WAVERLEY
Christian College

2015
OVERSEAS STUDENT HANDBOOK

NARRE WARREN SOUTH CAMPUS

Principal:  Mr Peter Sheahan
Head of Campus: Mr Mark Crnkovic

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Narre Warren South Vic 3805

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WAVERLEY CHRISTIAN COLLEGE Inc
ABN: 48 847 193 961 REG. NO: A0018722X
CRICOS Provider No. 01958D

An inter-denominational, co-educational College,
from Prep to Year 8 (extending to Year 9 in 2014)
conducted by CityLife Church

Foundation: 1978
Enrolment: 500

Motto
“In Hoc Vinces” - In This We Conquer

School Colours
Blue and Gold

Address
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Mr Peter Sheahan

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Mr Mark Crnkovic

Member
Independent Schools Victoria
Christian Schools Australia

Updated 8 April, 2015
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INTRODUCTION

Welcome to Waverley Christian College

The College exists to support Christian families in the education and training of their children. In a society which rejects the infinite, personal God of the Bible and humanity’s responsibility to Him, the College seeks to provide an environment that presents the truth of God our Creator, and the only hope of humanity, being salvation through our Lord Jesus Christ.

It is the intention of the College to work with families by supporting them and reinforcing Biblical values and standards of conduct. The College is characterised by diverse, challenging, and rich educational experiences within a loving and caring environment. It is our desire that each student both finds and fulfills their potential in God. The College seeks to provide a well balanced and innovative curriculum that meets the needs of every student, from the slow learner to the academically gifted.

We believe school should be a place where children are encouraged to develop positive attitudes about school and themselves.

We believe each child is precious and unique in God’s sight and that we, as Christian teachers, must provide a worthy example for the children under our care. We acknowledge our need to depend upon the enabling power of the Holy Spirit.

It is our hope and desire that students attending Waverley Christian College will experience not only academic success, but also spiritual, social, emotional and physical blessing.

“And all your children will be taught by the Lord, and great will be the peace of your children.”

Isaiah 54:13
Mission Statement

To provide Christian families with the opportunity to have their children educated from a Christ-centered, Biblical perspective, that prepares them for effective service within society.

OUR VALUES

The most important things in life, according to Jesus Christ, are loving God and loving others. These are the foundational values of Waverley Christian College and govern all that we seek to be and do as we work and learn together. In dependence on the grace of our Lord Jesus Christ, we will endeavour to be a school community that reflects His life and values.

FAITH

Our belief in God as Creator, Saviour, and Sustainer of all. Our affirmation that Jesus Christ in the Son of God, Saviour and Lord.
Our acceptance of God's Word, the Bible, as our rule for faith and practice.
Our reliance on God in prayer. Our dependence on God and His grace.

“But because of His great love for us, God who is rich in mercy made us alive with Christ...it is by grace you have been saved”. Ephesians 2:4-5

RESPECT

Valuing ourselves and others because all people matter to God and have been created in the image of God.

“You shall love your neighbour as yourself” Mark 12:31

EXCELLENCE

Doing everything to the best of our ability for the glory of God.

“Whatsoever you do, work at it with your whole heart, as working for the Lord…” Colossians 3:23

LOVE

Seeking others' highest good.

“Greater love has no one than this: to lay down one's life for one's friends.” John 15:13
INTEGRITY
Being true to what we believe; acting with courage in accordance with Christian principles of moral and ethical behaviour.

“Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity, and sound speech that cannot be condemned...” Titus 2:7-8

COMMUNITY
Functioning together in a healthy and constructive way. Being good stewards of our God given resources. Serving each other with joy and encouraging each other by using our gifts and abilities for each others’ good, and for the wider community, both locally and overseas.

“If you have any encouragement from being united with Christ, if any comfort from his love, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and purpose.” Philippians 2:1-2

WISDOM
Wise application of learning and knowledge, understanding, good judgement, discernment; insight into the true nature of things.

“A wise person will hear, will increase in learning.” Proverbs 1:5

SCHOOL AIMS
Waverley Christian College is committed to:

FAMILY AND PARENTING
- Support of parents in their role through the provision of and access to resources, assistance, and information that will assist them in the training, nurture and education of their children.
- Provision of a school environment that is both safe and supportive of Christian family values.
- Access of families to the College for their children regardless of socio-economic status.

FAITH AND VALUES
- Demonstrate the love of God and teach Biblical truths.
- Nurture Christian values, standards of morality and ethics.
- Help each student increase in knowledge of God and accept Him as the source of knowledge and wisdom.
- Encourage each student to accept Christ as personal Saviour and to continue to grow and develop in the knowledge of Christ so as to become more like Him. (Ephesians 4:13).
- Help each student understand the present ministry of the Holy Spirit, who lives in each believer, and guides each believer in the understanding and application of Biblical principles. (John 14:26; 16:13; 1Cor. 6:19)
- Help each student gain a knowledge of, appreciation for, and confidence in the Bible as the only inspired, infallible, and authoritative Word of God, and encourage each student to be consistent in personal Bible study.
- Help each student understand the significance of the local church and the necessity for regular attendance and involvement.
Help each student identify and develop his/her unique gifts and abilities, and the importance of using them for the benefit of the entire Christian community (1 Cor. 12:7; Ephesians 4:16).

Help each student with the development of personal Christian convictions and values, and encourage commitment to them during times of pressure and adversity. (Ephesians 6:11-13).

MISSIONS AND SERVICE

- Encourage each student to be sensitive and responsive to the needs of others. (Philippians 2:4)
- Help each student develop the abilities and skills needed to effectively communicate the Gospel of Christ. (Romans 1:16)
- Help each student develop a knowledge of and spiritual concern for other people and cultures, and assume the responsibility each Christian has in the area of world missions. (Matthew 28:19-20)

INTELLECTUAL DEVELOPMENT

- Promote excellence in all aspects of school life.
- Assist students in discovering and developing, as fully as possible, their unique talents and capacities.
- Provide a curriculum relevant to the needs of all students.
- Offer experiences which will motivate and challenge students intellectually, aesthetically, physically and spiritually.

- Encourage students to possess a zest for learning and an understanding that learning is a life-long process.
- Assist each student in recognising that each area of instruction, whether scientific, historical, mathematical, literary, or artistic, must be understood within the pattern of God’s truth as revealed in the Bible.
- Develop students in:
  (i) skills of literacy, numeracy, analysis, problem solving, information processing and computing.
  (ii) an understanding of the role of science and technology in society, together with scientific and technological skills.
  (iii) a knowledge and appreciation of Australia’s historic and geographical context.
  (iv) an appreciation and understanding of, and confidence to participate in, the creative arts.
  (v) an understanding of, and concern for, balanced development of the global environment.
  (vi) a capacity to exercise judgment in matters of morality, ethics and social justice.
- Challenge each student to strive for excellence and maximum achievement in every area of the instructional program.
- Prepare each student to pursue independent study, to reason logically, and to develop a life-long interest in learning and intellectual development.
- Prepare each student with the knowledge and skills necessary for further study and occupational competence.
- Assist each student in the development of creative and critical thinking skills, using Biblical principles and criteria as the basis for evaluation.

