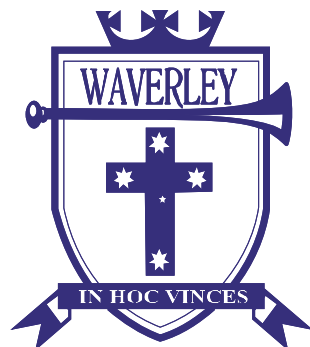


2009

SECONDARY

STUDENT HANDBOOK



WAVERLEY
Christian College

Celebrating 30 years of Christian Education

1248 High Street Road, Wantirna South, Victoria, 3152
PO Box 395, Vermont 3133
Telephone: (03) 9871 8600 Facsimile: (03)9887 3907
Melway Reference: 72 D2
Email: college@wcc.vic.edu.au Web: www.wcc.vic.edu.au

The Secondary Staff of Waverley Christian College is committed to every Secondary student. It is the desire and the prayer of each teacher that students will reach their highest potential in every area. Teachers want to help students identify the gifts and abilities God has given them and to encourage and assist in the development of these talents. They will also work to help students overcome and improve in spiritual and academic areas which present difficulty.

This handbook has been put together for the express purpose of making life in the Secondary school as easy as possible for our students. It should be kept in a handy place for the entire year so that you are able to refer to your copies whenever questions arise. This book is arranged in alphabetical order to help you find topics easily.

Many of the articles contained in this Handbook are also published in the Student Diary.

Principal:	Mr Peter Sheahan
Assistant Principal:	Mr Ian Bawden
Director of Teaching and Learning:	Mr Allister Rouse
VCE Co-ordinator:	Mr Andrew Hindle
Careers Coordinator:	Mr Chris Kynoch
Student Course Coordinator:	Mr Joel Chapman
SRC Coordinator	Mrs Sally Marks
Site Address:	1248 High Street Road, Wantirna South VIC 3152
Postal Address:	PO Box 395, Vermont 3133
Telephone:	9871 8600
Facsimile:	9887 3907
Email:	college@wcc.vic.edu.au
Website:	www.wcc.vic.edu.au

Year Level Coordinators:	Year 7	Mr Joel Chapman
	Year 8	Mr Paul Freer
	Year 9	Mr Matthew Davidson
	Year 10	Mr Chris Kynoch
	Year 11	Mr Roy Dekker
	Year 12	Mrs Narinder Singh

House Co-ordinators:	Finney	Mr Mark Chalmers
	Spurgeon	Mr Andrew Bawden
	Tyndale	Miss Lindy Tay
	Wycliffe	Mr Roy Dekker

Team Leaders:	LOTE & IT	Mrs Daisy Foley
	PE	Mr Paul Freer
	SOSE	Mr Andrew Bawden
	Mathematics	Mr Peter Woolfe
	Science	Mrs Janee De Lorenzo
	English	Mrs Phadrah Hirschfield
	The Arts	Mrs Leigh Waters

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GENERAL DAY INFORMATION

Leaving for College:

Check list:

- correct uniform
- concession ticket
- lunch
- completed homework
- necessary books
- physical education uniform
- musical instrument
- diary

The following items must NOT be brought to school without the express permission of the Assistant Principal: valuables (including CDs, DVDs, MP3 players, iPods, cameras), skateboards, roller-blades, animals and non-uniform items of clothing (including jewellery).

Travelling to College

- Be careful, sensible and courteous
- If travelling by bus, be willing to stand for other passengers as appropriate.
- If students ride a bicycle, they must be easily seen and **MUST** wear bike helmets
- Be an excellent representative of Waverley Christian College
- When crossing High Street Road, use the traffic lights or subway
- Travel with a friend if possible so as to ensure safety

College Hours:

The College day begins at 9.00am, with a 26-minute recess at 10.39am and a 59-minute lunch-break at 1.11pm. Assemblies and Class Assemblies (Home Groups) will take place between 9.00am and 9.15am with classes commencing thereafter. Dismissal is at 3.35pm. There will be a Chapel service on Thursdays and, all students are expected to attend. Parents are welcome to attend Chapel services held in the CityLife Church Auditorium.

Students should not arrive before 8.15am or depart later than 3.50pm unless they are involved in some specially arranged and supervised activity. If it is necessary to be at school outside these hours, your parents must notify the General Office. No teachers are rostered on yard duty before 8:15am or after 3:50pm each day. At 3:50pm all students still on the school property are to move directly to the Library for supervision until collected by parents.

What to do if you are absent from College:

- Provide a note of explanation from your parent on day of return.
- Provide a medical certificate with a parental note and complete the relevant form if a VCE student and work was due or a test was scheduled during the absence.
- Parents/Guardians should inform the College if a student is on an extended absence for any reason.
- Work may be provided for you to do at home in cases of extended absence if you are well enough to attempt it.

In the Classroom:

- Remember: no student has the right to interfere with another student's right to learn
- Be punctual for each period
- Enter the classroom only upon the invitation of the teacher
- Enter classrooms quietly and remain standing until asked to be seated by the teacher
- Be prepared; books, pencil case, etc.
- Be polite and considerate to others
- Students to raise their hand before being invited to speak
- Participate fully in all scheduled activities
- Take care of the classroom furniture and fittings
- Leave the classroom neat and tidy
- Follow all instructions issued by teachers

Grounds and Facilities

- Students should leave the area clean
- Eating by students is not permitted on or near the oval
- Return sports equipment
- Be careful in the courtyard and in locker areas
- Be thoughtful and polite
- The College grounds finish at the zebra crossing in the North car park. The parking bays closest to the church facility, and the church building itself, are out of bounds
- Secondary students are not permitted to use any of the playground equipment.

After School:

- Students should leave school immediately if possible
- Students should wait in the car park for collection by parents and should be considerate of others
- The oval is out of bounds after school.
- Students can wait in the Library from 3.50pm, if necessary. Students may not wait beyond the zebra crossing at any time, and may not wait at CityLife Church or use its bookshop unless in the immediate company of parents.

The Journey Home:

- Correct and neat uniform
- Correct books and equipment for home study
- Letters and notices for parents
- Travel with a friend if possible so as to ensure safety
- Remember you are an ambassador for the College.

