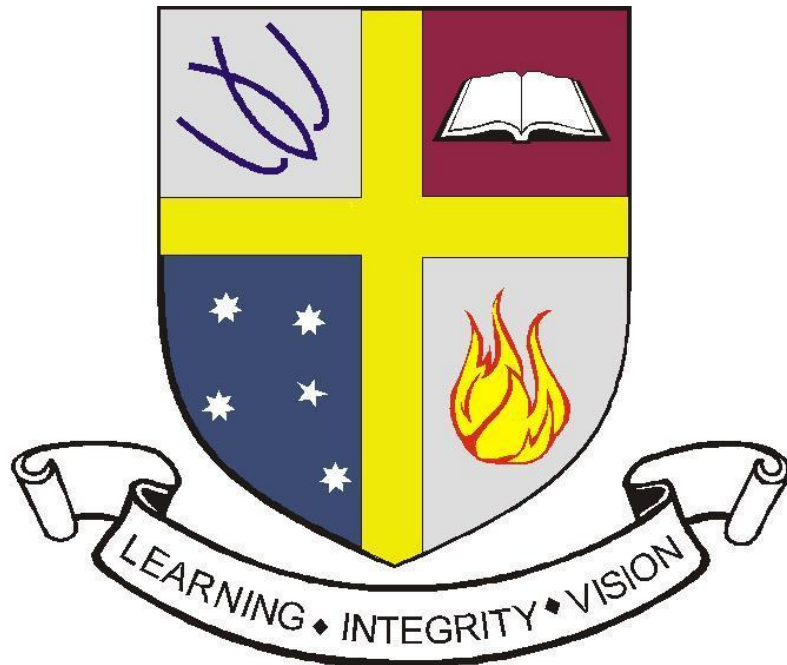


Heatherton Christian College



Primary Information Handbook

2020

Executive Principal: Peter Cliffe
316-322 Kingston Road, Clarinda 3169
Phone: 8551 6650 Fax: 8551 6690
Email: office@hcc.vic.edu.au
<http://hcc.vic.edu.au/>

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WELCOME TO HEATHERTON CHRISTIAN COLLEGE

Dear Parents/Guardians

We welcome you and your child to Heatherton Christian College. We will work in co-operation with you to ensure your child's school days will be happy and successful.

Our vision - "Growing in Christ, Striving for Excellence, Influencing the World."

The teaching staff are committed to:

- teach and train your child in all aspects of life so that God is seen to be at the centre of everything
- be an extension of the God-given mandate for parents to bring up their child in the wisdom and knowledge of God
- encourage a high standard of education, social behaviour and community responsibility
- develop the educational and personal potential of each student in co-operation with parents and church.

As a parent we hope you will cooperate closely with the teachers in the academic and spiritual life of your child. We encourage you to participate wherever you can in the life of the college.

This book is to provide information about the general running of the college. Please do not hesitate to contact us to discuss any matters concerning your child.

Together with God's help, your child will develop in all aspects of our college motto:

"Learning, Integrity and Vision".

Peter Cliffe
Executive Principal

THE MISSION OF HEATHERTON CHRISTIAN COLLEGE

Heatherton Christian College is a high quality, contemporary Christian school where we seek to honour God in all we do. It is our aim for all students to come to follow Jesus Christ and be secure in Him. Students learn to care for others, for themselves and for God's creation, and seek to be people of integrity and a positive and Godly influence in the world around them.

Here at Heatherton, all that we do is built from our "Five Foundations of a whole, healthy child" framework. This framework is based on Jesus' answer to the Pharisees in Mark 12:29-31:

Jesus answered him, "The first of all the commandments is: 'Hear, O Israel, the Lord our God, the Lord is one. And you shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.' This is the first commandment. And the second, like it, is this: 'You shall love your neighbour as yourself.' There is no other commandment greater than these."

We believe that our role is to work in partnership with families to encourage their children to become lifelong learners who grow spiritually (heart), emotionally (soul), academically (mind), physically (strength) and socially (neighbour) through strategic and intentional teaching methods and programs. We will provide every individual with opportunities to identify, develop and use their God given potential, whereby their passions are discovered and nurtured.

We strive to make our College a place where every child feels safe and where they are stimulated to develop qualities and skills needed to thrive in society; traits such as resilience, empathy, creativity, and self-discipline to name but a few.