PHYSICAL DEVELOPMENT

- Assist each student to understand that the body is the temple of God and is to be kept clean and pure and capable of responding to God’s direction.
• Encourage each student to accept personal responsibility for achieving and maintaining physical fitness and practising good health habits.
• Develop in each student an awareness that a healthy physical body contributes significantly to a sound mental, spiritual and social state.
• Assist each student in recognising the dangers inherent in the use of substances harmful to both physical and spiritual well-being, and in accepting responsibility to avoid the use of such substances. Assist each student to develop an interest in the skills needed for life long involvement in physical activities.

SOCIAL AND CULTURAL DEVELOPMENT
• Develop in students the desire to serve God and society, and the skills to exercise leadership.
• Provide a secure and supportive environment where responsible relationships may be developed amongst all members of the school community.
• Develop self-disciplined young people who are optimistic, confident, articulate and resourceful.
• Encourage each student to develop Christian attitudes, accept principles of behaviour, and base decisions on the spiritual, moral, and ethical values of the Bible.
• Prepare each student to assume the responsibility and privileges of citizenship.
• Teach each student the Biblical principles regarding marriage and family life and the personal commitment needed to establish and maintain Christian families.
• Assist each student to acquire the attitudes and skills essential to effective interpersonal relationships.
• Impart to students an understanding of their cultural heritage and national identity.
• Develop an awareness of, and respect for, social, economic and racial differences.
• Equip students with knowledge and skills to become responsible citizens who understand their place in the global context.

CAREER DEVELOPMENT
• Assist each student to acquire a basic knowledge of the economic system, to develop attitudes and skills needed to be a competent consumer, and to apply Biblical principles to the use of personal resources.
• Assist each student to develop respect for the dignity of labour and pride of performance.
• Assist students in developing values, attitudes and basic knowledge essential to the world of work through career awareness and exploration.

CHRISTIAN SCHOOLS
To actively promote and participate in the cause of Christian education in the wider Christian Schools community.
SCHOOL GOVERNANCE

GOVERNING BODY OF THE COLLEGE
The College is conducted by CityLife Church. The Directors of the Church appoint a School Council to be responsible for the running of the College.

ADMINISTRATIVE STRUCTURE
The Principal is the first in authority and responsibility within the College. The Deputy Principal assumes full responsibility in the absence of the Principal. A Head of Campus leads the Narre Warren South school community.

The Campus is divided into two sub-schools:

Primary (Prep-Year 6)
Secondary (Years 7-10)

The child’s class teacher/home group teacher should be the first point of contact for matters of information, clarification or concern. More serious concerns should be addressed to the relevant Year Level Coordinator.

SCHOOL ENVIRONS
Waverley Christian College is situated in the outer eastern suburbs of Melbourne. The nearby attractions and facilities include Mount Dandenong and major shopping centre Westfield Fountain Gate. A well serviced bus route runs past the College connecting students to Fountain Gate shopping centre which is, in turn, a major hub to many other bus routes. A major train route to the centre of Melbourne is also available at Narre Warren.

The College is comprised of numerous general classrooms, staff areas and Administration. The specialist areas within the school are: Music, Art/Visual Communication, Science, Computer, Food Studies and Library.

The equipment provided in the school for use in teaching methods includes: computers, AV equipment (TV/VCR/DVD players, digital video projectors, video cameras, digital cameras, interactive whiteboards) musical instruments, science laboratory equipment, art and visual communication.

The Wantirna South was established in 1978 and the Narre Warren South Campus was opened in 2012.

ADMISSIONS POLICY
Only those students who will enhance the fulfillment of the College’s spiritual mission will be admitted to the College. The College will admit students of any race, gender, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to its students. It does not discriminate on the basis of race, gender, national or ethnic origin, or financial hardship in administration of its educational policies, admissions policies, scholarship, athletics and other College-administered programs.

A primary focus of the College is to train Christian young people of every ability in the highest
principles of Christian leadership, determination to find God’s will for themselves, personal integrity, and good citizenship. Accordingly, the College will admit only those students considered by the Principal to be best able to comply with a disciplined program which sets high Christian standards.

It is the general policy of the College to enrol only children from Christian homes who are themselves Christians; (and where at least one parent is involved in regular fellowship in a local church); who accept the Bible as God’s Word and who are willing to submit to its principles as final authority. In practice, this will mean that each student will be committed to regular and active involvement in a local church; will honestly endeavour to abide by all the College regulations; will refrain from any drug, impure or obscene language, and immoral behaviour; respect authority without being critical or fault-finding.

Students are expected to maintain Christian standards of honesty; to strive to be of unquestionable character throughout their enrolment; to dress in a neat, clean and modest manner and be well-groomed.

All new students are admitted on probation for their first Term. Their progress will be reviewed before their second Term.

ENROLMENTS
All new families seeking admission into the College must be interviewed by the Principal or his representative. The interview process seeks to ensure prospective families and students are in harmony with the principles and vision of the College as a Christian school. The interview also provides the opportunity for a detailed explanation of College policies.

RE-ENROLMENT
Each year, at the beginning of Term 3, a re-enrolment form is sent home to all families. Parents are required to indicate their willingness, or otherwise, to continue their children’s education at the College, as well as complete church attendance information. This procedure assists in maintaining the spiritual focus of the school community.

STUDENT DEFERAL, SUSPENSION AND CANCELLATION OF ENROLMENT
Student enrolment can be deferred, suspended or cancelled in limited circumstances by Waverley Christian College or by the student. When deferral, suspension or cancellation of enrolment is initiated by the College, students have the right to appeal the decision.

Once an overseas student has enrolled in a course, the College will not allow the student to defer commencement of studies, or suspend studies, except on the grounds of illness, evidenced by a doctor’s certificate, or other exceptional compassionate circumstances beyond the control of the student, for example, bereavement. If a student defers or suspends the studies on any other grounds, the College will report the student as not complying with visa conditions to the Department of Immigration and Citizenship (DIAC) via PRISMS.

The College will cancel the enrolment of a student under the following conditions:
• Failure to pay course fees
• Where a student elects to withdraw from their program within the College’s policies
• Misconduct as defined by the College’s policies
• Failure to maintain a continuous valid enrolment
• Where a student is not attending classes and cannot be contacted
• Failure to comply with any applicable standards of conduct, statutes, regulations, policies and procedures of the College which provide for enrolment deferral, suspension or cancellation as an outcome of such failure to comply
• Failure to meet the College’s progression standards

The final decision for assessing and granting a deferment, suspension or cancellation lies with the Principal.

