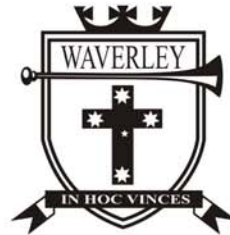


Celebrating
30
years of
Christian Education

WAVERLEY Christian College



OVERSEAS STUDENT HANDBOOK 2009

Principal : Mr Peter Sheahan

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WAVERLEY
Christian College



WAVERLEY CHRISTIAN COLLEGE Inc

ABN: 48 847 193 961

REG. NO: A0018722X

An inter-denominational, co-educational College,
from Kinder to Year 12,
conducted by CityLife Church Knox

Foundation: 1978

Enrolment: 1080

Motto

"In Hoc Vincet" - In This We Conquer

School Colours

Blue and gold

Address

Gate 3, 1248 High Street Road, Wantirna South, 3152
P.O. Box 395, Vermont, 3133.

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Email: college@wcc.vic.edu.au

Website: www.wcc.vic.edu.au

Principal

Mr Peter Sheahan

Member

Association of Independent Schools of Victoria
Australian Association of Christian Schools

Updated 13 October 2008

ESOS Framework

Waverley Christian College is registered on CRICOS (Commonwealth Register of Institutes and Courses for Overseas Students). Colleges who appear on the CRICOS Register are governed by the ESOS (Education Services for Overseas Students) Framework which consists of a number of pieces of legislation including the ESOS Act 2000 and the National Code of Practice 2007 for Registration Authorities and Providers of Education and Training to Overseas Students. These laws are in place to protect overseas students and to uphold high quality standards of education within Australian Education Institutes. Details of your rights, responsibilities and contact details appear at the end of this handbook. For further information please refer to www.aei.dest.gov.au/esos

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, humanity's responsibility to Him, 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, morals, discipline and standards of conduct. The College is characterised by a loving, caring environment and sound discipline procedures. It is our desire that each student both finds and fulfills his or her 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; not a place where they are ridiculed, made to feel inadequate or foolish.

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

It is our firm conviction that students attending Waverley Christian College will experience not only academic success, but also spiritual, social, mental 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

Vision Statement

To provide Christian Education to a generation of young people that will enable them to impact the Christian community, our nation, and the world for the Lord Jesus Christ.

Mission Statement

Waverley Christian College is committed to provide Christian families with the opportunity to have their children educated and nurtured from a Christ-centered, Biblical perspective, and to prepare young people for effective ministry and service within society.



School Aims

Waverley Christian College is committed to:

- Demonstrate the love of God and teach Biblical truths.
- Develop in students the desire to serve God and society, and the skills to exercise leadership.
- Nurture Christian values, standards of morality and ethics.
- Promote excellence in all aspects of the 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.
- 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 students to possess a zest for learning and an understanding that learning is a life-long process.

Christian Faith and Values

1. Help each student increase in knowledge of God and accept Him as the source of knowledge and wisdom.
2. 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).
3. 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)
4. 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.
5. Help each student understand the significance of the local church and the necessity for regular attendance and involvement.

6. 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).
7. 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).

Christian Missions and Service

1. Encourage each student to be sensitive and responsive to the needs of others. (Philippians 2:4)
2. Help each student develop the abilities and skills needed to effectively communicate the Gospel of Christ. (Romans 1:16)
3. 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

1. 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.
2. 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.

3. Challenge each student to strive for excellence and maximum achievement in every area of the instructional program.
4. Prepare each student to pursue independent study, to reason logically, and to develop a life-long interest in learning and intellectual development.
5. Prepare each student with the knowledge and skills necessary for further study and occupational competence.
6. Assist each student in the development of creative and critical thinking skills, using Biblical principles and criteria as the basis for evaluation.

Physical Development

1. 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.
2. Encourage each student to accept personal responsibility for achieving and maintaining physical fitness and practising good health habits.
3. Develop in each student an awareness that a healthy physical body contributes significantly to a sound mental, spiritual and social state.

4. 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

1. Encourage each student to develop Christian attitudes, accept principles of behaviour, and base decisions on the spiritual, moral, and ethical values of the Bible.
2. Prepare each student to assume the responsibility and privileges of citizenship.
3. Teach each student the Biblical principles regarding marriage and family life and the personal commitment needed to establish and maintain Christian families.
4. Assist each student to acquire the attitudes and skills essential to effective interpersonal relationships.
5. Impart to students an understanding of their cultural heritage and national identity.
6. Develop an awareness of, and respect for, social, economic and racial differences.
7. Equip students with knowledge and skills to become responsible citizens who understand their place in the global context.