1. ABSENCES:

A written note, signed by a parent or guardian, should be presented to your Home Group Teacher on your return after any absence. VCE students must provide a medical certificate with a parental note if work was due or a test was scheduled during the period of absence. If the absence is foreseeable, a note should be sent in advance, or as soon as the length of the absence is known.

2. ACTIVITY DAYS:

Every Secondary student will participate in a Year Level Activity Day. This day may involve an excursion out of the College, or it may be a special activity run at school.

3. ADMINISTRATION MAIL BOX:

Parents and students are asked to make use of the convenient mailbox next to the front door in the Administration Building. Please use this to deliver notes, accounts, etc. to the General Office. Please note that this is a locked box and cannot be opened by anyone except by General Office staff.

4. APPOINTMENTS:

Your child's Home Group or subject teacher should be the first point of contact for matters of information, clarification or concern. More serious concerns should be addressed with the relevant Year Level Coordinator.

The Assistant Principal should be contacted after the first two steps have been taken. If the Home Group Teacher/Subject Teacher/Year Level Coordinator have been consulted and you feel that your concerns have not been adequately addressed, please feel free to contact the Assistant Principal.

Parents are asked to contact the Assistant Principal's Secretary to request an appointment with the Assistant Principal should this be necessary, rather than approaching his office area unannounced.

5. ASSEMBLIES:

Every morning of the week there is an assembly of some type. You should be in the correct place before the second bell finishes ringing.

- Monday: Class Assembly in Home Room
- Tuesday: Class Assembly in Home Room
- Wednesday: Secondary Assembly / House Meetings (alternating weekly)
- Thursday: Class Assembly in Home Room
- Friday: Class Assembly in Home Room

6. BAGS:

Students are required to have a Waverley Christian College school bag, which will be kept in their locker. It must not be left on the ground or in any other area. Bags should not be covered with any stickers.

7. BEHAVIOUR:

A. Consideration of others, courtesy and co-operation are basic to the operation of this College.

Therefore:

1. Polite behaviour and speech is expected at all times. Coarse and / or offensive language is not acceptable. Rudeness or defiance is unacceptable.
2. High standards of dress and grooming are expected of all. Students not in correct College uniform are expected to bring a note of explanation signed by a parent.
3. Bullying, fighting and other forms of violence and intimidation are unacceptable.
4. Obscene, racist, and sexist, language and behaviour is not acceptable.
5. Smoking, non-prescription drug taking, and the consumption of alcohol are prohibited. Possession of items such as cigarettes, cigarette lighters, matches, tobacco, drugs or alcohol is forbidden and will be severely punished.

Further details of these expectations and the appropriate penalties for behavioural offences may be found in the College's "Student Code of Conduct".

B. To enable the College to meet its obligations to provide an effective education for all students, it is expected that students take the initiative in making the most of your educational opportunities by:

1. Being punctual to assemblies and all scheduled classes and being regular in attendance (VCE students should note special attendance requirements in the VCE Policy Booklet).
2. Bringing to class all necessary books, writing implements, diary and equipment including PE equipment. (Students are not permitted to go to lockers between periods).
3. Completing all set class work and homework.

C. Because the College has a legal responsibility for the welfare of its students:

1. Students may not leave the College grounds without a note from home and permission from a member of staff. Students must show the staff-approved parental note to the General Office and then sign the attendance register before leaving.
2. A note, signed by a parent or guardian, is required in the case of absence or lateness on the day of the absence or the day the student returns to College.
3. People who are not members of the College are allowed within the College environs only with the permission of a staff member and will be issued with a visitor's pass. Friends may not visit during the school day.
4. Students will be permitted to go on excursions only after an authorisation form is received from a parent and signed.
5. Extreme caution must be taken when walking up and down steps and around building corners within the College environs. Pushing, running and the playing of ballgames in the courtyard are forbidden.
6. The roof of any building within the College is out of bounds.
7. The facilities of the sick bay can only be used when authorised by a staff member. Students must bring their diary with them to the sick bay (except in an emergency) so that any medication issued, or treatment given, can be reported in writing to parents.
8. Possession of dangerous implements, including knives, is prohibited.
9. School bags are not to be taken into a classroom.

D. The maintenance of a clean environment is an important part in the process of safeguarding student health. Therefore:

1. Students are expected to take an active part in keeping the grounds clean.
2. Litter is to be placed in the bins provided. Food & drink are not to be taken into classrooms except on a declared wet day.

E. It is expected that all students will show a sensible regard to the property of others whether private or public. Therefore:

1. Students must wait quietly outside classrooms until a teacher gives them permission to enter.
2. Students must not enter the College buildings before the entry bells.
3. Chewing gum and spitting are forbidden at any time and for any school activity.
4. Steel rulers, blades, permanent markers and bottles of correction fluid (white-out, liquid paper and pens) are prohibited, unless required by teachers, and may therefore be confiscated.
5. All unnamed lost property should be handed in to the Lost Property co-ordinator. Named lost property should be returned to its owner.
6. Skateboards and roller blades should not be at school.
7. Stealing, vandalism, and defacing College property are prohibited.

F. It is expected that in their own interest all students will ensure that:

1. Items of personal property such as clothing, books and bags are labelled.
2. Lockers are kept locked at all times, with the College-issue combination lock.
3. Large sums of money and valuable items, eg. CDs, iPods, cameras, handheld consoles, etc. are not brought to the College.
4. Mobile phones may not be brought to class or used within the school grounds during the day. They should be locked away for safe keeping in the student's locker and only used after school hours.
5. Inappropriate literature not directly related to class work is not to be brought in to the College without the Assistant Principal's permission (i.e. Offensive, obscene, racist or discriminatory in nature).
6. Animals are not to be brought to the College except with the permission of the Year Level Co-ordinator or Assistant Principal.

8. BELL TIMES:

<i>Warning bell</i>	8:55am
<i>Assembly</i>	9.00am
Period 1	9.15am
Period 2	9.57am
<i>Morning recess</i>	10.39am
<i>Lockers/warning bell</i>	11.00am
Period 3	11.05am
Period 4	11.47am
Period 5	12.29pm
<i>Lunch</i>	1.11pm
<i>Lockers/warning bell</i>	2.05pm
Period 6	2.10pm
Period 7	2.52pm
<i>End of school</i>	3.35pm

9. BICYCLES:

If students ride a bike to and from school, they are required to use the pedestrian/bicycle path to enter and exit the property. To abide by the law, students must, at all times, wear a helmet, properly done up, when riding.