WRITTEN AGREEMENT
Students and their parents/guardians will be required to enter into a written agreement with Waverley Christian College which identifies the course or courses in which the student is to be enrolled and any conditions of enrolment; provides an itemised list of course money payable by the student; provides information in regard to the refund of course money; sets out the circumstances in which personal information about the student may be shared between the College and the Australian Government and designated authorities; and advises the student of their obligation to notify the College of a change of address while enrolled in the course.

OVERSEAS STUDENT APPLICATION PROCEDURE
Read this College Handbook carefully.

If applying in Australia, submit by mail or deliver to the College:
• Completed Application for Enrolment form
• Pastoral Letter of Recommendation
• Certified copy of student’s Passport and Visa (if available)
• Completed Conditions of Entry form
• Certified copies of most recent school report and/or public examination certificates
• Application Fee of $100 per student
The Admissions Staff will then telephone to arrange an interview and guided tour of the College with senior members of the teaching staff.

If applying from overseas, submit the above paperwork directly to the Admission Staff.

If the College accepts your application for a place, a Letter of Offer will be forwarded.

On receipt of our Letter of Offer, you will be required to sign and return to the College the accompanying Letter of Acceptance, together with your bank draft payment to Waverley Christian College for the applicable fees.

On receipt of your Letter of Acceptance, with the Bank Draft for the applicable fees, the College will forward the Government Confirmation of Enrolment Form that is required for a Student Visa application.
Present the College’s Letter of Offer and the Confirmation of Enrolment Form to:

- The Australian Consulate (if overseas)
- The Department of Immigration and Citizenship (DIAC) (if in Australia)

Request the relevant application forms for a Student Visa. You should state that you are applying as a full-fee-paying Overseas Student and seek advice on any special application procedures. A visa can take about 6 weeks to process.

**FEES**

Fees are charged annually and they are payable at the commencement of each semester. A term’s notice, in writing, is required in lieu of a term’s fees when a child leaves the college. Full details of current fees are available from the Admissions Staff and on our website.

**CURRICULUM**

The curriculum comprises the total educational experience offered to students by the College. It is organized on the basis of involvement in a wide range of subject areas. The curriculum takes a unified approach spanning both Primary and Secondary levels. Key features of this approach are:

- The student is assisted in realizing his or her potential as created by God, implying personality development in the physical, emotional, social, aesthetic, moral and spiritual spheres.
- No arbitrary distinction is made between “educational” and “spiritual” perspectives, education being for the total person - spirit, soul and body.
- An integrated curriculum which is student-orientated, maintaining a balance between educational tasks and each student’s individual development.
- Christian teaching and experience are built into and permeate the whole life of the College community.
- In summary, the College does not offer a merely “Christianized” version of a secular curriculum, but instead, a coherent and integral Christian curriculum reflecting what God says about Himself, humanity and Creation.

**PRIMARY SCHOOL CURRICULUM**

**Mathematics:** Basic arithmetic processes, fractions, decimals, applying concepts learned in pure to everyday situations, e.g. measurement, area, volume, capacity, graphing, mass, money, problem-solving.

**English:** Grammar, spelling, literature, comprehension, LEM Phonics, creative writing, poetry, drama, word-processing (computer), reading (oral, silent, serial stories).

**Science**

Introductions to scientific concepts, experiments related to concepts in theory.

**Social Studies**

Broad range of basic concepts related to God, the family and our interaction with each other, projects, excursions, discussions, assignments, visiting speakers.
Music
Singing, theory, keyboard, recorder and other instruments.

Physical Education
Athletics, minor and major games, ball-handling skills, gymnastics, creative movement.

Art/Craft
Textiles, painting, construction, modelling, drawing, pottery.

Swimming
Stroke development, stroke correction, water safety skills, survival swimming.

Chapel
Singing, praise and worship, Bible reading, inspired preaching (visiting speakers).

Library
Library skills, books, reading.

Computer
Awareness, keyboarding, word processing, publishing, programming.

Drama
Mime, movements, role-play, improvisation, performance.

L.O.T.E - Chinese and French
A Primary Curriculum Guide, detailing courses of study at each Year Level, is available from the College.

In 2015, Primary school students in Years 2, 3, 4 and 5 are required to purchase an iPad (specified model) as part of the College’s 1:1 program.
SECONDARY SCHOOL CURRICULUM

YEAR 7
(All Subjects are studied at Year 7)

Full - year subjects
Biblical Studies
Chapel
Information Technology
Drama
English
LOTE (French and Chinese)
Mathematics
Personal Development
Physical Education
Science
Sport

Semester Subjects
Art
Design Technology (Metal/Plastics)
Design Technology (Wood)
Food Studies
Geography
History
Music
Outdoor Education
Textiles
Visual Communication

YEAR 8
(All subjects are studied at Year 8)

Full - year subjects
Biblical Studies
Chapel
Information Technology
English
LOTE (French)
Mathematics
Personal Development
Physical Education
Science
Sport

Semester Subjects
Art I
Art II
Beginning Acting
Design Technology (Metal/Plastics)
Design Technology (Wood)
Drama and Theatre
Food Studies
Geography
Healthy Choices
History
Innovative Design
Mazes and Decorative Items
Music Performance
Outdoor Education
Photography and Multimedia
Ready, Set, Cook
Technology (Wood and Composites)
Technology (Metal and Plastics)
Textiles
To Market, To Market, To Cook
Visual Communication I
Visual Communication II
What Every Musician Should Know

YEAR 9
(All Subjects are studied at Year 9)

Full-year subjects
Biblical Studies
Commerce
English
Geography
History
Mathematics
Personal Development
Physical Education
Science

Semester Subjects
Creative Painting and Printmaking
Photography and Multimedia
Models and Construction
Digital and Dynamic Design
Duke of Edinburgh's Award (Introduction)
Duke of Edinburgh's Award (Bronze)
Drama and Theatre Games
Dance Appreciation and Analysis
Functional Design
Lights, Noises and Movement
Multicultural Cuisine
Music Technology
LOYE (French and Chinese)
Song Writing
Sports Development and Leadership
Sports Management

YEAR 10
(All Subjects are studied at Year 10)

Full-year Subjects
Biblical Studies
Career Education
English
Geography
History
Mathematics
Personal Development
Physical Education
Science

Semester Subjects
Architecture
Advertising
Studio Art Lab I
Studio Art Lab II
Digital Photography
Drama
Web Design
Technology (Electronics)
Technology (Smart Technology)
Let's Party
Food As Gifts
French
Dance Appreciation and Analysis
Music Performance
Music Preparation
Sports Science 1
Sports Science 2

VCE SUBJECTS AVAILABLE TO YEAR 10
Business Management
Psychology
TEACHING AND ASSESSMENT METHODS
Teaching methods employed by the College include teacher generated learning (eg. face to face) and student generated learning (eg. research, practical work). The assessment methods used include assignment (eg. aural, visual or written presentation) and testing. The expected outcome from the successful completion of the five year study course in the Secondary School (Years 7-12) is the Victorian Certificate of Education.