Career Development

1. 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.

2. Assist each student to develop respect for the dignity of labour and pride of performance.
3. Assist students in developing values, attitudes and basic knowledge essential to the world of work through career awareness and exploration.

The programs of, and teaching in, Waverley Christian College support and promote the principles and practice of Australian democracy, including a commitment to:

- elected Government;
- the rule of the law;
- equal rights for all before the law;
- freedom of religion;
- freedom of speech and association;
- the values of openness and tolerance.

School Governance

Governing Body of the College

The College is conducted by Waverley Christian Fellowship Inc. The Directors of the Fellowship 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. An Assistant Principal is appointed to assume full responsibility in the absence of the Principal.

The College is divided into three sub-schools:

- Infant (Kinder and Year 1)
- Primary (Year 2 - 6)
- Secondary (Year 7-12)

An Assistant Principal is responsible for each sub-school.

School Environ

Waverley Christian College is situated in the outer eastern suburbs of Melbourne. The nearby attractions and facilities include Mount Dandenong and major shopping centres of Knox City and Glen Waverley. A well serviced bus route runs past the College connecting students to both of these shopping centres which are, in turn, major hubs to many other bus routes. A major train route to the centre of Melbourne is also available at Glen Waverley.

Waverley Christian College is comprised of numerous general classrooms, staff areas and Administration. The specialist areas within the school are: Music, Art/Technology, Science, Computer, Gymnasium (including a weight training room) and Library.

The equipment provided in the school for use in teaching methods: computers, AV equipment (TV/VCR/DVD players, digital video projectors, video cameras, digital cameras, OHP) and musical instruments.

The college incorporates a number of software packages into the teaching program such as Microsoft Office Suite, Microsoft Publisher, Macromedia MX Suite, GameMaker, Adobe Photoshop, Adobe Illustrator --- VC, Pinnacle Studio Plus – Media Studies, efofex FX fraw, efofex FX Equation, Kidpix Sstudio Delux, CAD, and Mavis Beacon Teaches Typing.

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 Deferral, 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

The Admissions Registrar will then telephone to arrange an interview and guided tour of the College with the Principal.

If applying from overseas, submit the above

paperwork directly to the Principal.

If the College accepts your application for a place, a Letter of Offer will be forwarded. An Enrolment Fee will be payable if the offer is accepted.

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 (including Enrolment Fee).

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
- Multicultural Affairs (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 in advance.

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 Registrar.

Curriculum

The curriculum comprises the total educational experience offered to students by the College. Its 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 humanist 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, punctuation, S.R.A., 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 man's interaction with his fellow man, 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

Indonesian.

A Primary Curriculum guide, detailing courses of study at each Year Level, is available from the College.

**Secondary School Curriculum
SUBJECTS**

(All subjects are studied by all students in Years 7 and 8)

Years 7 and 8

Chapel
Art*
Computer Studies
Drama
English
Food Studies*
Geography*
History
Indonesian
Mathematics
Music
Personal Development
Physical Education
Science
Study Skills (Year 7 only)
Textiles*
Visual Communication*
**one Semester only at each Year Level*

Years 9 and 10

Core subjects
Chapel
Commerce
English
Mathematics
Personal Development
Physical Education
Science

ELECTIVES

Years 9 and 10 4 subjects from:
Art
Biblical Studies (Year 9 only)
Community Service (Year 9 only)
Computer Studies
Computer Studies Advanced (Year 10 only)
Design and Technology (Year 9 only)
Drama
Duke of Edinburgh's Award
Electronics
Food Technology
Geography
Health
History
LOTE (Indonesian)

Music
Outdoor Education
Physical Education
Science
Technology
Textiles
VCAL
Visual Communication and Design
Writers Workshop (Year 9 only)

A Secondary Curriculum Guide, detailing courses of study at each Year Level, is available from the College.

VCE - Years 11 and 12

Proposed Studies:

Accounting
Art
Biology
Business Management
Chemistry
Design and Technology
Drama
Economics
English/ESL
Health and Human Development
History (Year 12 only)
Information Technology
Legal Studies
Literature
Mathematics

- Further Mathematics (Year 12)
- General Mathematics
- Mathematical Methods (Years 11 and 12)
- Specialist Mathematics (Year 12)

Media
Music
Physical Education
Physics
Psychology
Texts and Traditions
Visual Communication and Design

A VCE Handbook detailing studies offered is available from the College.

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.