10. BOOK LIST SUPPLIER:

The College's supplier for all book list items is: LINK Educational Supplies
341 Waverley Road
Mount Waverley VIC 3149
Phone: 9807 5422 Fax: 9888 1004

11. BREAKAGES:

Any items broken or damaged by students will need to be replaced; the proportion of the replacement value sought from the student will be at the discretion of the Assistant Principal or Year Level Coordinator. In general, breakages resulting from negligence or irresponsible behaviour would require the student to pay the full replacement cost.

12. BULLYING:

Bullying is considered a very serious. Parents are asked to notify the subject teacher as soon as they are aware of any bullying issues. ([Bullying Policy – Appendix 1](#)). Students can also report incidents of bullying by sending an email to: bullying@wcc.vic.edu.au (your name must be included) Incidents of bullying reported to this email address will be confidentially followed up by the Chaplain.

13. CAMPS:

Camping programs are a vital part of the personal development curriculum, everyone is expected to attend. There will be a Year 7, a Year 9 and a Year 11 camp held every year.

14. CAREERS & WORK EXPERIENCE:

A range of careers resources is housed in the Careers Room and Library it is available to all students to use those areas for the purpose of gaining assistance in preparing for a career beyond your time at the College. Assistance with the use and interpretation of these resources can be sought from the Careers Adviser. The Coordinator of the related Work Experience Program will coordinate all work placements for students in any areas of the Secondary curriculum.

15. CHAPEL:

Everybody is required to attend the weekly Chapel service on Thursdays. Chapel services may involve the whole school, the Secondary School only, Year Level or the class group. Students with musical gifts are encouraged to play instruments and/or to lead singing. There is also an occasional opportunity for students to share testimonies.

16. CHAPLAIN:

Our two College Chaplains are Mr Peter Nash and Mrs Rhonda Andrews. Their primary responsibilities are pastoral care and spiritual development of students. Parents wishing to contact either Chaplain's can phone the College on 9871 8600. The Chaplains shall not disclose confidential communications to any person without first obtaining permission from the student, possible exceptions to maintaining confidentiality are:

1. A student making a serious threat to harm themselves or another person
2. A student making a serious threat to cause significant damage to property
3. A student breaking the law or making a serious threat to break the law
4. A situation existing that could result in serious and imminent harm to the student or another person

17. CHOIR & ENSEMBLES:

The Secondary ensembles and choir are open to all students in Year 7 to 12. Weekly rehearsals are coordinated by Mr Luke Donnellan and Mr Asher Johnson.

18. COLLEGE COUNCIL:

The College Council is appointed by the Board of Directors of CityLife Church for managing all aspects of the operations of the College. The members of the College Council for 2009 are: Mr Neil Angus, Mr David Burr, Mr Mark Conner, Mrs Colleen Dunis, Mr Mark Eddison, Mrs Elizabeth Green, Mr Peter Leigh, Mr Stan Leigh, Mr Adrian Olney, Mr Peter Sheahan Mr Jason Smith and Mr Barney Tomasich.

This team represents a diversity of expertise, including financial, legal, corporate, business and educational. All members of the Council are parents of either current or past students in the College and have long associations with the College.

Council meetings are generally conducted on a monthly basis throughout the school year. The Council focuses on the 'big picture' and is concerned with policy development, management of the business affairs of the College, including Capital Development and Strategic Planning, as well as providing advice and accountability to the Principal.

19. COMPLAINTS AND CONCERNS:

Complaints and concerns need to be raised in an appropriate forum, from time to time. These can be addressed with any teacher, either by yourself or through your parents. The complaint or concern can be made in person or, if easier, in writing. Written complaints or concerns should indicate your name, class and date, and be as specific as possible so that matters can be addressed quickly and accurately. Verbal complaints or concerns do, however, allow for an exchange of ideas and a clarification of concerns so that solutions can be sought to the problems being raised. Even hurtful or embarrassing issues can be raised with teachers and will be discussed amongst staff that can help you and provide the best possible solution to the problem at hand. [\(Complaints Procedures- Appendix 2\).](#)

20. COMPUTERS:

All students are expected to sign a computer contract whereby they guarantee that they will use the College computers, computer network and associated hardware and software, responsibly. Failure to do so may result in students being excluded from the use of these facilities for a period of time or other appropriate consequences. Students are expected to pay for all printing that is not directly required and supervised by teachers. [\(Computer and Internet Usage Policy – Appendix 3\).](#)

21. COMMUNICATION WITH TEACHERS:

Parents are encouraged to write a note in the diary, telephone the College or make an appointment with their child's subject teacher to address any matters of concern. In a teacher's busy and often hectic schedule, it is extremely helpful to have parents communicating with them, alerting them and drawing their attention to the needs of an individual student. The student diary and email system are useful communication devices.

Parents are required to provide written communication (a note) with the classroom teacher on a number of issues, including:

- a. student absence, student being late to school, or student leaving the school property before 3:35pm
- b. incorrect school uniform, including sports uniform
- c. health issues, where a student cannot participate in the regular program
- d. where a teacher or the School Nurse is required to administer or oversee student medication

22. CONFISCATED ITEMS:

The following items must NOT be brought to school without permission of the Assistant Principal: valuables (including CDs, DVDs, MP3 players, IPODs, cameras, handheld consoles), skateboards, roller-blades, animals, and non-uniform items of clothing (including jewellery). Teachers will be permitted to confiscate all banned items. These are passed to the Assistant Principal for safe keeping. You will be advised when they may be collected. The item should then be taken home and not brought to school again. An appropriate consequence may be applied.

23. CURRICULUM GUIDE:

At the beginning of each school year the Curriculum Guide will be made available for each year level. This booklet provides an outline of the subjects studied and the content.

24. DETENTIONS:

Lunchtime Detentions take place on Tuesday, Wednesday and Thursday lunchtimes for 30 minutes from 1.15pm. Students attending will have been notified to do so by their subject teachers or Home Group Teacher and must bring their diary, and a pen to complete prescribed work. Failure to attend may result in an extra 10 minutes of time being added or an after school detention.

After school detentions are held on Mondays from 3:40pm to 4:30pm in Room O010.