STUDENT PLACEMENT
It is expected that each student be proficient in both verbal and written English Language prior to commencement of enrolment. The latest school reports and other applicable qualifications obtained to date will be used to determine placement. English Language Proficiency will be assessed by using either a DELTA test, an IELTS rating or an Exit Report from a registered provider of English Language Training or online testing with EDUtest.

STUDENT COUNSELLING AND SUPPORT SERVICES

THE COLLEGE’S INTENT
The intention of Waverley Christian College in providing an Overseas Student Program is to offer a service to overseas students who are seeking enrolment at the College and whose relatives will be living in Australia. It is not the College’s intention to actively seek to attract students from overseas.

To this end, Waverley Christian College requires its overseas students to make their own arrangements for living in Australia. It is the expectation that students will live with their parent, legal guardian or close relative in Australia that will provide the level of support necessary for them to function effectively within the school environment. A close relative must be over 21 years of age and includes step/brother, step/sister, step/grandparent, step/aunt, step/uncle, step/niece, step/nephew and spouse. The relative must be nominated on the school application form and visa application form.

ORIENTATION PROGRAM
On arrival:
1. Staff are briefed in order that they may help the student settle into life at the school
2. Office staff will assist the student with registration fees, visa applications, student health cover, text book lists and school uniform
3. Structured social activities will be organised by the relevant class teacher (Primary) or the Year Level Co-ordinator (Secondary) throughout the year
4. An Orientation Program is conducted by the Head of School at the commencement of each school term
5. Orientation programs provide assistance with cultural assimilation, integration with local students, expectations of the school, VCE requirements, educational differences, study techniques, homework and critical incident procedures

EDUCATIONAL COUNSELLING
The Heads of School (Primary and Secondary) are responsible for overseeing the educational development of the students.
i) The academic progress of the students is carefully monitored and parents are kept informed by School Reports.

ii) Where necessary, direct contact is made with parents.

iii) Career counselling regarding subject choice and tertiary entry is given by the VCE/Careers Co-ordinator.

iv) Each student is individually interviewed by the Careers Co-ordinator and Careers Information Sessions are held throughout the year.

v) Students are assisted in making university applications.

vi) Year Level Co-ordinators provide assistance with strategies for study and advice on time management.

INDICATIVE COSTS OF LIVING
Students will need additional money for their day to day expenses such as clothing, transport, entertainment (eg. a return train trip from the College to the city costs around $10.10, cinema ticket $12.50, CD $30.00). The amount per week would be in the range of $50.00 to $200.00.

STUDENT CONCERNS AND GRIEVANCES
Normally student concerns are resolved through the processes of educational and personal counselling. The College provides an experienced, approachable and caring group of staff members who are available to counsel students on matters of educational and personal concern. The process is confidential.

The following staff members are readily accessible to assist students with concerns:
- Overseas Student Co-ordinator
- Home Group Teacher
- Year Level Co-ordinator
- Careers Co-ordinator
- College Chaplain
- Head of School
- Bursar
- Principal

Where a student is not satisfied with the assistance given and believes that he or she has a complaint or grievance against the College, the following formal procedures will operate. In an attempt to resolve the situation:

1. The student will provide a formal written lodgement, with supporting documentation, which outlines the nature and details of the complaint or grievance. The process must commence within 10 days of receiving this formal complaint or grievance with minimal or no cost to the student.

2. The student will contact the Overseas Student Co-ordinator to represent his or her case in the first
instance to the Year Level Co-ordinator who will consult with staff members, Chaplain, Bursar, as appropriate.

Should the issue remain unresolved then:
1. The Year Level Co-ordinator will then refer the student’s case to the Head of School. Should the issue remain unresolved then:

2. The student’s grievance will then be referred to a panel consisting of the Principal, a member of the School Council, and an independent person.

At any stage in this process the student’s parents or host parents may be contacted in order that they may assist and/or represent the student in the process. The student may at any stage nominate any person of their choosing to represent and/or accompany them at meetings.

The complainant must be given a written statement of the outcome including details as to the reasons for the outcome. The process must be finalised as soon as practicable.

For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal. The Principal will determine if participation in studies will be in class or outside of classes.

In the event that a dispute is not settled within the school then either party may request the involvement of the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website www.oso.gov.au or phone 1300 362 072 for more information.

**STUDENT CODE OF CONDUCT**

“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.”

1 Timothy 4:12

**PRINCIPLE 1**
Students have the right to feel safe and secure in the school environment, free from intimidation, bullying and harassment, and to be treated with love, justice and equity according to the Scriptures. Students have the responsibility to behave in a considerate and thoughtful manner, and to treat others with love, justice and equity.

**PRINCIPLE 2**
Students have the right to work and play in an environment free from interference or damage to personal property. Students have the responsibility to respect all property including that of other students, and to do nothing that would harm another’s well-being.

**PRINCIPLE 3**
Each student has the right to receive Biblical counsel and correction in love when needed from members
of Staff. Each student has the responsibility to receive Biblical counsel and correction when needed from members of Staff.

**PRINCIPLE 4**

Each student has the right to be valued and treated with respect. Courtesy, consideration of others, co-operation and honesty are essential to the proper functioning of a Christian community. Each student has the responsibility to treat others with respect and courtesy, to be honest and co-operative in all aspects of College life, and to respect authority.

**PRINCIPLE 5**

Each student has the right not to be exposed to harmful substances, influences or immoral behaviour in the school environment. Each student has the responsibility not to behave in a manner that could negatively influence others.

**PRINCIPLE 6**

Parents have the right to expect that their child will be treated fairly, reasonably and consistently by the Principal and Staff in the implementation of the Code of conduct and to expect that their children will be educated in a loving and disciplined environment in which love for God and others is encouraged. Parents have the responsibility to support the College in its efforts to maintain a positive teaching and learning environment, and to provide a loving and disciplined home environment in which love for God and others is encouraged.

**PRINCIPLE 7**

Each teacher has the right to be able to teach in an orderly and co-operative environment. Students have the right to learn in an orderly and co-operative environment and to be able to develop their God-given talents and abilities. Each teacher has the responsibility to maintain an orderly and co-operative environment.