Student Counselling and Support Services

a) 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 would usually 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 have family, relatives, or friends in Australia that will provide the level of support necessary for them to function effectively within the school environment.

b) Orientation Program

On arrival:

- i) Staff are briefed in order that they may help the student settle into life at the school
- ii) Office staff will assist the student with registration fees, visa applications, student health cover, text book lists and school uniform

- iii) Structured social activities will be organised by the relevant class teacher (Primary) or the Year Level Co-ordinator (Secondary) throughout the year

Orientation Program:

- i) An Orientation Program is conducted by the relevant Assistant Principal at the commencement of each school term
- ii) 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

c) **Accommodation**

The College expects that the student's family will make the student's living arrangements with family or friends.

A letter from the parent(s) of the student, addressed to the College stating that approval is given for the accommodation arrangements is required.

Primary Students must be living with a parent or relative.

For Secondary Students who will not be living with a parent or immediate blood relative (aunt, uncle) the following will apply also:

1. **Screening** – a police check will be conducted on the homestay provider.
2. **Selection** – the homestay provider will be required to show that the environment for the student ensures safety and is conducive to study. A visit to the home will be undertaken and the following areas will be assessed:
 - Student has their own room with an adequate and well lit study area
 - Student has a desk and adequate storage

and power points

- Public transport is easily accessible
- Geographic location of the home to the College

Other areas of consideration include:

- the occupation and age of the homestay provider and his/her spouse
- the work routine of the homestay provider and his/her spouse
- educational backgrounds of the homestay provider and his/her spouse
- number and age of children in the family
- attitude towards the Christian ethos of Waverley Christian College
- social habits of the host family
- safety within the home environment
- security issues related to property location
- family pets and ambience within the home

3. **Monitoring** – All homestay families will be carefully monitored by periodic visits. Any complaints from the student will be investigated by the Overseas Student Co-ordinator.

Should a student's family require assistance to find suitable accommodation, the College will provide names of local Real Estate agents.

d) **Educational Counselling**

The Assistant Principals (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.
- e) **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.
- f) **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
Assistant Principals
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:
- i) 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 student.

- ii) 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:

- iii) The Year Level Co-ordinator will then refer the student's case to the Assistant Principal/Principal. Should the issue remain unresolved then:

- iv) 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 an independent arbiter such as a qualified educational

psychologist, Association of Independent Schools Victoria or the Dispute Settlement Centre of Victoria.

AISV: Telephone: 03 9825 7200 Email: aisv@ais.vic.edu.au

Dispute Settlement Centre Victoria: 4/456 Lonsdale Street, Melbourne Vic 3000. Telephone: 03 9603 8370 Email: dscv@justice.vic.gov.au

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

NB: The Education and Training Reform Act 2006 does not permit corporal punishment in Victorian schools.

The Student code of Conduct is available from the College.

Course Progress 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 (VCE students 90%) 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 Periods 2 and 6.

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. A written note, signed by a parent or guardian, must be presented to the student's teacher on return from any absence. If the absence is foreseeable, or will be protracted, a note should be sent in advance, or as soon as the length of the absence is known.

Any absence longer than 5 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 eg 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 Primary and Secondary Assistant Principals

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, a note stating the reason and signed by a parent, must be brought to the teacher. In the case of a medical or dental appointment, an appointment card should be presented. Parents are encouraged to make all such appointments, if possible, outside of school hours.

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 Principal.

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.

Student Contact

For communication and compliance issues, students must immediately advise the school of any change in address or phone numbers.

Delivery and Collection of Children

Students must not arrive at the College before 8.15 a.m. Primary students must be collected by 3.30pm and Secondary students by 3.50pm. 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 primary students should have departed by 3.30 pm and secondary students by 3.50 pm. Where families have both primary and secondary students, the 3.50pm departure time applies.

If students are involved in an official after school activity eg sport, dance, chess, detention etc, then siblings must either:

- (i) be enrolled in after-school care (primary students)
- (ii) be working in the library (secondary)
- (iii) 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 the After School Care program and parents billed accordingly. Where students are involved in official school activities after school, 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 Care Program

The College offers Primary students a quality program in an enjoyable and safe environment (Monday to Friday, 3.15 pm to 6.00 pm during school terms). It includes an afternoon snack, a program of varied indoor and outdoor activities and, where practical, homework supervision.

Application forms and further details concerning the running of the program and current prices 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!

Encouragement Awards (Primary)

These are awarded by teachers to acknowledge a student's personal effort in a particular area.

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.