FIVE FOUNDATIONS OF A WHOLE, HEALTHY CHILD
Spiritual
<p>The Spiritual foundation is based on our belief that all people are created by God for relationship with Him, as evidenced through a personal relationship with Jesus Christ. The 'fruit' of this relationship should be visible in our interactions with others.</p> <p>Student characteristics: Joyful, Faithful, Prayerful, Secure in Christ</p>
Academic
<p>The Academic foundation is based on the premise that everyone is enabled to achieve to the best of their ability in their academic studies, both in learning skills and information, and in gaining understanding and wisdom.</p> <p>Student Characteristics: Effective Communicator, Lifelong Learner, Creative Thinker, Diligent</p>
Social
<p>We believe that God has created us as social beings who have a need to love and be loved, to belong in social groups and to feel connected to others in positive relationships. This is closely aligned with the Emotional foundation</p> <p>Student characteristics - Empathetic, Generous, Just, Missional</p>
Emotional
<p>We believe that emotional wellbeing involves being aware of your emotions, knowing and being able to use your strengths rather than just focusing on fixing problems or weaknesses, and being able to make positive choices and learn to be more in control of your emotions.</p> <p>Student characteristics - Resilient, Humble, Confident, Honest</p>
Physical
<p>The Physical Foundation involves any activities that develop a child's ability to use and control their body in a coordinated and physical manner – leading to honouring God through expressing themselves in a physical way. This Foundation can be shown in such activities such as the Performing Arts (Music, Drama, Productions), Visual Art (Studio Art, Visual Communication), Technology subjects (Material, Wood and Food), Hospitality subjects, physical activity (Sport, Physical Education) and even physical play.</p> <p>Student Characteristics: Disciplined, Determined, Courageous, Collaborative</p>

COMMUNICATION

Communication is a vital aspect of any school or other community of people. Problems can often be diagnosed as resulting from poor communication between the parties involved. With increased communication, fewer problems are likely to arise. The main source of communication is via email, and the College newsletter – The College Connection, please read it! The newsletter is emailed to every family every second Friday. The newsletter is also placed on the College website <http://hcc.vic.edu.au/> each fortnight. Please communicate regularly with your child's teachers.

Contact details:

316-322 Kingston Road
Clarinda
3169
Victoria

Tel: +613 8551 6650

Fax: +613 8551 6690

Email: office@hcc.vic.edu.au

Office Hours: Monday to Friday 8:00am – 4:00pm

HEATHERTON CHRISTIAN COLLEGE PRIMARY TEACHING STAFF (2019)

Prep	Miss Rachel Kelly	rachel.kelly@hcc.vic.edu.au
Grade 1	Mrs Kim Nel	kim.nel@hcc.vic.edu.au
Grade 1	Mrs Louise Cassar	louise.cassar@hcc.vic.edu.au
Grade 2	Miss Penny Johnson	penny.johnson@hcc.vic.edu.au
Grade 3	Mrs Jestina Pendala	jestina.pendala@hcc.vic.edu
Grade 3	Mrs Sue Davis	sue.davis@hcc.vic.edu.au
Grade 3	Ms Simone Chua	simone.chua@hcc.vic.edu.au
Grade 4	Mrs Megan Rose	megan.rose@hcc.vic.edu
Grade 5	Mrs Dayna Chu	dayna.chu@hcc.vic.edu.au
Grade 6	Mrs Ashika Corera	ashika.corera@hcc.vic.edu.au
Grade 6	Mr Greg Philander	greg.philander@hcc.vic.edu.au
Christian Life	Mrs Amber Orton	amber.orton@hcc.vic.edu.au
PE	Mr Shawn Martin	shawn.martin@hcc.vic.edu.au
PE	Mr David Holloway	david.holloway@hcc.vic.edu.au
PE	Miss Christy Marshall	christy.marshall@hcc.vic.edu.au
Robotics	Miss Claire Sim	claire.sim@hcc.vic.edu.au
Art	Mrs Haley Pease	haley.pease@hcc.vic.edu.au
Art	Mrs Eleni Simmons	eleni.simmons@hcc.vic.edu.au
Music	Mrs Jenny Fairweather	jenny.fairweather@hcc.vic.edu.au
French	Mrs Mary Morris	mary.morris@hcc.vic.edu.au
Food Tech/Textiles	Mrs Laurene Weichman	laurene.weichman@hcc.vic.edu.au

AUXILARY STAFF (2019)

OFFICE STAFF

Mrs Rebecca Bunyon	College Office Supervisor
Mrs Heather Harrison	PA to Executive Principal
Mrs Leanne Johnson	Bursar
Mrs Angeline Pinkster	Attendance Coordinator
Mr Dishan Rajaratnam	Business Manager
Mrs Sharmila Raymond	College Administration
Mrs Mylene Ryan	College Administration/VASS Administrator
Mrs Lee Sugianto	College Administration
Mrs Kelsey Richards	Events Coordinator/Enrolment Officer
Mr Rob Ward	Marketing/Communications Officer

SUPPORT STAFF

Mrs Ilodi Jacobs	Learning Support Coordinator
Mrs Marlize De Beer	Learning Support Office
Mrs Corinna Guy	Learning Support Officer
Mrs Ronel Holloway	Learning Support Officer
Mrs Caroline Panazio	French Assistant
Mr Chris Davis	Chaplain
Mrs Rebecca Gaskell	Chaplain
Mrs Mary Morris	Library Technician
Mrs Pauline Nathaniel	Library Technician/After School Care Coordinator
Mr John Vilar	ICT Manager
Mr Tom Wan	ICT Assistant
Mr Carlo Vilar	Property Manager
Mr Mike Clark	Grounds and Maintenance
Mr John Beasy	Hospitality Assistant
Mrs Sarah Bergen	Lab Technician
Mrs Melanie Nunes	Primary Chaplain