Students have responsibility to develop their God-given talents and abilities for His glory and to do nothing that would prevent others from learning.

**DISCIPLINE PROCEDURES AND SANCTIONS**

Teachers will apply appropriate sanctions that follow from the Biblical Principles, standards and rules set by this Code of Conduct.

The College considers that discipline is training. Christian discipline is achieved by training in godliness. Godly training does not eliminate the need for corrective discipline. Rather it forms the context in which corrective discipline can most helpfully take place.

Corrective discipline seeks to: bring about reconciliation among members of the College community; restore the student who has erred and bring freedom from guilt, and maintain the purity of the College. Discipline, properly motivated, and applied is an act of love. It is never intended to be a punitive measure applied in isolation from motives of love and care for the individual. Rather, disciplinary measures are applied for the good of the student and his or her ultimate well-being.

Sanctions are graded in severity with the emphasis on students being accountable and learning to take responsibility for their behaviour.

If a student does not comply with any reasonable and clearly communicated instruction of a Principal or
teacher, or infringes College rules, then sanctions will be applied.

Sanctions may include:
- discussion between student and teacher
- demerits
- yard duty
- withdrawal of privileges
- detention
- parental contact
- behaviour card
- withdrawal from class
- Saturday morning detention
- suspension
- expulsion


The Student Code of Conduct is available from the College.

**COURSE PROCESS AND DURATION**

The duration of courses is set down in the College’s Letter of Offer sent to each new student. Students are required to complete their course within this time limit. Students are regularly assessed in accordance with the course guidelines as set out in the VCE Policy Handbook and the Secondary Student Handbook to ensure that the course will be completed within the specified duration. All students should attend classes and complete the assessment activities for all units required for a particular qualification. Information for each course will be given to students at the commencement of that course.

An extension to the specified duration of the course will only be granted for compassionate and compelling circumstances; when an intervention strategy is in place where a student is not meeting satisfactory course progress; or where an approved deferment or suspension of study has been granted. The College will record the variation and reasons for it in the student’s file, as well as report the student via PRISMS and issue a new CoE if required.

**ATTENDANCE**

Students are encouraged to be in regular attendance unless unavoidable. Excessive absences negatively impact on a child’s progress.

A minimum 80% attendance rate is required for all students at all scheduled lessons and activities to enable satisfactory completion of units. The student attendance is monitored as follows:
- Primary — the classroom teacher marks the roll in Periods 1 and 5.
- Secondary — the teacher marks a roll in all classes.

Late arrivals at the College are also recorded.
A record of attendances is maintained and a note of absences will be included in half year and end year reports to parents/guardians. Attendance records are monitored by Primary classroom teachers and Secondary subject teachers. Any absence longer than 3 consecutive days without approval will be investigated.

Students at risk of breaching the College’s attendance requirements will be counseled and offered any necessary support when they have absences of more than 20% per term (9 days). Both the student and parent/guardian will be notified and attendance and coursework closely monitored by relevant teachers. Where a student passes the absence threshold, the College will advise the student of its intention to report the student for breach of visa condition 8202, and that the student has 20 working days in which to access the school’s internal complaints and appeals process.

An exception to this process is in circumstances where the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g. medical illness supported by a medical certificate and has not fallen below the 70% attendance rate.

If a student is assessed as having nearly reached the threshold of 70% attendance, the Heads of School will assess whether a suspension of studies is in the interests of the student as per the College’s Deferment, Suspension and Cancellation Policy.

No student may leave the College during the day without permission. Before permission is granted, communication must be made with the College. Parents are encouraged to make all medical and dental etc., appointments, if possible, outside of school hours.

Please assist the College in our efforts to care for the students by informing us beforehand when our son or daughter is absent.

PUNCTUALITY
All students are required to be on time for the start of school. Students who are late to College should bring a note from parents explaining the lateness. Unexplained lateness may result in a detention. Continued lateness will necessitate a conference with parents and the College.

TRAVELLING TO AND FROM COLLEGE
Students using public transport should be quiet and courteous, being seated where possible, except when an adult needs the seat. No student is to stand in a doorway, or eat or drink whilst travelling. Bags should be kept out of the way of other travellers. Uniform should be worn correctly whilst travelling to and from the College.

DELIVERY AND COLLECTION OF CHILDREN
Students must not arrive at the College before 8.15 am. Primary and Secondary students must be collected by 3.30 pm. The school cannot assume responsibility for the safety of children in the school grounds outside the times specified above.
AFTER SCHOOL SUPERVISION
The stated school policy requires Primary and Secondary students to have been picked up within 15 minutes of dismissal time. This means students should have departed by 3.30pm.

If students are involved in an official after school activity eg sport, dance, chess, Afterschool Care etc, then siblings must either:
   i. be working in the library (secondary)
   ii. be waiting with their parent/carer

This means that no student will be left unsupervised in the school grounds.

Primary students not collected by the appropriate time will be sent to Afterschool Care and parents billed accordingly. Where students are involved in official after school activities, parents are asked to be prompt in picking their children up at the conclusion of the activity to save any unnecessary waiting around.

AFTER SCHOOL PROGRAMS
There are a number of After School Programs available for both Primary and Secondary Students.

These include programs such as Afterschool Care, Choir, Orchestra, and Homework Club.

Afterschool Care for Primary Students runs from 3.15pm to 6.00pm each week night during the school term. It includes an afternoon snack, programs for varied indoor and outdoor activities and where practical, homework supervision.

The Afterschool Care program is a registered provider. Government rebates on care costs are applicable. Application forms and further details concerning the running of these programs and current prices may be obtained from the General Office. Please note that students need to be registered prior to attendance. Due to health considerations, e.g. food allergies, any unregistered student will not be provided with food or drink (apart from water).

BUS SERVICE
The College provides a bus service that runs from Wantirna South campus to the Narre Warren South campus in the morning, and returns from Narre Warren South to Wantirna South in the afternoon. The bus departs from Wantirna South at 8:20am and returns to Wantirna South at around 4:00pm. Primary-aged children who use this service are welcome to join one of the After School Programs at Wantirna South upon their arrival.

Application forms and further details concerning the bus service may be obtained from the General Office.
REPORTING TO PARENTS
The College uses the following means of communication to parents. Most of these will give indications of how your child is progressing, working and behaving.

Take advantage of all information arriving home!

PRINCIPAL’S AWARDS
These are awarded in recognition of an excellent level of effort by students in all aspects of the curriculum. They are also awarded to students whose personal qualities enhance the tone of the classroom.

ENCOURAGEMENT AWARDS (PRIMARY)
These are awarded by teachers to acknowledge a student’s personal effort in a particular area.