Homework Diary

The responsibility for scholastic 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 home-work, this will be indicated in the diary. The diary is to be signed by the parents and returned the next day. Habitual 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

New students are tested either before or when they commence at the College and all students (apart from Prep classes) take achievement tests in the final week of the School Year. The tests are used to measure a student's general knowledge and mastery of reading, language, spelling, arithmetic and spelling skills. Parents are notified of test results.

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 but a paper copy will be provided for families who prefer this. 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. Christian young people should not be a stumbling block through immodest or untidy dress. 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 without exception during College days and travelling to and from the College. 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 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

Jewellery: No jewellery, other than wrist watches may be worn with the College uniform. Girls with pierced ears may wear a plain stud or

sleeper. NOTE: Only one sleeper or stud is allowed per ear.

Hair: Boys: A minimum of half the ear showing. Hair should be off the collar and fringes above the eyebrows. Hair must be evenly layered. Extremes in hairstyle, including undercuts, bowl cuts, flat tops and no. 1 crew cuts and dyeing, etc., are not permitted.

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:

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

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

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

Make-up: No make-up is to be worn. Only clear nail polish is permitted.

Dress: Dresses and skirts are to be worn at the appropriate length, i.e. knees to be fully covered when standing.

Bags: Official School bags only. Must not be decorated with stickers or labels of any type.

Lost Property: The "Lost Property" department has a system of fines for claiming articles. Unclaimed articles will be disposed of to the College Second Hand Uniform Shop.

Second Hand Shop

A good range of second-hand uniform items is available at the College Uniform Shop which operates between 3.00 and 4.00pm on Wednesdays. The shop is a non-profit venture.

Purchasing Uniform Items

The College uniform supplier is the Waverley Trading Co-operative. The Trading Co-op is located at 21 Railway Parade, Glen Waverley. Telephone: 9803 9999. Most of the College's uniform requirements are supplied by the Trading Co-op. Those items not supplied by the Co-operative are available from the College Uniform Shop. Please refer to the College for uniform requirements and price sheet.

SUMMER: Terms 1 and 4

Girls, Secondary

School dress, button front (Trading Co-op.)
Blue jumper (Trading Co-op.)
VCE Jumper (Trading Co-op.)
White socks - long (knee-hi), fold-over top style
Black lace-up traditional school shoes
School hat - Universal (Pixie) or slouch (Trading Co-op)

Girls, Primary

School dress, Peter Pan collar (Trading Co-op.)
Blue jumper (Trading Co-op.)
White socks - short, fold-over top style
Black lace-up traditional school shoes
School hat - Universal (Pixie) (Trading Co-op)

Boys, Secondary:

White shirt, short-sleeve (at least 2)
Long grey trousers and short grey socks (Trading Co-op) OR
Grey King Gee utility shorts and long school grey Knee-Hi socks (Trading Co-op)
Black or Grey belt (optional)
Blue jumper (Trading Co-op.)
Grey socks
Black lace-up traditional school shoes
Tie (Trading Co-op.)
School hat (College)

Boys, Primary:

Grey shorts (Trading Co-op) (*Surrey*)
White short-sleeved open-necked shirt (*Midford*)
Blue jumper (Trading Co-op.)
Grey socks - short or long (knee-hi) fold-over top style
Black lace-up traditional school shoes
School hat - Universal Flat Top (College)

WINTER: Terms 2 and 3

Girls, Secondary

Blue/gold plaid skirt (Trading Co-op.)
Lemon blouse, peaked collar (Trading co-op.)
Blue jumper (Trading Co-op.)
VCE Jumper (Trading Co-op.)
Black lace-up traditional school shoes
White socks - long (knee-hi), fold-over top style
or navy tights (available from Trading Co-op)
Tie (Trading Co-op)

Girls, Primary

Blue/gold plaid skirt pinafore
(Trading Co-op.)
Lemon blouse, Peter Pan collar
(Trading Co-op.)
Blue jumper (Trading Co-op.)
Black lace-up traditional school shoes
White socks - long (knee-hi), fold-over top style,
or navy tights (available from Trading Co-op)

Boys, Secondary:

White shirts - long-sleeved *Midford*
Tie (Trading co-op.)
School trousers - college Grey
Black or grey belt (optional)
Blue jumper (Trading Co-op.)
Grey socks
Black lace-up traditional school shoes

Boys, Primary:

School trousers - college grey
(Trading Co-op)
Black or grey belt (optional)
White shirt - long-sleeved *Midford*
Tie (Trading Co-op)
Blue jumper (Trading Co-op.)
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 – (Trading Co-op.)