PASTORAL STAFF

Ps Danny Parker (Senior)
Ps David Harrison

HEATHERTON CHRISTIAN COLLEGE BOARD

Member:

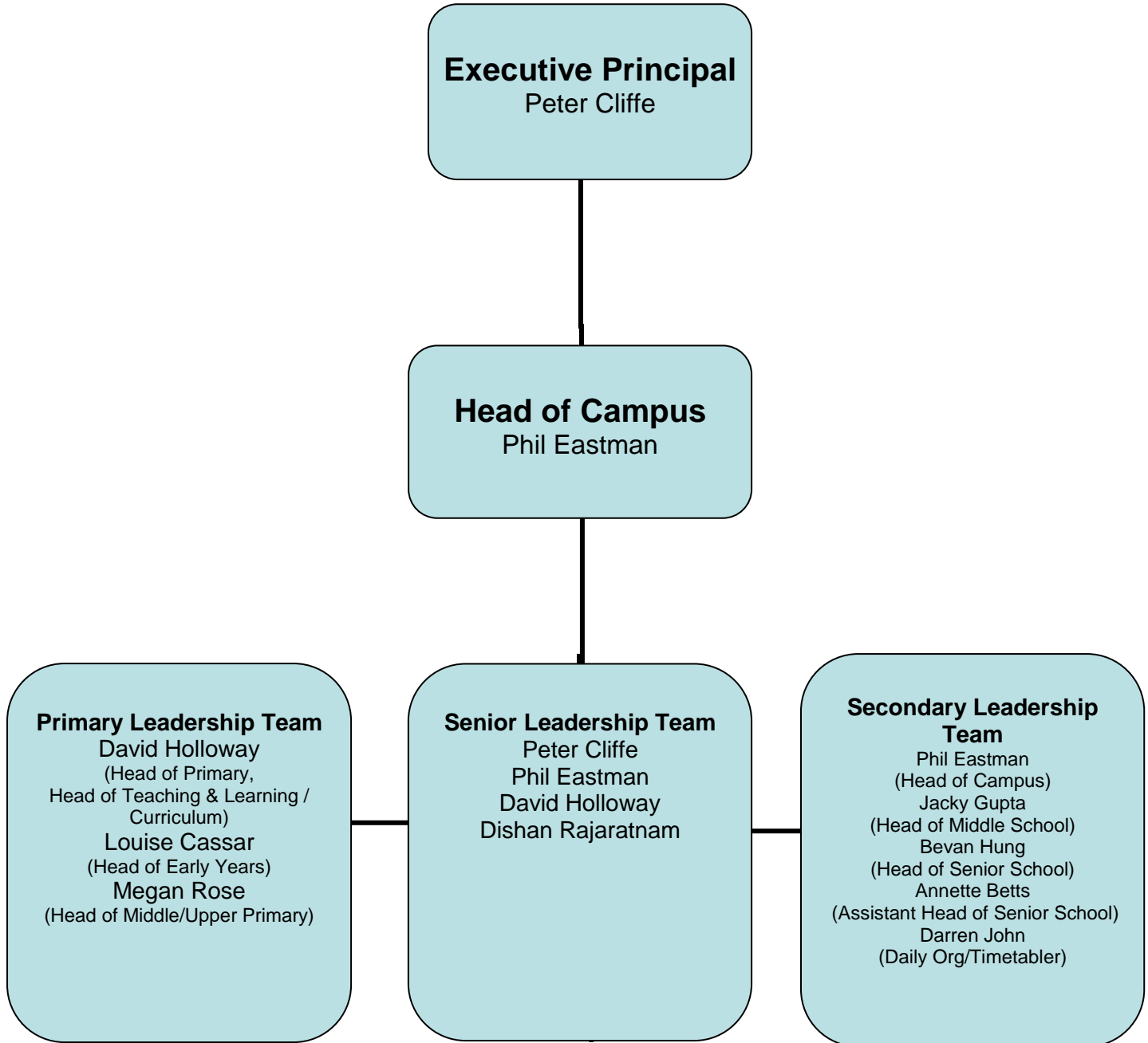
Mr Gary Lisbon (Chairman)
Ps Danny Parker
Mr Grant Scott-Hayward
Mr Shane Austin
Mrs Rachael Prince

Ex-officio

Mr Peter Cliffe
Mr Dishan Rajaratnam
Mr Phil Eastman
Mrs Jennifer Trodden

COLLEGE LEADERSHIP STRUCTURE

The College Board meet twice per term. The College Board formulates College policies, oversees the finances of the College and sets strategic goals and future directions for the College.



COLLEGE CALENDAR 2020

All students start at 8:45am in the main auditorium and finish at 3:25pm. Preps will be brought to the auditorium at the end of the day by their teacher.

For the month of FEBRUARY Preps will only attend a full day at school on Monday, Tuesday, Thursday and Friday.