HOMEWORK DIARY
The responsibility for academic achievement is placed on students. Realistic goals are set and if the student does not meet those set for the day, he or she will be required, at the discretion of the teacher, to complete the work at home. Should the student have homework, this will be indicated in the diary. The diary is to be signed by the parents and returned the next day. Continual uncompleted daily goals indicate the need for attention and follow-up.

PROGRESS REPORTS
The grading system of our College is designed to give parents a true indication of the student’s progress and standard of learning. The College academic year is divided into four Terms. Parent/Teacher interviews are conducted at the end of the First and Third Terms while detailed written reports are sent home at the half-year and end of year.

Where a student has failed or has achieved unsatisfactory results in more than 50% of subjects in a term or semester an intervention strategy is implemented which includes but is not limited to: academic skills support; study groups; mentoring; tutoring; reduction in course load; placement in a suitable alternative course; personal counseling. The strategies or combination of strategies will be tailored to the student’s needs.

Within the context of the College, a new Conditions of Enrolment will need to be issued if the student is placed in a different course within the College, or the course load is reduced and thereby changes the duration of the course. These changes will be advised via PRISMS.
If, after one term, the student’s progress remains unsatisfactory, the College will inform the student in writing that he/she will be reported for unsatisfactory course work. The student has 20 working days in which to access the College’s complaints and appeals process. The College will maintain the student’s enrolment while the complaints and appeals process is ongoing. Depending on the situation, the student will continue their study either in the classroom or externally with supervision.

An unsatisfactory course progress report can result in a cancellation of the student’s visa.
ACHIEVEMENT TESTS
All students (apart from Prep classes) take achievement tests during the school year. The tests are used to measure a student’s general knowledge and mastery of reading, language, mathematic and spelling skills.

PRINCIPAL’S NEWSLETTER
This letter contains general news and announcements from the Principal to facilitate the smooth running of the College. It also includes items of interest, College events, sporting results, student achievements, staff and student contributions. The Newsletter is distributed electronically. It is vital that parents read the Newsletter to be fully aware of all that is happening in the life of the College.

You are welcome to telephone and arrange to come to the College to discuss any areas of concern or just to look at how your child is working. The College appreciates the interest and concern of parents and encourages as much communication as possible.

DRESS CODE
The College’s dress code reflects standards of decency and acceptable presentation. The most effective way to achieve an appropriate standard of dress within the School context is by the wearing of a uniform.

Parents are required to see that students have sufficient items of uniform so that it is never necessary for a student to wear soiled, damaged or non-uniform items to College. Hair is to be groomed in a neat and appropriate manner. Shoes are to be well-polished.

Uniforms must be worn during College days and travelling to and from the College. The only exception is when students have PE. They may wear their PE uniform all day on the day they have PE /swimming. Parents are asked to ensure that students wear the correct PE/swimming uniform as detailed.

All students must wear their PE uniform in a neat and tidy manner. Students are encouraged to wear full tracksuit during the colder months but this is optional. However, accessories (ie. Parka, gloves) may only be worn over the tracksuit, not instead of the tracksuit. Uniforms may be worn outside school hours, but they must be complete. Students in incorrect uniform are required to present a signed note from their parent to their teacher explaining the reason for being out of school or PE uniform. Such occurrences should be rare and only in unforeseen circumstances.

SUMMER/WINTER DATES
Summer uniform is to be worn from the start of the College year until MID-APRIL, and from MID-OCTOBER until the end of the year.

During Term 2 and 4 an overlap period of summer/winter uniform may be permitted at the discretion of the Principal. Winter uniform is to be worn from MID-APRIL until MID-OCTOBER.

SENIOR/JUNIOR UNIFORM SIZES
All students must wear senior uniform once they are in the Secondary School. Primary students all wear the junior uniform.

EXCURSIONS
Normal uniform is required unless the nature of the excursion suggests otherwise, e.g. snow trips. Parents will be notified if casual dress needs to be worn.
MISCELLANEOUS:

JEWEILLLERY: Jewellery, such as rings, bracelets and earrings are not permitted to be worn by girls or boys. However, girls with pierced ears may wear one pair of small gold or silver studs or sleepers [one per ear] in the ear lobe. Secondary students: A small gemstone is permitted in studs. Clear studs should not be worn. A small cross on a fine chain necklace may be worn by boys and girls under their uniform. Non-allowed jewellery will be confiscated and returned at the discretion of the Head of School.

Tattoos are not permitted.

HAIR: Boys: Hair should be off the collar and ears. Fringes should be above the eyebrows. Hair should be evenly layered. No variations or extremes in hairstyle, including undercuts, bowl cuts, flat tops and number 1 crew cuts and dyeing, etc., are permitted.

Gel may be used to keep hair in place, but not for ‘spiking’ hair. Boys are to be clean shaven, and side burns should be no longer than the ear lobe.

Girls: Fringes are to be off the eyebrows. Shorter hairstyles must ensure that hair is off the face and off the shoulders. Longer hair may be worn 'half-up, half-down'. If hair is longer than shoulder length it must be tied back with any of the following:

- royal blue satin scrunchies and toweling rings
- royal blue ribbon or royal blue/brown/black elastic

The following accessories may be used in addition to the above:

- royal blue or silver clips, or brown combs
- royal blue hair bands - plastic or velvet horseshoe (plastic or fabric) or fine nylon ribbed

Hair Colouring: It is the College’s preferred position that hair is not artificially coloured in any way. However, students in Years 7 to 12 are permitted to subtly colour their hair with natural hair colours in shades close to their natural hair colour.

MAKE-UP: No make-up is to be worn, other than clear nail polish even on casual dress days. False nails are not permitted. For girls in Years 10, 11, and 12, skin toned foundation/concealer may be subtly applied.

DRESS: Dresses and skirts are to be worn at the appropriate length, i.e. kneecap to be fully covered when standing (Primary); part of the kneecap to be covered (Secondary).

HATS: All students must wear the official school hats during recess, lunchtimes, and outdoor activities during Term 1 and 4.

LOST PROPERTY: The Lost Property department has a system of fines for claiming articles. Unclaimed articles will be disposed of to the second hand uniform shop.

SECOND HAND SHOP
A range of second-hand uniform items is available at the College Uniform Shop which operates between 3.00 to 4.00 pm on Thursdays. The shop is a non-profit venture.
PURCHASING UNIFORM ITEMS
The official College uniform suppliers are Lowes and Buxwear. Those items not supplied by Lowes or Buxwear are available from the College Uniform Shop. Details of all operations are included in this information.

Please find below a listing of the College's uniform requirements. To avoid variations in school uniform, it is necessary to purchase specified items from Lowes, Buxwear or the College Uniform Shop and not other stores. Where neither is designated, uniform items may be purchased from Lowes, Buxwear or a department store.

