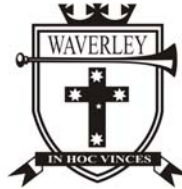




WAVERLEY Christian College

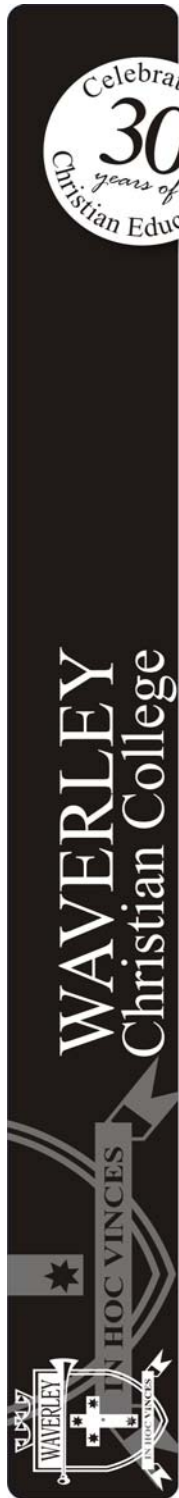


HANDBOOK 2009

Principal : Mr Peter Sheahan

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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

Foundation: 1978

Enrolment: 1150

Motto

“In Hoc Vincens” - In This We Conquer

School Colours

Blue and gold

Address

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Principal

Mr Peter Sheahan

Member

Association of Independent Schools of Victoria
Christian Schools Australia

Updated 5/01/09

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 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; 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."***

Is. 54:13

Vision Statement

To provide Christian Education to a generation of young people that will enable them to impact the 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 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 Family and Parenting

Waverley Christian College is committed to:

- 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.

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 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. An Assistant Principal is appointed to assume full responsibility in the absence of the Principal.

The College is divided into two sub-schools:

- Primary (Kinder to Year 6)
- Secondary (Years 7-12)

An Assistant Principal is responsible for each sub-school.

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.

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.

Enrolment Procedures

Step 1

Read the College Handbook carefully. Enquiries regarding availability of places should be directed to the Admissions Registrar.

Step 2

Submit the application form, which must be signed by the parent(s)/guardian(s), with the following attached to the application form:

- Pastoral Letter of Recommendation from a leader in the family's church
- Photocopy of the student's Birth Certificate
- Photocopy of the student's last school report if applicable

A separate application form needs to be completed for each child in the family.

Step 3

If the College is likely to be able to offer the required place, the Admissions Registrar will telephone to arrange an interview with the Principal, parent(s)/guardian(s) and the student(s). This includes a guided tour of the College.

Step 4

Following the interview with the Principal, the College will notify the parent(s)/guardian(s) by a Letter of Offer, or otherwise, of the student's admission into the College. This is accompanied by an Acceptance of Enrolment form to be signed by the parent(s)/guardian(s) and returned to the College with the non-refundable enrolment fee to confirm the child's place in the College:

1st child in the family	\$100
2nd child in the family	\$80
3rd child in the family	\$70
4th child in the family	\$50

Waiting List

If the College cannot offer the required place, the parents are advised by mail and the student's name is placed on the Waiting List. Students are placed on the Waiting List according to the date the application is received.

If the required place becomes available during the school year it is offered to the parents and, if accepted, an interview with the Principal is arranged. The student is then invited to enter the College as soon as practicable.

Families with children already enrolled in the College receive priority on the Waiting List.

Fees

Fees are charged per term, but are payable in instalments as a convenience for parents. They are payable within 7 days.

A term's notice is required in lieu of a term's fees when a child leaves the college.

Full details of current fees are available from the School Bursar.

No child is refused admittance to the College due to financial hardship of the parents. An interview with the School Bursar is required to establish an appropriate fee level.