TERM DATES 2020

TERM 1 Thursday 30 January Fri 27 March
NOTE: (Secondary students start Friday 31 January)

TERM 2 Tuesday 14 April Friday 26 June

TERM 3 Wednesday 15 July Thursday 17 September

TERM 4 Monday 5 October Tuesday 8 December

NOTE: All College events and dates appear in the Compass Calendar

SCHOOL TIMES

8:45am Assembly in auditorium

9:00am Classes start

10:40am Recess

11:10am End of recess

12:50pm Lunch

1:45pm End of lunch

3:25pm Dismissal from classrooms

PARENTS AND FRIENDS ASSOCIATION (PFA)

Renee Carter (President)

The PFA meets regularly and organises social and fundraising events in the College calendar. It also occasionally provides pastoral care, such as meals, to College families in need. Getting involved with the PFA is a great way of getting to know families and any assistance you can give is so much appreciated. If you would like to help, please contact the College office on 8551 6650.

CURRICULUM

Because we know that humans are such complex beings, we know that it's important to develop a balanced individual; an individual whose spiritual, mental, social, emotional and physical facets are all established. HCC provides a curriculum where all of these aspects are catered for.

We offer a broad inclusive curriculum that is traditionally academic in nature with students completing all subjects from all Key Learning Areas from Prep to Year 10. The Curriculum offered at HCC is a unique alignment of:

- Our Christian ethos and biblical worldview
- The Melbourne Declaration on Educational Goals for Young Australians
- Victorian Early Years Learning and Development Framework
- The Victorian Curriculum
- Victorian Certificate of Education

HEATHERTON CHRISTIAN COLLEGE CURRICULUM PATHWAYS AND CURRICULUM MAP

Curriculum Pathway	Prep - Grade 6 Subject	Year 7 & 8 Subject	Year 9 & 10 Subject	VCE / VCE VET Subject
Languages	English	— English	— English	— English
	French	— French	— French	— French
Humanities & Business / Legal	Integrated Studies	— Humanities	— <ul style="list-style-type: none"> • Humanities • Legal / Civics • Business & Entrepreneurial studies 	— <ul style="list-style-type: none"> • History • Legal studies • Business Management
Mathematics	Mathematics	— Mathematics	— Mathematics	— <ul style="list-style-type: none"> • General / Further Maths • Maths Methods • Specialist Maths
Science	Integrated Studies	— <ul style="list-style-type: none"> • Science • STEAM Elective • Sustainability 	— <ul style="list-style-type: none"> • Science • STEAM Elective • Extended Investigation 	— <ul style="list-style-type: none"> • Biology • Chemistry • Physics • Psychology
Technology & Engineering	The Technologies	— <ul style="list-style-type: none"> • Digital Technologies • Robotics • Design Tech. - Wood • Design Tech. - Textiles 	— Digital Technologies	— Computing - Informatics (TBC for 2020)
Visual & Performing Arts	Art	— Art	— <ul style="list-style-type: none"> • Studio Arts • Visual Communication 	— <ul style="list-style-type: none"> • Studio Arts • Visual Communication
	• Music • Musical • Chapel	— Music — Performing Arts	— Music (College Band)	— Music Performance
Physical Health & Wellbeing	• Physical Education • Interschool Sport	— <ul style="list-style-type: none"> • Physical Education • Interschool Sport 	— <ul style="list-style-type: none"> • Physical Education • Interschool Sport • Body in Action 	— <ul style="list-style-type: none"> • Physical Education • Interschool Sport
	Synergy	— Healthy Choices — Outdoor Education	— Healthy Choices	
Hospitality	Grade 5/6 Cooking	— Pre - Hospitality	— Pre - Hospitality	— <ul style="list-style-type: none"> • Hospitality • Kitchen Operations (VCE/VET) • Front of House (VCE/VET) • Patisserie (VCE/VET)
Vocational Studies			Careers Education	
Faith & Service	• Christian Life • Student Chapel	— <ul style="list-style-type: none"> • Christian Life • Student Chapel 	— <ul style="list-style-type: none"> • Christian Life • Student Chapel • Yr. 9 Year of Challenge program 	— <ul style="list-style-type: none"> • Gravitate (VCE VET) • Student Chapel
	Grade 3/4 & 5/6 Camps	— Year 7 & 8 Cam)	— <ul style="list-style-type: none"> • Yr. 9 WASP camp • Yr. 10 Queensland Missions Trip 	— <ul style="list-style-type: none"> • Yr. 11 City Missions Trip • Yr. 12 Thailand Missions Trip

Please note: VCE / VCE VET options may be increased through Distance Education and / or an offsite TAFE course.

A-Z OF HEATHERTON CHRISTIAN COLLEGE LIFE

ABSENCE

Absenteeism contributes significantly to student failure at school. Please do not let your child stay home from school for frivolous reasons. Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult. Parents/guardians have a responsibility to ensure that their children attend school regularly and are only absent if ill or if absolutely necessary.

To report an absence, parents/guardians should contact the Attendance Coordinator, Mrs Angeline Pinkster, via the dedicated attendance line 8551 6630 or email angeline.pinkster@hcc.vic.edu.au. Or parents can send an attendance note through Compass (Open in browser/click on students profile/Profile/Add/Attendance Note).

Parents/guardians should inform the College in writing if a student is on an extended absence for any reason.