Saturday detentions: Students who fail to attend detentions for overdue work (especially for a repeat offence) or who commit a serious offence may be required, by the Year Level Coordinator, to attend a Saturday detention. These take place on a designated Saturday morning from 9:30am – 11:30am under the supervision of a Secondary teacher and usually involve light manual labour and cleaning duties for the duration. Failure to attend on time or to work responsibly may involve the scheduling of a further detention, or other penalties.

25. DISCIPLINE:

A. 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. 1Timothy 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 and responsibility to receive Biblical counsel and correction in love 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 cooperative 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 the responsibility to develop their God-given talents and abilities for His glory and to do nothing that would prevent others from learning.

B. Discipline Procedures and Sanctions

In an effort to ensure that these principles are outworked in the life of the College:

- Teachers will apply appropriate sanctions that follow from the Biblical principles, standards and rules set by the Student Code of Conduct.
- The College considers that 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 amongst 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, 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 wellbeing.
- Sanctions are graded with severity, with the emphasis on the students being accountable and learning to take responsibility for their behaviour.

Sanctions may include:

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

If a student does not comply with any reasonably and clearly communicated instruction, or infringes College rules, then sanctions will be applied as follows:

a) Classroom Discipline Procedures

In a single lesson, when a student is corrected for the **third** time for a classroom misbehaviour, (eg inappropriate talking, disturbing other students, wasting time, disruptive behaviour, etc) they will be asked to leave the classroom and report to the Assistant Principal's office. In a double lesson, a student will be asked to leave the classroom for the **fourth** correction.

NB. Where the nature of the classroom misbehaviour is of a significant nature (eg blatant rudeness, defiance, cheating, swearing, aggression, physical or verbal bullying, graffiti or vandalism, breach of safety, intentional misuse of equipment, including computers etc), the student will be asked to leave the classroom without warning and report to the Assistant Principal's office.

After a student is sent to the Assistant Principal the student will not be permitted to return to the next scheduled class of the one they have been removed from unless appropriate restitution has taken place (for either the accumulation of minor offences or automatic removal). The Year Level Coordinator will be involved in this process.

In **one term**, when a student is removed from class, on the **first** occasion they will receive a **lunchtime detention**. On the **second** occasion, the student will receive an **after school detention** and their **parents will be informed** by the Year Level Coordinator. On the **third** occasion, the student will receive either a **Saturday detention or suspension** depending on the severity of the infringement. When receiving a suspension, the student will not be permitted to return to the College unless there has been appropriate repentance. Upon re-

admission, the student will be placed on a 'Conditional Enrolment Agreement' and a **parent meeting** will take place. Unwillingness to comply with the conditions of the agreement by the student will result in termination of the student's enrolment.

b) Disciplinary Issues not covered by Classroom Discipline Procedures

Sanction

Lunch time detention

- Incomplete class work or homework
- Unexcused lateness to class
- Diary not signed (after a warning for the 1st offence)
- Diary not at school (after a warning for the 1st offence)
- Defacing of diary/locker/bag/folders/pencil cases etc (item to be replaced by student if it can't be cleaned)
- Littering (picking up rubbish during detention; for a 2nd offence 5 days of picking up rubbish)
- Possession of banned items (non-dangerous) (1st offence, confiscation until the following day, 2nd offence, confiscation for 1 week, 3rd offence confiscation for up to a term)
- Incorrect uniform, 1st offence

After school detention

- Chewing gum (2nd offence - Saturday detention)
- Plagiarism (may issue a Saturday detention depending on degree, plus penalties on marks, usually zero)
- Failure to attend detention (if they have a valid reason the detention can be rescheduled; student must negotiate with YLC prior to detention being issued if it clashes with a school activity)
- Inappropriate language
- Incorrect uniform, 2nd offence (refer to Student dress code - uniform & in Student Handbook)

Saturday detention

- Leaving College premises without permission or not attending scheduled classes
- Incorrect uniform, 3rd offence

Other

- Gossip/Slander/Destructive Criticism (Refer to Bullying Policy)

Suspension/ Expulsion

- Smoking or associate with other people while they are smoking; possession of cigarettes and/or materials
- Graffiti/damage and/or destruction to school property
- smoking; possession of cigarettes and/or materials
- Graffiti/damage and/or destruction to school property
- Drug possession and/or use
- Assault
- Stealing
- Possession of weapons or dangerous items
- Possession of/and or consumption of alcohol
- Sexually inappropriate behaviour
- Drug possession and/or use
- Incorrect uniform, 4th offence

Lunchtime detentions 30 minutes; after school detention, 3:35 pm – 4.30pm; Saturday morning detention, 9:30 am – 11.30 am)

At the Assistant Principal's discretion sanctions may vary.

26. DIARY:

The Homework Diary enables parents to have a clear understanding of what homework you are required to do during each week. The diary also contains the students' daily timetable which allows parents to follow up on what has been studied and assist with forward planning. The following procedures need to be closely followed for the maximum benefit to parents, staff and students:

1. If you have homework to complete that night, it will be written down in the diary for that day. Parents are asked

to sign the diary weekly in order to monitor this task. Home Group Teachers will check diaries in Class Assemblies.

2. Assignment work is set throughout the Term with students recording the date when the work is required to be handed in well in advance. Parents are encouraged to advise you that on nights when there is no specific homework to be completed, work on assignments, or general revision, should be done to avoid any "last minute panic" prior to due dates or to tests and examinations.
3. Secondary Home Group Teachers will check diaries at least once per week to ensure that any necessary homework has been completed and that the diary is being used correctly.
4. If homework has not been completed without an accompanying note from a parent, a lunchtime detention will follow. Further failure to complete the work may mean that you remain after school on a Monday evening with a Year Level Co-ordinator (from 3.40pm until 4.30pm). Notice of detention is made in your diary and such notes must be signed by parents on the day of issue. Failure to attend an after school detention may result in a Saturday detention being issued by the Year Level Co-ordinator. Repeated accumulation of Saturday detentions may result in you being required to attend a meeting with your Parents, the Year Level Co-ordinator and/or the Assistant Principal (Secondary).
5. Any requests for a variation to an after-school detention should be put in writing to the Year Level Coordinator and will only be considered in exceptional and unforeseen circumstances.

