school holidays at the Werribee campus (excluding public holidays). Please note times are subject to change and we recommend you contact Big Childcare directly for this information.

If parents/guardians wish to discuss any issues or concerns, they can contact the OSHC Manager through the Big Childcare website. Any ongoing concerns can be raised through the relevant Principal.

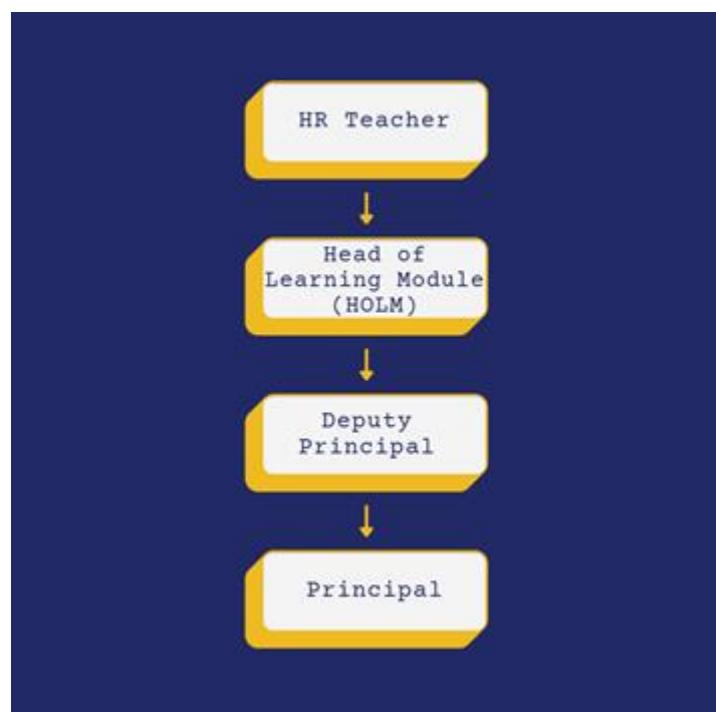
### POSITIVE RESTORATION IN THE CLASSROOM

It is our intention to consistently partner with parents on all matters including student behaviours. All procedures and behaviour expectations are based on the Student Code of Conduct, which can be found on our College website and is communicated each year to families.

Parents/guardians will be informed should issues arise and invited to participate in establishing positive restorative behaviour.

### DEALING WITH CONCERN

At Heathdale, we care deeply about your child's wellbeing, learning, and overall school experience. If you have a concern at any point, we ask that you follow our **Parent Concern Escalation Pathway** so we can respond in the most effective and timely way.



**Your first point of contact is always your child's Homeroom (HR) Teacher.** They know your child best in the day-to-day context and are usually best positioned to understand what is happening in the classroom. In many cases, concerns are worked through over several conversations with the same person, as agreed actions are put in place and reviewed together. One conversation does not automatically mean the issue needs to move to the next level.

Please know that raising a concern is never an inconvenience. We value working together to support your child, and we appreciate the care you bring as a parent.

If, after reasonable follow-up with the HR Teacher, you feel the concern is not resolving or progressing, the next step would be the **Head of Learning Module (HOLM)**, then the **Deputy Principal**, and finally the **Principal**.

Depending on the nature of the concern, agreed actions may take a few days or up to a week to observe or review. If you are unsure whether it is time to escalate, please feel free to ask the staff member you are working with, *“What would the next step be if this doesn’t resolve?”*

If at any stage your concern requires input from another area of the school — such as Learning & Teaching, Learning Enhancement, or Pastoral Care — the staff member you are currently working with in the escalation pathway will coordinate this on your behalf. You do not need to contact separate departments yourself.

We kindly encourage you not to skip steps in the pathway. Following the process ensures clear communication, shared understanding, and the most coordinated support for your child. We are here for you, and we are committed to partnering with you for your child’s flourishing.

## SPECIFIC INFORMATION FOR SECONDARY STUDENTS

Our Werribee campus operates from Year 7 to Year 12. There are two Learning Modules in our Werribee Secondary years: Year 7 to 9 and Year 10 to 12.

### ASSEMBLIES

The Assembly times are held alternately each fortnight and occurs within the relevant learning module for your child. This will mean that your child will have an Assembly once per month. On the alternate fortnight, this time will be spent running student wellbeing programs, house events or year level specific programs.

Assemblies usually include worship time and Bible teaching as well as student performances, awards, contributions from House leaders and participants, and opportunities to deliver key information about the life of the College to students as a Learning Module.

### CANVAS

Canvas is the College's online Learning Management System. This enables effective communication of expectations and understanding of curriculum requirements, between teachers and students.

Each subject is allocated an online space which contains copies of handouts, work requirements, assignments and digital resources. Student assessment feedback and results are posted to Canvas. Parents are able to log on to a parent observer account to see all of their child's Canvas subject information, including feedback and results. More information about this is found on our website.