AFTER SCHOOL CARE

This service is provided Monday to Friday from 3:25pm – 6:00pm. Please contact the college office for more information. Our after-school care program is fully accredited by the government and access to government rebates applies on fees.

It is College policy that primary children not collected by 3:40pm are placed in after-school care, without exception, and costs charged to the parent. This includes children with secondary siblings. The after school care is located in room F2, directly opposite the trade skills kitchen.

APPOINTMENTS

Your child's classroom teacher should be the first point of contact for matters of information, clarification or concern. More serious concerns should be addressed with the Head of Primary, Mr David Holloway.

The Executive Principal or Head of Campus should normally only be addressed after the first two steps have been taken. If the above two people (classroom teacher and Head of Primary) have been consulted and you feel that your concerns have not been adequately addressed, please feel free to contact the College office to make an appointment with the Head of Campus or Executive Principal.

Please note: Parents/guardians are asked to contact Heather Harrison (PA to the Executive Principal) at the College office to request an appointment with the Executive Principal (Mr Peter Cliffe) should this be necessary, rather than approaching his office area unannounced.

To request an appointment with the Head of Campus (Mr Phil Eastman), Parents/guardians are requested to contact Rebecca Bunyon at the College office, should this be necessary, rather than approaching his office area unannounced.

ASSEMBLY

We begin three mornings a week (except Thursday/Friday) with assembly in the main auditorium for all primary students at 8:45am sharp. Parents are very welcome to stay for assembly each day. Wednesday is our formal assembly for the whole school when our weekly 'Student of the Week' certificates are presented and we sing the national anthem. A parent café operates on Wednesday mornings in 'The Living Room' café immediately following assembly.

BREAKAGES

Any items broken or damaged by students will need to be replaced. The discretion of the Executive Principal or Head of campus will be applied in regard to the proportion of the replacement value to be sought from the student concerned. In general, breakages resulting from negligence or irresponsible behaviour would require the student to pay the full replacement cost.

BULLYING

Bullying is considered a very serious matter. Parents are asked to notify the child's teacher or the Head of Primary as soon as they are aware of any bullying issues.

BUDDIES

Every Prep child will be matched with a Grade 6 'buddy'. The Grade 6s and Preps meet together periodically for special 'buddy' activities. The Grade 6 children really enjoy looking after their Prep buddies! Next year's Preps will meet their Grade 6 buddy at an orientation session in November.

CONTACT DETAILS

It is very important that parents notify the College office of any change in home address, telephone or email contact details.

CAMPS AND EXCURSIONS

Throughout the year students will attend a number of educational excursions with their class. Teachers will inform parents of these in advance.

Our Grade 3-6 students attend a camp each year. The purpose of this College excursion is to empower students to make positive choices in their lives and to give them the opportunity to develop independence, life skills and social skills away from familiar school and home environments. It also gives students the opportunity to discover new things for themselves, through participation in hands-on activities.

2020 Camps:

Grade 3/4: CYC – The Island from 5 to 7 October

Grade 5/6: Camp Rumbug from 24 to 27 March

COMPASS

HCC's information management system is COMPASS. The Parent Portal is used as one of the primary means of communication between the College and home with information about such things as: current College news items, parent/teacher interview bookings, excursion details and student information such as your child's attendance, work tasks and results. In 2020 it will also be the primary tool the College office uses for sending emails to parents.

Compass can be accessed via <https://heathertonchristiancollege-vic.compass.education> using your individual login details. If you have misplaced your login details, containing your personalised login and password, please contact the College office

DEMOCRATIC PRINCIPLES

Heatherton Christian College is committed to teach and model the principles and practices of Australian democracy, including a commitment to:

- the elected government
- rule of law and equal rights of all before the law
- freedom of religion and speech
- the values of openness and tolerance.

DIARY (STUDENT)

The student diary is provided with a number of purposes in mind. Firstly, it provides a means by which students can organise their own homework and study commitments in an effective way. All students are regularly given homework and this should be recorded in the appropriate pages of the diary for the information of both students and parents.

Secondly, it serves as a means of communication between parents and the school. Along with the fortnightly newsletter and other information letters, it will convey information to parents about occurrences in the school. It will also encourage students and parents to discuss what goes on at school. Parents/carers may also use the section at the bottom of the homework pages to obtain information they may want from the school and to acknowledge viewing of homework and information sent home.

The diary also contains key information about the College, behaviour management, uniform requirements etc. It contains term dates and calendars as well as useful information that students may need when completing homework

DISCIPLINE

A high standard of personal responsibility and behaviour is expected of students at Heatherton Christian College. A more detailed explanation of our discipline/bullying policy and procedures will be provided at the Information Evening held early in Term 1.

DROP OFF / PICK UP

Drop Off

The bell will go for morning assembly in the main auditorium at 8:42am. You are always welcome to stay for assembly.

Pick Up

You may collect your child from the auditorium at 3:25pm or arrange to meet him/her in the car park. The car park area is supervised by three rostered teachers until 3:40pm.

Please do not park under the canopy and leave your car as it disrupts traffic flow and is a danger to the children when they leave school. Please be aware of pedestrian crossings in the car park.