27. DOGS AT SCHOOL:

Parents are welcome to bring 'family friendly' dogs to school when delivering or collecting children as long as they adhere to the following guidelines:

- All dogs must be on a leash at all times and must not roam on the oval.
- An appropriate 'pooper scooper' should be brought with the dog and used if necessary.
- Please be sensitive to the fact that some parents and children are not comfortable around any kind of dog.
- Keep dogs out of high traffic areas.

28. EDUCATION MAINTENANCE ALLOWANCE (EMA):

The Government provides an Education Maintenance Allowance to certain applicants. To be eligible to claim EMA, please refer to the EMA Application Form available from the General Office.

29. EMAIL:

To enhance communication between school and home, parents are encouraged to email staff where appropriate. Please note that email should not be used for urgent matters. Please allow three working days for a staff member to respond to your email. Please refer to **Secondary Staff and Administration Staff Email Addresses [Appendix 5](#)**.

Guidelines for Parents Emailing Teachers

Email should generally be used for simple, straightforward issues. More complex issues are best resolved face to face. However, it may be appropriate for an email addressing a more complex issue to be sent as background to a request for an interview.

Parents should use email only as necessary and not for requiring a regular report on a child's progress.

Parents should not expect an immediate response to an email. Teachers will be trying to provide an initial acknowledgment/response within two working days.

Please note: This time frame may need to be extended for part time staff who may only attend the College for one or two days per week.

The use of email does not replace the use of the school diary, which should be regularly checked by parents.

Parents are asked to safeguard their email accounts so as to minimize their unauthorised use. Any student attempting to masquerade as a parent would have their enrolment in the College reviewed.

Teachers' email addresses are not to be added to any 'group' email list. Emails should only relate to official school matters, be student/subject specific. No 'junk' mail please.

Teachers' email addresses are only for the use of the College community and are not to be passed on to anyone outside the College community.

30. EXAMINATIONS:

There are 2 blocks of examinations for core subjects - at the end of Term 2 and Term 4. Examination dates and times will vary for different year levels. Examinations will contribute 20% towards the final semester assessment in Years 7 and 8 and 30% towards the final semester assessment in Years 9 and 10. At VCE level, examinations contribute towards final assessments in proportions externally regulated by the Victorian Curriculum and Assessment Authority. Examinations at Year 12 level will be regulated by the VCAA. Examinations at Years 7 -11 levels will include a 10-minute reading time and a one, one-and-a-half or two hour writing time. Any student found writing during reading time will lose 2% of their examination grade and any student talking at any stage during an examination will lose 5% of their examination grade. Students found to be involved in cheating (or the encouragement of others to cheat) may afterwards receive a zero grade for their examination. Students absent for examinations for reasons substantiated by a parental note, should be awarded an 'NA' on their semester report and receive no penalty in the calculation of their overall semester grade. The examination would not usually be rescheduled in such cases. Any 'NA' on a semester report would then be qualified by a comment.

31. EXCURSIONS:

Every Secondary class is involved in an excursion program. Parents are advised of the details of the excursion via an 'Excursion Notice'. This is usually sent home two weeks prior to the excursion.

Please note: When students wear casual clothes on excursions, clothing should be modest, with jewellery and hair standards as per uniform requirements.

32. FAMILY DIRECTORY:

The Waverley Christian College Family Directory is distributed to all College families early in Term 1. The Directory lists names of all enrolled students, parents, addresses and home phone numbers. The Directory is prepared and distributed solely for the convenience of, and use by, families of Waverley Christian College. The Directory is not to be used for canvassing, sales or soliciting business. Details from this directory are not to be distributed to any person or company outside the College.

33. FEEDBACK:

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

34. FIRST AID:

If students are ill in class time, their subject teacher will send the student to the General Office **with their diary** (so that any medical assistance can be recorded for parental information). The School Nurse will then attend to the student's needs in Sick Bay. If students come to school with an injury or illness, they are expected to bring from home any medication they may need during the day. Medicines must be lodged at the General Office to be kept in the Sick Bay.

35. HATS:

An official school hat must be worn by all students in Term 1 and 4 during recess and lunch. Hats are optional before and after school. Students without hats need to remain under building shade.

36. HOME GROUP:

The first fifteen minutes of the day, on most days of the week, will be spent in home rooms with Home Group Teachers. The class will participate in prayer, Bible readings and discussions and these activities will complement the Personal Development program. There will be opportunity for Year 12 students to provide leadership to junior Secondary classes during these times. In place of Home Groups, students will attend House Meetings and Secondary Assembly each alternate Wednesday.

37. HOMEWORK:

A regular amount of time should be spent working on Homework or studying subjects (to prepare for tests and examinations) with approximate daily guidelines given below:

Year 7	1 Hour
Year 8	1 ¹ / ₄ Hours
Year 9	1 ¹ / ₂ Hours
Year 10	2 Hours
VCE	In excess of 2 hours as required

As a general guideline, the amount of homework given in any subject will be proportional to the amount of time that that subject occupies in the timetable. An exception will be LOTE: Indonesian where repeated practice is essential for mastery of the subject. Homework helps to reinforce concepts taught at school and, therefore, all students are expected to do any homework prescribed and to record this homework in their diary. Failure to record homework accurately in the diary will result in a disciplinary measure. A parental note must be brought explaining any difficulties with the completion of any homework. Students should not spend their entire homework time allocation on one subject at the expense of other subjects. The week prior to examinations will contain homework related to examination preparation, except for students catching up on minor tasks due to previous absence. Any concerns with homework time allotments should be directed to the Year Level Coordinator.