### COMMON PROCEDURES FOR SECONDARY STUDENTS

#### **What to do if your child...**

##### **...Is absent from school**

If your child is going to be absent for the day, please email [absent@heathdale.vic.edu.au](mailto:absent@heathdale.vic.edu.au) Students who are absent are expected to catch up class and homework they have missed.

##### **...Arrives late**

Students proceed to the Secondary office and sign in at the Student Terminal using their student card. The terminal will issue a late arrival docket for the student to pass to their teacher as they enter class. It will automatically notify parents/guardians via email that the student has arrived at the College. Please ensure your child has their student card with them every school day.

##### **...Is leaving the school premises during the day**

No student may leave the school during the day without signing out at the relevant sub-school office. We require parent notification if your child needs to leave school early. Simply email the Secondary office, preferably at least one day prior, including child's name, year level, reason and expected time of departure.

#### **...Feels ill or injures themselves**

If a student feels unwell or sustains an injury during class, they should report first to the class teacher who will then direct them to the First Aid if appropriate. At other times students should go directly to the First Aid. Students are not to contact their parents by phone to notify of sickness before reporting to the First Aid. If it is necessary for students to go home, staff will contact the parents and the students will be signed out from First Aid once parents have arrived.

#### **... Finds or loses property**

Any lost property should be handed in to the Staff Aides office near the Main Staffroom. If it is named, it will be given to the student's Home Room Teacher. If it is unnamed, it will be kept in the lost property box and it is the student's responsibility to come and check and recover their items. Valuable items such as glasses or mobile phones will be sent to the Secondary Office. Please ensure all items, including lunch boxes, drink bottles, glasses etc. are clearly named.

#### **...Is out of uniform**

Any uniform irregularity must be supported by a note from a parent or guardian which is to be presented to your homeroom teacher or coordinator. This does not automatically make the irregularity acceptable, and we encourage parents to ensure that the issue is corrected as soon as possible.

#### **...Is unable to participate in physical education**

A note from home is necessary to excuse a student from vigorous activity, but students still need to attend class and join in where possible.

### **DEVICE PROGRAM**

All Secondary students are provided with a device (currently a Microsoft Surface Pro) for use at school and for coursework at home. The 1-to-1 device program is included in the Resources Levy and is not an additional cost. Devices are refreshed at Year 7 and Year 10 and include insurance against damage. Devices are supported by the College, including easy onboarding for students in order to facilitate their learning, firewall protection and access limitations. While this does provide a strong measure of security, we still encourage students to practise healthy digital habits and for parents/guardians to encourage these habits at home.

Please note that internet filtering and the blocking of unwanted websites when on a home network is dependent on the internet safety features and parental controls that parents have in place through their own internet service provider.

### **DIARIES**

In Secondary, diaries are used to record homework, lessons, student reminders and upcoming events. This can also be used to record important dates and information throughout the year, take note of lessons and learning during the week as well as a place to set and reflect on learning goals they aim to achieve.

The diary also contains important student information such as the ICT and mobile phone policies, campus map, homework guidelines, uniform requirements and student wellbeing notes.

Students are responsible for ensuring the correct use and care of their diary including ensuring that it is not lost and that the front of the diary is not graffitied or damaged.

## HOMEROOMS

Our homeroom time provide students with a place to be known and to feel connected, as well as receive pastoral care and monitoring by their homeroom teacher.

At our Werribee campus, in Year 7 & 8, students will generally have a different homeroom teacher each year. In Years 9 & 10 and 11 & 12, students remain with one homeroom teacher where possible, for a two-year cycle.

As homeroom time is a vital part of our students' overall educational journey, it is important that students arrive on time for school and do not regularly miss homeroom. Important information about academic programs and daily announcements is regularly provided during this time. Homeroom also offers a chance to start the day in a pastoral manner by reflecting on God's word and praying together.

## HOMEWORK

Much of the process of learning is started in the classroom, the Science lab, library, sports field or excursion. Deep understanding, however, is a process that develops over time and is aided by students reviewing their work, testing their understanding, extending their knowledge, reflecting on feedback and summarising their thoughts. This includes engaged learning in the classroom but also independent learning that is done as homework.

As a guide, Year 7 and 8 students should expect to do around an hour to an hour and a half of work each weeknight. Students may find that some nights have more and some less, especially if students are also accommodating extra-curricular activities such as sports or clubs.

Year 9 students should aim for around 90 minutes a night or 7.5 hours per week. Year 10 students should be doing 2 hours a night or around 10 hours per week. Year 11 students should expect to be doing around 2.5 hours a night or around 12.5 hours per week. Year 12 students should expect to be doing 3 hours a night or 15 hours per week. These times are indicative of the time that needs to be set aside for homework, study and revision.