Sport/Physical Education

Boys:

Shorts - navy (Trading Co-op.)
PE Shirt - polo Primary and Secondary
Trading Co-op.)
White sport socks, covering the ankle (not
anklets or bobby socks)
Runners - predominately white
Bathers - predominately navy; shorts not
“Speedo” style; modest; no longer than the top
of the knee cap (may be purchased from Trading
Co-op)
Tracksuit Primary (Trading Co-op.)
Rugby Top (Secondary)
Track Pants (Secondary) (Trading Co-op)

Girls:

Shorts - navy (Trading Co-op.)
PE Shirt - polo, Primary and Secondary (Trading
Co-op.)
White sport socks, covering the ankle (not
anklets or bobby socks)
Runners - predominately white
Bathers - navy, modest one-piece (may be
purchased from the Trading Co-op))
Tracksuit - Primary (Trading Co-op.)
Rugby Top (Secondary) (Trading Co-op)
Track Pants (Secondary) (Trading Co-op)

OTHER

Bags: Official school and **sports bags only**
(Trading Co-op)). Must not be decorated with
stickers or labels of any type.

Art Smocks: (Order through the College Second
Hand Uniform Shop) **Official head bands,** satin
and towelling rings for girls hair (College
Second Hand Uniform Shop)

DAILY SCHEDULE

Primary and Secondary

	Primary	Secondary
Staff prayer	8.15	8.15
Warning bell	8.42	8.55
Assembly	8.45	9.00
Session 1	8.55	9.15
Session 2	9.37	9.57
Recess	10.19 eating 10.24 play	10.39
Warning bell	10.39	11.00
Session 3	10.42	11.05
Session 4	11.24	11.47
Lunch	12.06 eating	12.29
Session 5	12.15 play	1.11 Lunch
Warning bell	12.57	2.05
Session 5	1.00	2.10 Session 6
Session 6	1.42	2.52
Recess	2.24	3.35 End of day
Session 7	2.34	
End of day	3.15	

**General Office Hours:
8.30 am - 5.00 pm, Monday to Friday**

Assemblies

Assemblies are conducted each morning as follows:

Monday	: Primary School Assembly
Tuesday	: Year Level Assembly
Wednesday	: Secondary School House Assembly
Thursday	: Primary and Secondary Chapel
Friday	: Year Level Assembly

Standard Collection Notice Privacy Amendment (Private Sector) Act 2000

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 school. The primary purpose of collecting this information is to enable the College to provide schooling for your child.
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. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, (sports) coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.
7. Personal information collected from students is regularly disclosed to their

guardians. On occasions, information such as academic and sporting achievements, student activities and other news (including photographic and video images) is published in the College newsletters, magazines, website, presentations, noticeboards, etc. If you do not agree with this you must advise us now.

8. Parents may seek access to personal information collected about them and their child by contacting the College. Students may also seek access to personal information 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 from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and College directory. If you do not agree to this you must advise us now.
11. If you provide the College with any personal information of others, such as doctors or emergency contacts, we encourage you to inform the party/ies concerned that you are disclosing information to the College and why. The College does not disclose information to third parties, and all data kept on record can always be accessed.

Statement of Faith of CityLife Church

1. 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.
2. 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).
3. We believe that all people are created in the image of God and matter deeply to Him.
4. We believe that Jesus Christ is the eternal Son of God and the Saviour of the world.
5. We believe that salvation is a gift of God received through repentance and faith in Jesus Christ.
6. We believe in the Holy Spirit who is equal to the Father and the Son.
7. 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).
8. We believe in the baptism of the Holy Spirit as an important experience available to every believer.
9. 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).

10. 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).
11. 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).
12. 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:
 - how to use your provider's student support services;
 - who the contact officer or officers are for overseas students;
 - if you can apply for course credit; when your enrolment can be deferred, suspended or cancelled;
 - what your provider's requirements are for satisfactory progress in the courses you study;
 - if attendance will be monitored for those courses;
 - what will happen if you want to change providers; and
 - 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

Who?	Why?	How?
Waverley Christian College	For policies and procedures that affect you	Speak with the College www.wcc.vic.edu.au
Department of Education Science and Training (DEST)	For your ESOS rights and responsibilities	www.aei.dest.gov.au/esos ESOS Helpline +61 2 6240 5069 Email esosmailbox@dest.gov.au
Department of Immigration and Citizenship (DIAC)	For visa matters	www.immi.gov.au Phone 131 881 in Australia Contact the DIAC office in your country.