38. HOME GROUP TEACHERS

Class	Home Group Teachers:	Assistants:	Room:
7A	Shannon Murphy	Meredith Leed	O012
7B	Mark Crnkovic	Rebekah McClimmens	O013
7C	Asher Johnson	Janee De Lorenzo	O019
8A	Ross Hill	Ray Watterson	AT10
8B	Rachel Carter	Fiona Dowling & Ros Long	O103
8C	Irene Thai	Joerg Kluth	O102
9A	Lindy Tay	Mark Chalmers	S12
9B	Matthew Davidson	Kate Ryan & Elaine Chan	S13
9C	Ben Martinez	Karen Kepert/Corinna Foley	AT1
9D	Leigh Waters	Cindy van der Ree & Fiona Dobrzynski	AT4
10A	Tim Hodge	Chris Kynoch	G11
10B	Hannah Westbrook	Daisy Foley	S9
10C	Luke Donnellan	Katrina Cuddon	M5
10D	Rhonda Thomson	Nancy Cho	MMR
11A	Jackson Bates	Heather Reed	O108
11B	Gavin Hicks	Roy Dekker	O109
11C	Peter Woolfe	Jo-Anne Rechner	O105
11D	Peter Sheen	Veronica Tabone & Giovanna McKercher	O113
11E	Nicole Burgess	Valerie Spelling	O115
12A	Andrew Bawden	Phadrah Hirschfield	S14
12B	Sally Marks	Andrew Hindle	O104
12C	Judy Tabbagh	Allister Rouse	O010

39. HOUSES:

Every student and teacher in the school is assigned a House. House Co-ordinators will oversee the meetings, which will generally be led by House Captains and / or Vice Captains. Monthly Scripture memorised by students counts for two House points to be tallied each term by teachers and forwarded to the General Office. There is also competition in Athletics, Swimming, Debating, Public Speaking, Cross-Country, Bat Tennis, Basketball, Netball, Music, Drama and sometimes other sports, which add to points for the House Competition. House Meetings are held fortnightly in the rooms shown below. House Coordinators will be expected to monitor student leaders and attendance at meetings, and delegate staff to coordinate students in House events.

Finney Girls O103, Boys O102	House Captains: Jacob Sallom & Rosie Utteridge Vice Captains: Luke Richardson & Kharmen Teo
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Spurgeon Girls O017, Boys O019	House Captains: Rolland Zhang & Bec Watson Vice Captains: Josh Dobie & Natasha Tambiah
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Tyndale Girls O108, Boys O104	House Captains: Matt Leigh & Vivian Chua Vice Captains: Daniel Retamal & Madeline Fidler
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Wycliffe Girls O012, Boys O013	House Captains: Daniel Loke & Allanah Mitt Vice Captains: Daniel E Lim & Sarah Brehaut
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40. LATENESS / LEAVING EARLY:

Lateness to classes during the school day is unacceptable and can be punishable by means of a lunchtime detention. Students arriving late between 9:00am and 9:15am must report immediately to their Home Room teacher. If arriving later, after 9:15am, students will be issued a Late Pass at the General Office which should be taken to the Assistant Principal's office (O015) where a Room Pass will be issued; this will need to be presented to the relevant subject teacher.

If students need to leave early the following procedure should be followed to ensure good communication and safety of the child:

1. A note should be sent to the Home Group teacher for approval, indicating the time the parent intends to collect the child and the reason for the early departure. The approved note must be retained by the student and shown to the relevant class room teacher at the beginning of the lesson in which they need to leave.
2. If someone other than a parent is to collect the child, this must be specified in the note.
3. All students MUST sign out at the General Office, showing the Office the approved note.

41. LEAPS:

LEAPS is an acronym for Learning Enrichment And Program Support, formerly known as Special Education. In LEAPS, the individual learning needs of children at each end of the learning spectrum are assessed and addressed. Special programs are planned for students who meet the requirement.

LEAPS STAFF:

Ms Rachel Carter	
Mrs Karen Kepert	
Mrs Vilma Cardenas	
Mrs Sharon Woolfe	
Mrs Kathleen Malone	Educational Psychologist
Mrs Linda Leigh	Speech Pathologist
Mrs Jeanette Lokot	Integration & Literacy Aide
Mrs Bernice Porter	Integration & Literacy Aide
Mrs Kate Catros	Integration & Literacy Aide
Mrs Susanne Langerak	Integration & Literacy Aide
Miss Erin Williamson	Integration & Literacy Aide

42. LEAVING THE COLLEGE:

If your child is leaving the College at any stage, a Term's written notice is required. In lieu of such notice, a Term's fee is payable.

43. LIBRARY:

Every Secondary student is given an ID card at the start of each year. Secondary students must have their ID card with them at school every day for the use of the Library computers and also for borrowing. We suggest that you keep it in the pocket of the Student Diary. If the ID card is lost, it will not be replaced until the start of the following year. In the meantime, students can purchase a library card at a cost of \$2.00 so that they can use the Library facilities.

The number of items and the length of borrowing time for each student is determined by his/her year level. It is the responsibility of the student to return items on time. Overdue library books will incur a fine and may result in the student being unable to borrow books until that fine is paid. All computers in the Library may only be used for school-related work by booking through Library staff.

44. LITERATURE FROM HOME:

Secular books, magazines, pamphlets, CD ROMS, DVD's and CD's are not to be brought into the school. Parents should check with their child's Year Level Co-ordinator or Assistant Principal if unsure.

45. LOCKERS:

Secondary students are allocated a locker and issued with a combination lock for use during the year, but they remain the property of the College and must be handed in at the end of the year. These College-issued combination locks are the only permitted locks to be used at the College. If students use other locks they will be removed by the College. Keep your combination numbers private. If students have any problems with their locks, they should see the Assistant Principal or their Year Level Coordinator. All student belongings should be neatly arranged in their locker. Lockers will be inspected by Home Group teachers on a regular basis. Locker times are at recess, lunch, before and after school. Students may not go to their locker during or between classes, so students must make sure they take everything they need for each session. Students may stick a timetable inside their locker. Lockers and rooms cannot normally be accessed outside school hours, but requests for access may be made via the General Office.

46. LOST PROPERTY:

Everything students bring, or wear to school should be named. If it is, and it is lost, there's a very good chance it will be returned. Students will have to pay a fine to get it back from Lost Property if it is unnamed. Lost Property in P9 is open each school day from 3:15pm – 3:45pm.

47. LUNCHES:

All students are expected to eat their lunches and snacks seated in the designated outdoor seating areas in the vicinity of the classrooms. Students are not permitted on or near the oval, basketball courts, north car park or anywhere near the Art Technology buildings or adjacent play areas, or walking around the school while eating or drinking. Lunches may be ordered by placing correct money in a clearly labelled brown paper bag and placed in the lunch order box in the General Office foyer prior to 9:00am on any day. A Lunch Order Price List can be obtained from the General Office. No emergency lunches will be available from within the school, and money will not be made available for the purpose of buying lunch.