Homework needs to be completed by the due date and is regularly checked by teachers. If it is not possible to complete homework due to circumstances beyond the student's control, such as illness, parents should communicate with the class teacher and due dates can then be renegotiated. Students are expected to write their homework tasks in their diaries and use their diary as an aid to their personal organisation. Students who do not have homework completed by the required date may be required to complete the work during a lunchtime homework detention.

## SUBJECT SELECTION PROCESS FOR WERRIBEE SECONDARY

For the non-core subjects (Languages other than English, Geography/Commerce at Years 9 and 10, and Arts and Design Technology subjects) students are able to select these subjects at Years 8 to 10. In Secondary, students select their subjects online via Web Preferences. The Timetabler will email each Secondary student in Year 7 to Year 11 their Access Guide to their Web Preferences student portal.

Please note that parent and student information evenings are run prior to each subject selection period to provide helpful information on how to go about the subject selection process. Subject handbooks are also available on the College website that give an overview of each subject option.

The subject selection process is as follows for each year level in Werribee Secondary:

- **Year 7:** Students are placed in arts and design technology subjects in groups. For Werribee campus, during Term 4 Year 7 students select their Language other than English (LOTE) subject, Chinese or French, for the following year (Year 8).
- **Year 8:** Students are placed in arts and design technology subjects in groups. In Term 3, Year 8 students select their arts and design technology electives for the following year (Year 9). Students choose either a LOTE subject or Cultural and Environment for the following year.
- **Year 9:** Students are allocated\* to their arts and design technology subjects, their LOTE/Cultural Communication and Latin/ Commerce/Geography selection. In Term 3, Year 9 students select their subjects for Year 10. Students choose either a Language other than English or Commerce/ Geography as their academic elective. Also, students choose two arts and design technology electives for each semester.
- **Year 10:** Students are allocated\* to their academic and arts and design technology electives. In Term 3, Year 10 students select six VCE subjects for the following year.
- **Year 11:** Year 11 students are allocated\* to their chosen six VCE subjects. In Term 3, students select five Unit 3 & 4 subjects for the following year.
- **Year 12:** Year 12 students are allocated\* to their five chosen VCE subjects.

There are further details that outline the process of subject selections and information about each subject in the Subject Handbooks located on the College website.

*\* Subject to blocking arrangements.*

## STUDENT BEHAVIOUR MANAGEMENT

We expect students to act toward one another with kindness and respect, and to obey the rules and procedures in place for the safety of our students and staff and to provide an environment which encourages learning. A productive learning environment requires the cooperation and respectful behaviour of all students and behaviour which disrupts the learning of others is not acceptable. Clear expectations for behaviour are set out in our Student Code of Conduct and it is expected that all students will uphold the values of the College and show respect to teachers, self and others.

Students who do not act appropriately towards others, fail to cooperate with teachers or who fail to engage appropriately with the work set for them, will be asked to rectify the situation immediately. If this is not done, or if there are repeated instances of the same behaviour, further consequences may be applied and the relevant year level coordinator, subject teacher or homeroom teacher will communicate with the student's parents.

On occasion, students may face a lunchtime detention if they have not fulfilled homework expectations without a valid reason or in cases where their behaviour has not been acceptable. Attendance at lunchtime detentions is recorded through an electronic roll. A student who accrues a significant number of lunchtime detentions in a semester will be asked to attend an afterschool detention. Afterschool detentions are held from 3:30 – 4:30 on Thursday afternoons. Parents will be notified at least two days prior if a student needs to attend an afterschool detention. Student may also receive an afterschool detention instead of a lunchtime detention if the behavioural incident is deemed more significant. A copy of our Student Behaviour Management policy is available through our website.

## ADDITIONAL RESOURCES

*Most information for our Parents/ Guardians is available online at [heathdale.vic.edu.au/parent-centre](http://heathdale.vic.edu.au/parent-centre)*

### COLLEGE CALENDAR

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See your relevant Campus information by viewing our College Calendar for upcoming events on our College website: [heathdale.vic.edu.au/calendar](http://heathdale.vic.edu.au/calendar)

### COLLEGE NEWSLETTER

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Parent/Guardian emails are automatically added to our College Newsletter. This is sent each second week during Term time. Parents can opt out or unsubscribe to this at any time.

### GRIEVANCE MANAGEMENT

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If a member of our Heathdale community feels they have a grievance against another member of the community, the College has a Complaints Handling Process to help resolve these issues. This is available in our Parent Centre on our website.

### SOCIAL MEDIA

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Follow Us on our Social Media channels – giving you a glimpse at daily life in the College.

**Facebook:**

- Search '@HeathdaleChristianCollege' for our official page
- Join our 'Heathdale Parents' page for community connection and Parent-first releases
- Join our 'Heathdale Buy Swap Sell' page for second-hand items

**Instagram:** Search for our official page @HeathdaleChristianCollege