EMAIL

All College notices and letters are sent home via email. Please ensure that the office has your correct email address. You may provide the office with more than one email address for correspondence.

To enhance communication between the College and home, parents are encouraged to email staff where appropriate. Please note: email should not be used for urgent matters. Please allow two working days for a staff member to respond to your email.

FEEDBACK

Families are encouraged to give feedback on how things are developing at the College. HCC greatly values letters, emails and phone calls from parents. All comments are taken very seriously and it is the College's desire that parents feel that their concerns are heard, even if they do not always result in the parent's requested action taking place straight away. Parents are asked to keep the feedback flowing. It is so important to build the College community together.

FEES

An invoice outlining the fees will be emailed to you through FACTS, our school fees invoicing and payment system. The fees need to be paid through FACTS by setting up your own portal and selecting your preferred payment plan.

FIRST DAY

All Primary students will meet in the main auditorium at **8:45am** on **Thursday 30 January 2020**.

The students will have their bags with them. The teachers will later show them the place to store their bag. Please ensure **ALL items of clothing and belongings are clearly named**.

This is a very exciting and special day for everyone so please feel free to stay for assembly. Don't forget your camera! Morning tea will be provided after our first assembly. This is a good time to meet the other parents. Please don't follow your child to their classroom after the first assembly as this could hinder the settling in time for the children and the teacher.

Toddlers and babies are welcome.

Don't forget to pick up your child at 3:25pm!

FOOD

Students are to bring to school each day:

- a drink bottle with water only please
- a piece of fruit or vegetable for 'fruit break'
- morning tea
- lunch in a named lunch box to be kept in their school bags.

Please note that:

- Lunch will be eaten inside.
- Salt Café will be available on THURSDAYS. A café price list will be emailed home early in Term 1.

HCC WEBSITE

The College's website can be found at <http://hcc.vic.edu.au/> and contains lots of useful information about the College. It is updated regularly.

THE HOUSE SYSTEM AT HEATHERTON CHRISTIAN COLLEGE

Students at all grade levels are assigned to a house team upon commencement at HCC. The structure of the house teams allows students to build friendships across year levels. It also offers students opportunities to seek positions of leadership, as well as developing relationship-building and teamwork skills.

The four houses are Carmel, Zion, Tabor and Bethel, all of which are named after prominent places in the Bible.

Carmel (Green): Fruitful – God is Our Joy

Mount Carmel is a coastal mountain range in northern Israel stretching from the Mediterranean Sea towards the southeast. The word *carmel* means 'God's vineyard'. According to the Old Testament, Elijah defeated the priests of Baal at Mount Carmel.

Zion (Red): Fortress – God is Our Shield

Mount Zion is a hill in Jerusalem just outside the walls of the Old City. The word *Zion* occurs over 150 times in the Bible. It essentially means 'fortification' and has the idea of being 'raised up' as a 'monument.'

Tabor (Blue): Heights – God is Our Power

Mount Tabor is located in Lower Galilee, Israel. Mount Tabor is believed to be the place of the transfiguration of Jesus Christ, where Jesus began to radiate light and conversed with Moses and Elijah.

Bethel (Yellow): House of God – God is Our King

Bethel, ancient city of Palestine, is located just north of Jerusalem. Bethel means 'house of God'. Bethel was important in Old Testament times and was frequently associated with Abraham and Jacob.

INFORMATION EVENINGS

Information evenings will be held early in Term 1 for each grade level. Please make it a priority to attend. Dates to be advised early next year.

LATE ARRIVAL

If you child/ren arrive/s at school later than 9:00am you are required to sign in your child/ren using the kiosk in the College office.

NEWSLETTER

The newsletter (College Connection) is a very important source of information and communication and is emailed home every second Friday. Please read the newsletter carefully and note any dates of forthcoming events. The newsletter is also available on the College website.

PARENTAL ASSISTANCE

All parents are encouraged to be involved in some way in the life of the College. Some of the ways that parents may get involved in the College include PFA, parent prayer group, College Board, attending camps and excursions, assisting with covering books and working bees. Please see the coordinator of these groups or speak to office staff if you would like to get involved. All parent helpers require a current **Working With Children Check**.

PARENT ETIQUETTE

The College greatly values relationships with its parents/guardians and actively encourages parental involvement in college activities. The College recognises that parents have the primary responsibility before God for the training and nurture of their children, and the college seeks to support parents in this role.

However, parents need to be mindful that for classes to operate effectively, certain etiquette needs to be observed. Parents are asked to refrain from entering classrooms without permission, interrupting classes, peering through classroom windows, or any other behaviour that would distract children and disrupt the classroom. Parents are also asked not to ring staff at home on college business.

Parents are most welcome to attend chapel services and college assemblies. However, parents are asked to refrain from talking to other parents while these events are in progress. Parents are also requested, particularly at drop off and pick up times, to refrain from noisy conversation immediately outside classroom windows.

PARENT/TEACHER MEETINGS

Contact between the home and school is greatly encouraged. Opportunities for parent-school contact and meetings include:

- Parent Information Evening, Term 1
- Parent Teacher Interviews Term 1 and Term 3
- Parents are welcome to make an appointment with the teacher at any time during the year to discuss aspects of their child's progress as they feel necessary. Discussions with teachers, immediately before and after school, should be limited to minor matters.