48. MEDICAL REPORT:

Families new to the College need to complete a Confidential Medical Report. Current families returning the following year are sent a Confidential Medical Verification Report in Term 4 to confirm their child/ren's medical details. This yearly check ensures that teachers have the most current information available. Any queries should be directed to the School Nurse.

49. MEDICINES:

Students who have asthma must give a spare puffer (which is named) to the Sick Bay. If a student needs to take medicine at school, this also should be named and handed in to the General Office so that it can be kept in the Sick Bay and issued to the student as required.

50. MERITS:

Merits are awarded in recognition of the many good things that students do. Merits are given to Year 7 - 12 students for service around the school, for helpfulness, or for making improvements noticed by a teacher. Students must keep their own Merits (a blue slip). When seven Merits have been collected, the student may trade them for a drink or a chocolate bar at the Careers Room or Secondary Staff Room during the designated times.

51. MONEY:

Money cannot be borrowed from the General Office although emergency telephone calls may be made, in which case 40 cents must be forwarded to the General Office on the next school day.

52. OPEN DAY:

The College Open Day, provides an excellent opportunity for existing and prospective families to see the College in operation. All parents are encouraged to attend the Open Day if possible, as it provides a unique opportunity to interact with your child's learning environment. Parent attendance helps to strengthen the sense of community and build confidence and trust between parents and teachers.

53. ORCHESTRA:

The Secondary Orchestra rehearses each week. If your child plays an orchestral instrument and would like to join the orchestra, please contact Mr Donnellan.

54. PARENT ETIQUETTE:

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

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

Parents are most welcome to attend Chapel services and school assemblies. However, parents are asked to refrain from talking to other parents while these events are in progress.

Parents are also requested, particularly at drop off and pick up times, to refrain from noisy conversation immediately outside classroom windows.

55. PARENT/TEACHER INTERVIEWS:

Parent/Teacher Interviews are conducted in Terms 1 and 3. This is an excellent opportunity for parents to meet their child's teachers and establish a positive working relationship with them. The emphasis of the Term 1 interview is for teachers to meet parents and gain insight into the student. In Term 3, teachers provide additional feedback and discussion on mid-year reports. Interviews run for 10 minutes with subject teachers. Teachers are instructed to adhere to strict time limits so that parents are not kept waiting for interviews. If interviews run overtime by even a few minutes, there is a compounding effect that can result in chaos! Interviews are conducted throughout the day (9.00am – 9.00pm) so there is no school for Secondary students on Parent/Teacher Interview days. Due to the necessary time constraints on Parent/Teacher Interview Day, parents and teachers may schedule a further interview for a later date to discuss matters of more significant concern.

It is the College's expectation that all families attend Parent/Teacher Interviews, not only for feedback on student progress, but also to strengthen the sense of community amongst parents and teachers. The parent/teacher relationship is a vital one and every effort should be made to strengthen and develop it. Otherwise, it can become far more difficult to resolve issues when they arise.

56. PRINCIPAL'S AWARDS:

Secondary Assemblies and Chapel services provide opportunities for student to receive Principal's Awards for significant achievement and improvements. In addition, certificates won through interschool competitions are also presented. Such awards should not be expected simply because the student is giving their best, as such an approach is required at all times.

57. PRINCIPAL'S NEWSLETTERS:

The Principal's Newsletter is available each Friday via email. The Newsletter is also posted on the College website. If parents wish to submit an item for inclusion in the Newsletter, please call in to the General Office for a form. This will assist in making sure the item includes all the necessary details. All items are subject to the Principal's approval and must be submitted by noon Wednesday.

58. PRIVACY ACT:

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 pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. 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 photographs and video images) is published in the School newsletters, magazines, Presentation nights, etc.
8. Parents may seek access to personal information collected about them and their child by contacting the School. 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. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. 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 School directory. If you do not agree to this you must advise us now.
11. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

59. PRIVATE MUSIC LESSONS:

All instrumental lessons are held in the Music facility and students are asked to be on time. Enrolment forms for Private Music Lessons can be obtained from the General Office.

60. PROGRESS CARDS:

Any student whose behaviour or work output is consistently unacceptable will be monitored by means of a Progress Card which will be inserted into their Student Diary. The card will require the assessment of progress made and the signature of every subject teacher in every lesson for one week. Failure to show an immediate and consistent improvement will warrant an interview with the Year Level Coordinator and/or the Assistant Principal, the student and one or both of the student's parents, after which a second progress card will be issued. Failure to improve behaviour or work output on a second progress card will necessitate a second interview, in which the immediate future of the student in the College will be discussed.

61. REPORTING:

All students will be issued with a report at the end of each semester. This will monitor your progress for that semester in every subject by providing written comments and grades which are as follows:

A ⁺	90 – 100 %	D ⁺	55 – 59 %
A	80 – 89 %	D	50 – 54 %
B ⁺	75 – 79 %	E ⁺	45 – 49%
B	70 – 74 %	E	40 – 44 %
C ⁺	65 – 69 %	UG	< 40 % or LATE
C	60 – 64 %	NA	Not assessed

The NA grade will indicate either, that work was not assessed because it was modified or, that the work was not assessed because it was late without excuse and thus received a mark of zero. In order to avoid such penalties, any late work must be submitted with a note from parents and the appropriate additional documentation in the case of VCE students (**refer to the VCE Policy Booklet**).

62. ROOM PASS:

A room pass will be issued by teachers for students needing to leave class for any reason during lesson times. It will indicate the date, time left, expected time away from the class and the reason for leaving the classroom. It must be presented upon request. Any student without a valid room pass, whose time permitted away from class has elapsed, or engaging in activities other than those specified, will be referred to the Home Group Teacher or Year Level Coordinator for a lunchtime detention. VCE students will complete all private study sessions in the VCE Study Centre and will only be permitted to be elsewhere if permission is granted by the relevant Subject teacher. At various times a designated study room with a staff member present will be allocated.

63. SCRIPTURE MEMORISATION:

Each month a passage of Scripture is issued to students for memorisation. The College values this practice as it helps us to serve God and to keep from sinning against Him (Ps. 119:9-11). Students are encouraged to recite the passage to a teacher who will then give credit for House points. The passage must be recited within the month that it is current, in order to qualify for House points.

64. SITE PLAN:

See Appendix 4 for a Site Plan of the College.