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, 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 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 - 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

Art
Biblical Studies
Chapel
Computer Studies
Drama
English
Food Studies
Geography
History
Indonesian
Mathematics
Metal Technology
Music
Personal Development
Physical Education
Science
Textiles
Visual Communication
Wood Technology

Years 9 and 10

Core subjects

Biblical Studies
Chapel
Commerce
English
Mathematics
Personal Development
Physical Education
Science

ELECTIVES

Years 9 and 10

4 subjects from:

Art

- Digital
- 3D
- Visual

Art Appreciation
Community Service

Computer Studies
Computer Studies Advanced
Design Technology
Drama
Duke of Edinburgh's Award
Electronics
Environmental Science
Food Technology
Geography
Health
History
LOTE (Indonesian)
Music
Outdoor Education
Physical Education
Science
Technology

- Systems
- Metal & Plastic
- Wood

VCAL
Visual Communication and Design
Writers Workshop

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

VCE (Years 11 and 12)

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

- Further Mathematics
- General Mathematics
- Mathematical Methods
- Specialist Mathematics

Media

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

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

Kinder Program

The Waverley Christian College Kinder Program is conducted for children who are four years old and who will be attending the Prep class of the College the following year.

The Kinder Program provides a beautiful Christian environment in which children are prepared for school academically, physically, socially and spiritually under the nurture and care of qualified and dedicated staff.

Children participate in a range of activities including: Devotions, music, reading readiness, art and craft, physical education, social studies, number readiness, health, science, and other special activities and trips.

Children participate in two long day sessions per week throughout the year.

The transition between Kinder and Prep is very smooth as children are familiar with their environment including the facility, their classmates and teachers.

A Kinder Handbook is available from the College.

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.

Attendance

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

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.

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.

Parents should telephone the College if their child will be absent for more than one day. The College will call if a student is absent for an extended period without explanation to ensure the well-being of the student. This is a legal requirement.

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 a.m. Primary students must be collected by 3.30 p.m. and secondary students by 3.50 p.m. 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 3.50 pm 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!

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.

"Congratulations" Slips Primary)

Every time primary students successfully complete a unit of work, they are given a Congratulations slip which is taken home to parents to inform them of the achievement. This allows parents an excellent opportunity to encourage and compliment their child.

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.

Continual uncompleted daily goals indicate the need for attention and follow-up.

Progress Reports

The assessment system of the 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.

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, arithmetic 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 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.

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

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.

Gel may be used conservatively. Spiking of the hair is not permitted. Boys are to be clean shaven.

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

Extremes in hairstyle as well as excessive braiding and plaiting of hair are not permitted. Dyeing of hair is also not allowed.

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.

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 and 4.00 pm on Wednesdays. The shop is a non-profit venture.

Purchasing Uniform Items

The College uniform supplier is the Waverley Trading Co-operative. 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.

To avoid variations in school uniform it is necessary to purchase specified items from the Co-op or the College, not other stores. Where neither is designated, uniform items may be purchased from the Waverley Co-op or a department store, etc.

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)
Midford
School trousers - college grey (Trading
Co-op.) *Surrey*
Black or grey belt (optional)
Blue jumper (Trading Co-op.)
VCE Jumper (Trading Co-op.)
*Grey socks - short (fold over top style)
with royal blue/yellow stripes (Trading
Co-op)
Black lace-up traditional school shoes
Tie (Trading Co-op.)
School hat - Universal Flat Top or Slouch
hat (Trading Co-op.)
Grey shorts (Trading Co-op, Yakka side
tab)

Boys, Primary:

Grey shorts (Trading Co-op.) (*Surrey*)
White short-sleeved open-necked shirt
(*Midford*)
Blue jumper (Trading Co-op.)
*Grey socks - short (fold over top style)
with royal blue/yellow stripes (Trading
Co-op)
Black lace-up traditional school shoes
School hat - Universal Flat Top (Trading
Co-op.)

**Optional for 2009*

WINTER: Terms 2 and 3

Girls, Secondary

Blue/gold plaid skirt (Trading Co-op.)
Lemon blouse, peaked collar
(Trading Co-op.)
VCE Jumper (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)
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 (Trading Co-op.) *Surrey*

Black or grey belt (optional)

VCE Jumper (Trading Co-op.)

Blue jumper (Trading Co-op.)

Grey socks

Black lace-up traditional school shoes

Boys, Primary:

School trousers - college grey (Trading Co-op.) *Surrey*

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 socks - sport, 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)

All students from Prep to Year 12 are required to have correct Swimming and Physical Education uniforms from the beginning of the school year.

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: (Available at the College Second Hand Shop).

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

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)	10.39
	10.24(play)	
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 Warning bell
Session 5	1.00	2.10 (Session 6)
Session 6	1.42	2.52 (Session 7)
Recess	2.24	3.35 End of school
Session 7	2.34	
End of school	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

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 \$80 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

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 parents or 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.