PHOTOGRAPHS

The proposed school photograph day for all students (class and individual) is in February 2020.

PLAYGROUND EQUIPMENT

The junior playground equipment is located in an area separate from the senior playground. It is only for Prep and Grade 1 children to use. Grade 6 children may accompany their Prep buddy into the junior playground area but not use the equipment. Children in Grade 2 and above use the senior playground equipment only.

POLICIES

The College Board has formulated and ratified a range of policies for Heatherton Christian College. The policies may be viewed by request by contacting the College office.

PR

What parents say about the College, whether positive or negative, has a huge effect. We do encourage you to talk to others about your positive experiences at Heatherton Christian College. Word of mouth is a major source of new enrolments in the College. If there is something that is concerning you about any aspect of the College, please tell us about it and not others and we will endeavour to remedy the situation!

PRESENTATION NIGHT

Presentation Night is the highlight event of the school year. All new families in 2020 are very welcome to attend the 2019 Presentation Night on Wednesday 4 December at 7:00pm Kingston Arts Centre. Ticketing will be via the Kingston Arts Centre Box Office, details to follow.

READING

'Take home' reading books for Prep children are not sent home until two or three weeks into the first term. Children from other grades may take home their first book during the first week.

REPORTING

Numerous studies have concluded that, in order to enhance a student's progress, feedback from teachers needs to be explicit, early and often. Professor John Hattie from the University of Auckland analysed 180,000 studies representing over 50 million students, finding that 'informative feedback' had the greatest effect on student learning.

Thus, HCC uses a system of Progressive Online Reporting (POR). POR is a form of continuous reporting, which means that students and parents are given meaningful feedback in real time and receive assessment results regularly throughout the semester, rather than just at the end. These results are available for the three key learning areas (English, Maths and Integrated Studies) for Primary students.

The benefits of Progressive Online Reporting include:

- Students become more motivated to improve their grades if they have full transparency over their achievements and areas for improvement as they keep moving through the semester. Not only does it allow students to constantly reflect on their progress and make improvements as they go, but parents are also more involved in their child's educational journey as they receive frequent updates on their progress.
- By seeing the criteria for marking, both students and parents can see where they need to improve and necessary action can be taken to ensure that subsequent assessments show progress.
- Timely feedback – the progress report is issued when the task is completed and assessed, enabling the teacher, student and parent to identify, intervene and improve.
- Greater accountability of students' work habits.
- No surprise results coming home at the end of a semester. If there is a problem, parents are notified when it arises.
- Regular dialogue between parents, teachers and students is promoted.
- Access online anywhere via Compass.

In addition to this, formal school reports are also provided at the end of the first and second semesters (June and December).

SPARE CLOTHES

It is a good idea for the younger children to keep a spare pair of underwear and socks in their school bag in case of an accident!

STUDENT HEALTH

If a child needs to take medication, parents should inform their child's teacher and hand the medication in to the College office. A medication request form should be completed, detailing what the medicine is, what it is for, the dose and when it is to be taken. Panadol or antihistamines etc will not be dispensed to children by teachers or office staff unless permission is granted and the medication supplied/replaced by parents.

CareMonkey

All our student health records and emergency contact details are managed by a secure and private, online, parent-controlled program called CareMonkey. You will receive an email in the first couple of weeks of attending HCC asking you to complete a profile for your child and share it with HCC. You will receive reminders throughout the year as required to check and update the details if necessary. It eliminates the need for you to complete medical forms every time your child goes on a camp or excursion.

Health Hints

Absences are a handicap to a child's progress, but home is the place for a sick child. The following points should be noted:

- the importance of a good night's sleep and regular bedtime
- a nutritious breakfast eaten in a relaxed atmosphere makes a good beginning to a school day
- monitor the amount of time and type of show your child watches on television
- set aside family time for prayer and Bible reading.

Head Lice

If there is a reported case of headlice in your child's class, we let all the parents in that class know. We will also provide information at the time on general treatment for headlice.

Infectious Diseases

Principals are required to exclude students according to the following table, under the Health (Infectious Diseases) regulations 1990.

Note: The regulations require the parent or guardian to inform the Principal as soon as practicable if the child is infected with any of the diseases listed in the table above or has been in contact with an infected person. It should be noted that in cases of diphtheria, typhoid and paratyphoid fever, exclusion and determination of recovery would be matters for the municipal medical officer of health.

'Contact' means child of school age or preschool age living in the same house as the patient, 'patient' includes carrier and 'school' includes any preschool centre, kindergarten, primary school or secondary school. A patient or contact shall be prevented from attending school unless they comply with the conditions here-under prescribed.

It should be noted that during outbreaks of diseases described in the above table, Principals are to direct parents of students who are not immunised to keep their children at home for the recommended period.