SUMMER:
Terms 1 and 4
Girls, Primary
School dress, Peter Pan collar (Lowes or Buxwear)
Blue WCC jumper (Lowes or Buxwear)
White socks - short, fold-over top style
Black lace-up traditional school shoes
School hat - Universal Pixie (Lowes or Buxwear)

Girls, Secondary
School dress, button front (Lowes or Buxwear)
School dress, button front - New Style (Lowes or Buxwear)
Blue WCC jumper (Lowes or Buxwear)
Navy VCE jumper (Lowes or Buxwear)
White socks - short, fold-over top style
Black lace-up traditional school shoes
School hat - Universal Pixie (Lowes or Buxwear)

Boys, Primary:
Grey shorts, semi-tailored (elasticised back waistband) (Lowes or Buxwear) Surrey or Buxwear
White short-sleeved open-necked shirt Midford or Beare & Ley or Buxwear
Blue WCC jumper (Lowes or Buxwear)
Grey socks - short, fold over top style with royal blue/yellow stripes (Lowes or Buxwear) - Compulsory
Black lace-up traditional school shoes
School hat - Universal Flat Top (Lowes or Buxwear)

Boys, Secondary:
White shirt, short-sleeve Midford or Beare & Ley (at least 2)
School trousers - college grey (Lowes or Buxwear) Surrey or Buxwear
Black or grey belt (optional)
Blue WCC jumper (Lowes or Buxwear)
Navy VCE jumper (Lowes or Buxwear)
Grey socks - short fold over top style, royal blue/yellow stripes (Lowes or Buxwear)
Black lace-up traditional school shoes
WCC Tie (Lowes or Buxwear)
School hat - Universal Flat Top or Slouch hat (Lowes or Buxwear)
Grey shorts, pull in side tab (Lowes or Buxwear) Yakka or Buxwear
WINTER:
Terms 2 and 3

Girls, Primary
Blue/gold plaid skirt pinafore (Lowes or Buxwear)
Lemon blouse, Peter Pan collar (Lowes or Buxwear)
Blue WCC jumper (Lowes or Buxwear)
Black lace-up traditional school shoes
White socks long knee-hi, fold-over top style, or navy tights

Girls, Secondary
Blue/gold plaid skirt (Lowes or Buxwear)
Lemon blouse, peaked collar with or without Logo (Lowes or Buxwear)
Navy VCE jumper (Lowes or Buxwear)
Blue WCC jumper (Lowes or Buxwear)
Black lace-up traditional school shoes
White socks - long knee-hi, fold-over top style or navy tights
WCC Tie (Lowes or Buxwear)

Boys, Primary:
School trousers - college grey, semi-tailored (elasticised back waistband) Lowes or Buxwear
Surrey or Buxwear
Black or grey belt (optional)
White shirt - long-sleeved Midford or Beare & Ley or Buxwear
WCC Tie (Lowes or Buxwear)
Blue WCC jumper (Lowes or Buxwear)
Grey socks
Black lace-up traditional school shoes

All students:
Wet weather jacket, navy blue, waterproof with tuck in hood, may be worn to and from the College on cold days – (Lowes or Buxwear)

Boys, Secondary:
White shirts - long-sleeved Midford or Beare & Ley or Buxwear
WCC Tie (Lowes or Buxwear)
School trousers - college grey (Lowes or Buxwear) Surrey or Buxwear
Black or grey belt (optional)
Navy VCE jumper (Lowes or Buxwear)
Blue WCC jumper (Lowes or Buxwear)
Grey socks
Black lace-up traditional school shoes

ALL STUDENTS:
Wet weather jacket, navy blue, waterproof with tuck in hood, may be worn to and from the College on cold days – (Lowes or Buxwear)
SPORT/PHYSICAL EDUCATION

Girls:
Shorts - navy Primary and Secondary (Lowes or Buxwear)
WCC PE Shirt - polo, Primary and Secondary (Lowes or Buxwear)
White socks - sport, covering the ankle (not anklets or bobby socks)
Predominately White Lace-up Runners
WCC Tracksuit - Primary (Lowes or Buxwear)
WCC Rugby Top - Secondary (Lowes or Buxwear)
WCC Track Pants - Secondary (Lowes or Buxwear)

GIRLS SWIMWEAR:
Primary and Secondary
WCC One Piece Bathers (College Uniform Shop only)
Optional WCC Swimming Shorts and Rash Vest (College Uniform Shop only)

All students are required to have correct Swimming and Physical Education uniforms from the beginning of the school year.

Boys:
Shorts - navy Primary and Secondary (Lowes or Buxwear)
WCC PE Shirt - polo, Primary and Secondary (Lowes or Buxwear)
White socks - sport, covering the ankle (not anklets or bobby socks)
Predominately White Lace-up Runners
WCC Tracksuit Primary (Lowes or Buxwear)
WCC Rugby Top Secondary (Lowes or Buxwear)
WCC Track Pants Secondary (Lowes or Buxwear)

BOYS SWIMWEAR:
Primary and Secondary
WCC Swimming Shorts (College Uniform Shop only)
Optional WCC Rash Vest (College Uniform Shop only)

OTHER
Bags: Official school and sports bags only (Lowes or Buxwear) Must not be decorated with stickers or labels of any type.
Art Smocks: Order through the College Official College Hairwear and Library bags: these are available at the College Uniform Shop

All personal possessions including books and uniforms should bear the name of the owner.
DAILY SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>Primary</th>
<th>Secondary</th>
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<tbody>
<tr>
<td>Staff Prayer</td>
<td>8.15am</td>
<td>8.15am</td>
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<tr>
<td>Warning Bell</td>
<td>8.55am</td>
<td>8.55am</td>
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<tr>
<td>Devotions</td>
<td>9.00am</td>
<td>9.00am</td>
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<tr>
<td>Session 1</td>
<td>9.15am</td>
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<tr>
<td>Session 2</td>
<td>10.00am</td>
<td>10.05am</td>
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<tr>
<td>Recess</td>
<td>10.55am</td>
<td>10.55am</td>
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<tr>
<td>Line Up</td>
<td>11.15am</td>
<td>11.15am (Lockers)</td>
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<tr>
<td>Session 3</td>
<td>11.20am</td>
<td>11.20am</td>
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<td>Session 4</td>
<td>12.05pm</td>
<td>12.10pm</td>
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<tr>
<td>Lunch</td>
<td>12.50pm (eating)</td>
<td>1.00 (lunch)</td>
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<tr>
<td></td>
<td></td>
<td>1.00pm (play)</td>
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<tr>
<td>Line up</td>
<td>1.45pm</td>
<td>1.45pm (Lockers)</td>
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<tr>
<td>Session 5</td>
<td>1.50pm</td>
<td>1.50pm</td>
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<tr>
<td>Recess</td>
<td>2.35pm</td>
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<tr>
<td>Session 6</td>
<td>2.45pm</td>
<td>2.40pm</td>
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<tr>
<td>End of School</td>
<td>3.30pm</td>
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GENERAL OFFICE HOURS
8.30 am - 5.00 pm, Monday to Friday