DISEASE OR CONDITION	EXCLUSION FROM SCHOOL	EXCLUSION OF CONTACTS
Chickenpox	Until fully recovered or at least one week after the eruption first appears.	Not excluded
Conjunctivitis (acute infectious)	Until discharge from eyes has ceased.	Not excluded
Giardiasis (Diarrhoea)	Until diarrhoea ceases.	Not excluded
Hepatitis B	Until recovered from acute attack.	Not excluded
Impetigo (schools sores)	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment has commenced and the sores on exposed surfaces such as scalp, face, hands, and legs are properly covered with occlusive dressings.	Not excluded
Measles	Until at least five days from the appearance of rash or until receipt of a medical certificate of recovery from infection.	Non-immunised contacts must be excluded for 13 days from the first day of appearance of rash in the last case unless immunised within 72 hours of first contact.
Mumps	Until fully recovered.	Not excluded
Ringworm	Until appropriate treatment has commenced.	Not excluded
Rotavirus (diarrhoea)	Until diarrhoea ceases.	Not excluded
Rubella	Until fully recovered or at least five days after onset of rash.	Not excluded
Scabies	Until appropriate treatment has commenced.	Not excluded
Streptococcal Infection (inc. scarlet fever)	Until receipt of medical certificate of recovery from infection.	Not excluded

SUPERVISION

Your child is supervised at all times from 8:45am (assembly time) until 3:25pm. If you are late picking up your child, the teacher on duty will place your child in after-school care at 3:40pm. Please notify the College office if you are going to be late collecting your child as young children particularly can become quite distressed when parents do not arrive on time.

TAKING A CHILD DURING SCHOOL HOURS

You are required to sign out your child/ren using the kiosk in the College office.

TIREDNESS

Beginning school is a big adjustment for the younger children. You may notice that your child comes home from school very tired, especially if the weather is warm. The Prep children have a 'quiet time' after lunch break during the first term.

TOILETS

For safety reasons primary children are always sent to the toilet area in pairs.

UNIFORM

The uniform promotes pride in the school and an increase in student self-esteem as well as a sense of belonging. The uniform is attractive, long wearing and eliminates competitiveness in dress. The wearing of uniform at Heatherton Christian College is compulsory.

PRIMARY GIRLS UNIFORM	PRIMARY BOYS UNIFORM	PRIMARY SPORTS UNIFORM
Summer		
<ul style="list-style-type: none"> • White, navy and maroon check dress with contrast piping, (dress to be just below the knee in length) • *Navy or black sports underpants • Plain white turn down ankle socks • *Black school shoes (no boots) • Maroon jumper with school logo • Maroon bucket/slouch hat 	<ul style="list-style-type: none"> • Navy shorts • White short sleeved cotton shirt (tucked in) • Navy turn down ankle socks • *Black school shoes/boots (No steel capped boots) • Maroon jumper with school logo • Maroon bucket/slouch hat 	<ul style="list-style-type: none"> • Navy interlock shorts • School maroon polo shirt with navy sleeves and school logo • *White sports socks • *Sports shoes
Winter		
<ul style="list-style-type: none"> • Check Tunic or Navy Pants • White long-sleeved shirt with Peter Pan collar • Navy tights/stockings or *Navy knee high socks • *Black school shoes (no boots) • Maroon jumper with school logo 	<ul style="list-style-type: none"> • Navy trousers • White cotton shirt, • Maroon jumper with school logo • Navy ankle socks • *Black school shoes/boots (No steel capped boots) 	<ul style="list-style-type: none"> • Navy tracksuit and jacket with school logo • School maroon polo shirt with navy sleeves and school logo • *White sports socks • *Sports shoes
<p>*Denotes items to be purchased from supplier of your choice. ALL other items to be purchased from Dandy Schoolwear, 8/169 Cheltenham Road, Dandenong.</p>		

NB: Nothing worn under the uniform is to be visible either through the fabric or at the neck/arm line, i.e. no long or short sleeved t-shirts to be worn under the uniform.

We appreciate your diligence in maintaining school uniform and we will be advising you if unacceptable uniform becomes habitual.

At Heatherton Christian College we like to see students taking care and pride in their appearance. We anticipate that all students will diligently attend to their personal grooming and that uniforms are clean and in good condition worn in the manner intended. We have set down some guidelines that need to be adhered to, to ensure a high standard is met. We do, however, understand that sometimes a situation may arise that will require special consideration. In this case we would appreciate you consulting the Head of Campus/Head of Primary to discuss your special needs.

WET DAYS

If it is raining you may drop off your child at the front door under the canopy.

WORKING BEES

Working bees are held once a term on a Saturday morning from 9:00am to 11:30am. The first working bee in Term 1 will be for families with surnames from A to K and the second working bee in Term 2 will be for families with surnames from L to Z and so on.

We are only asking for families to commit to 2 working bees per year. If you are unable to attend a working bee, we ask that you attend the alternate working bee the following term. We rely on working bees to complete minor maintenance jobs around the College such as gardening, painting and spring cleaning the classrooms.

Without working bees we would need to charge more in school fees so we are relying on every family to contribute twice a year. As is the custom in most schools, there is a \$75 working bee levy charged per working bee to families that do not attend working bees. This is already included in the fees and refunded if the working bees are attended.