ASSEMBLIES
Assemblies are conducted each morning as follows:

<table>
<thead>
<tr>
<th></th>
<th>Assembly</th>
<th>Time</th>
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<tbody>
<tr>
<td><strong>Monday (Week A)</strong></td>
<td>Prep - Year 6 Assembly</td>
<td>9.00 - 9.15am</td>
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<tr>
<td><strong>Monday (Week B)</strong></td>
<td>Year 7 - Year 8 Assembly</td>
<td>9.00 - 9.15am</td>
</tr>
<tr>
<td><strong>Thursday</strong></td>
<td>Prep - Year 5 Chapel</td>
<td>9.00 - 9.45am</td>
</tr>
<tr>
<td><strong>Thursday</strong></td>
<td>Year 6 - Year 8 Chapel</td>
<td>1.50 - 2.40pm</td>
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</tbody>
</table>
WORKING BEES

To assist in keeping fees to a minimum, a parent from each family is asked to attend one rostered working bee per year. A maintenance levy of $100 is payable if families choose not to participate in one of the working bees. Parents may choose to attend the general working bee (held on the Saturday before school starts for the year), or be rostered on a monthly working bee.

Standard Collection Notice
The Privacy Act 1988
Privacy Amendment (Enhancing Privacy Protection) Act 2012

This Notice is provided to you by Waverley Christian College (the College). It specifically itemises the reason for collecting information about students and their families and the way in which information will be used by the College.

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide education to the student and to enable them to take part in all the activities of the College.

2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.

3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.

4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.

5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. These may include other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors. If we do not obtain information referred to above we may not be able to enrol or continue the enrolment of your child.

6. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievement, student activities and other news (including photographic and video images) is published in the College newsletters, magazine, website, presentations, intranet, noticeboards, promotional materials, etc.

7. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The College's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.

9. The College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.

10. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

11. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines and on our website. Photographs of student activities such as sporting events, College camps and College excursions may be taken for publication in College newsletters and magazines and on our intranet.

12. We may include students' and students' parents' contact details in a class list and College directory.

13. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose this information to third parties.
STATEMENT OF FAITH OF CITYLIFE CHURCH

- We believe that the Bible is God’s unique revelation and that every word was supernaturally inspired by the Holy Spirit as it was being written down by various human authors.
- We believe that there is only one God, creator of heaven and earth, who exists eternally as three distinguishable persons - the Father, the Son and the Holy Spirit, each fully God yet each personally distinct from the other (Mat 28:19; 2Co 13:14).
- We believe that all people are created in the image of God and matter deeply to Him.
- We believe that Jesus Christ is the eternal Son of God and the Saviour of the world.
- We believe that salvation is a gift of God received through repentance and faith in Jesus Christ.
- We believe in the Holy Spirit who is equal to the Father and the Son.
- We believe in the necessity of water baptism by immersion in the name of the Godhead in order to fulfil the command of the Lord Jesus Christ (Mat 28:19; Acts 2:34-36; 19:1-6).
- We believe in the baptism of the Holy Spirit as an important experience available to every believer.
- We believe in the healing of the body by God’s power as practised in the early church (Acts 4:30; Rom 8:11; 1Co 12:9; Jam 5:14).
- We believe in the Lord's Table, commonly called “communion” or “the Lord's Supper”, for believers (1Co 11:28-32; Mat 26:26-28).
- We believe in the reality and personality of the Devil and eternal judgement in the lake of fire for the Devil and his angels (Mat 25:41; Rev 20:14, 15).
- We believe that there is one true universal church made up of genuine believers and comprising many churches in various localities each exercising autonomous government under the headship of Jesus Christ.

ESOS FRAMEWORK:
YOUR RIGHTS AND RESPONSIBILITIES

YOUR RIGHTS
The ESOS framework protects your rights, including:
- Your right to receive, before enrolling, current and accurate information about the courses, fees modes of study and other information from your provider and your provider’s agent. If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.
- Your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- Your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.
Your right to know:
1. How to use your provider’s student support services;
2. Who the contact officer or officers are for overseas students;
3. If you can apply for course credit; when your enrolment can be deferred, suspended or cancelled;
4. What your provider’s requirements are for satisfactory progress in the courses you study;
5. If attendance will be monitored for those courses;
6. What will happen if you want to change providers; and
7. How to use your provider’s complaints and appeals process

YOUR RESPONSIBILITIES
As an overseas student on a student visa, you have responsibilities to:

- Satisfy your student visa conditions;
- Maintain your Overseas Student Health Cover (OSHC) for the period of your stay;
- Meet the terms of the written agreement with your provider;
- Inform your provider if you change your address;
- Maintain satisfactory course progress;
- If attendance is recorded for your course, follow your provider’s attendance policy; and
- If you are under 18, maintain your approved accommodation, support and general welfare arrangements.

CONTACT DETAILS

<table>
<thead>
<tr>
<th>Who?</th>
<th>Why?</th>
<th>How?</th>
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<tbody>
<tr>
<td>Waverley Christian College</td>
<td>For policies and procedures that affect you</td>
<td>Speak with the College</td>
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<tr>
<td></td>
<td></td>
<td><a href="http://www.wcc.vic.edu.au">www.wcc.vic.edu.au</a></td>
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<td></td>
<td></td>
<td>Phone: 9871 8600</td>
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<tr>
<td>Department of Education,</td>
<td>For your ESOS rights and responsibilities</td>
<td><a href="http://www.aei.gov.au">www.aei.gov.au</a></td>
</tr>
<tr>
<td>Employment and Workplace</td>
<td></td>
<td>Email: <a href="mailto:aei@deewr.gov.au">aei@deewr.gov.au</a></td>
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<tr>
<td>Relations (DEEWR)</td>
<td></td>
<td>ESOS Helpline: 1300 363 079</td>
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<td></td>
<td></td>
<td>(in Australia)</td>
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<tr>
<td>Department of Immigration</td>
<td>For visa matters</td>
<td><a href="http://www.immi.gov.au">www.immi.gov.au</a></td>
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<tr>
<td>and Citizenship (DIAC)</td>
<td></td>
<td>Phone 131 881 in Australia</td>
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<td>Contact the DIAC office in your country.</td>
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<tr>
<td>Overseas Student Ombudsman</td>
<td>Dispute Resolution</td>
<td><a href="http://www.oso.gov.au">www.oso.gov.au</a></td>
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<td></td>
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<td>Phone: 1300 362 072</td>
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