65. SPORTS EQUIPMENT:

Sports equipment is available for borrowing from the Gym Office at recess and lunchtimes. The borrower is responsible for returning equipment. Please care for the equipment as if it were your own. Losses or damages must be reported to the Sports teacher.

66. STAFF LIST & INITIALS:

Mrs Rhonda Andrews	RAN
Mr Jackson Bates	JBA
Mr Andrew Bawden	ABA
Mr Ian Bawden	IBA
Mrs Nicole Burgess	NBU
Mrs Vilma Cardenas	VCA
Ms Rachel Carter	RCA
Mr Mark Chalmers	MCA
Miss Elaine Chan	ECH
Mr Joel Chapman	JCH
Mrs Christine Chisholm	CCH
Mrs Nancy Cho	NCH
Mr Mark Crnkovic	MCK
Mrs Melanie Crouch	MCR
Mrs Katrina Cuddon	KCU
Mrs Anna Davidson	ADA
Mr Matthew Davidson	MDA
Mr Roy Dekker	RDE
Mrs Jane De Lorenzo	JDE
Mrs Fiona Dobrzynski	FDB
Mr Luke Donnellan	LDO
Mrs Fiona Dowling	FDO
Miss Corinna Foley	CFO
Mrs Daisy Foley	DFO
Mr Paul Freer	PFR
Mr Gavin Hicks	GHI

Mr Ross Hill	RHI
Mr Andrew Hindle	AHI
Mrs Phadrah Hirschfield	PHI
Mr Tim Hodge	THO
Mrs Karen Kepert	KKE
Mr Joerg Kluth	JKL
Mr Chris Kynoch	CKY
Mrs Meredith Leed	MLE
Mrs Siew Lim	SLI
Mrs Mabel Luk	MLU
Miss Belinda Lynch	BLY
Mrs Sally Marks	SMA
Mr Ben Martinez	BMA
Miss Rebekah McClimens	RMC
Mrs Giovanna McKercher	GMC
Mr Shannon Murphy	SMU
Mr Peter Nash	PNA
Mrs Jo-Anne Rechner	JRE
Miss Heather Reed	HRE
Mr Allister Rouse	ARO
Mrs Kate Ryan	KRY
Mr Peter Sheen	PSH
Mrs Narinder Singh	NSI
Mrs Valerie Spelling	VSP
Mrs Judy Tabbagh	JTA
Mrs Veronica Tabone	VTA
Miss Lindy Tay	LTA
Mrs Irene Thai	ITH
Mrs Rhonda Thomson	RTH
Mrs Cindy van der Ree	CVA
Mrs Leigh Waters	LWA
Mr Ray Watterson	RWA
Miss Hannah Westbrook	HWE
Mrs Bee Hong Wong	BWO
Mr Peter Woolfe	PWO

67. STAFF ROOMS:

Staff members may be accessed via the Secondary staff room for the first 10 minutes of recess and lunch time. After this time, other than in emergencies, requests for teachers may be made via the General Office or via the Yard Duty teacher only.

68. STUDENT REPRESENTATIVE COUNCIL:

The Student Representative Council offers student representation on matters concerning the daily life of the College. Two representatives are chosen from each year level by students in that year level and two School Captains are appointed by the Principal after consultation with staff.

The **2009** College Captains, **Timothy Tham and Alison Dickey** exercise the most senior form of Student Leadership and, in addition to leading the SRC team, they regularly speak at official school functions, student assemblies and Chapel services and represent the school at external functions.

SRC representatives in 2009 are:

- Year 7: David Koch and Melissa Tan
- Year 8: Jordan Siriwardana and Rachel Jones
- Year 9: Jonathan Rutherford and Kristen Caviedes
- Year 10: Andrew Salib and Rebekah Daniels
- Year 11: Nicholas W Lim and Jessica Koch
- Year 12: Jared Leong and Jess Temby

69. SUBMISSION OF SCHOOLWORK:

All school work must be submitted by the due date, and in the form and at the place requested by the Subject Teacher. Work should be submitted as a hard (not electronic) copy, unless otherwise permitted. Work must always be submitted directly to a secondary teacher.

For Years 7 & 8 students, failure to submit work on time will result in a reduction of half a grade for each day late, until 5 days has passed, after which the work will receive a zero grade.

For Years 9-12 students, all work not submitted on time will receive a zero grade, including VCE school-assessed coursework and school-assessed tasks.

All students will, however, be required to complete all work, even if late, in order to pass the subject. Teachers will indicate in your diary that incomplete work requires you to attend a lunch time detention, although further failure to submit work may result in the issuing of an after school detention. Failure to attend such detentions may result in a Saturday detention being issued. Students should seek help with work prior to a due date, if necessary, and should apply for extensions of time for projects with a parental note prior to the due date unless illness makes this impossible. Daily homework which cannot be completed for a good reason can only be excused with a parental note.

70. TELEPHONE:

If Secondary students need to use the telephone in any emergency, they must see their Home Group teacher or Year Level Coordinator who will advise the General Office staff. They will permit the student to make the call provided they pay for it. As advised, mobile phones may not be used at school during school hours and should be locked in lockers if they need to be at school.

71. TIMETABLE:

Home Group Teachers will give students a copy of their timetable at the beginning of the school year. The timetable will undergo minor changes for second semester.

72. UNIFORM:

Dress Code

Each student's appearance reflects upon the College. Consequently, 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 asked 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 (which should be in unforeseen circumstances only) are required to present a signed note from their parent to their Year Level Coordinator explaining the reason for being out of school uniform. Problems are expected to be rectified within two days.

Any student out of uniform, ties not done up properly, shirt not tucked in, wearing runners (except when playing sport), or not wearing a hat at recess and lunchtime in Term 1 and 4, will be referred to the Home Group Teacher or relevant Year Level Coordinator where offenders will be issued with a lunchtime detention. A student must have a note from a parent if they are out of uniform. On days where the forecast top temperature is 28° or higher, ties may be removed at recess. Continuous uniform offenders will be subject to further discipline, including a Saturday detention and/or a meeting with their parent(s), their Year Level Coordinator and/or the Assistant Principal.

Students not appropriately dressed, or wearing inappropriate hair styles, may be sent home immediately.

Summer/Winter Dates:

Summer uniform is to be worn during Terms 1 & 4, and Winter uniform is to be worn during Terms 2 & 3. Exceptions: During Terms 1 & 4, Winter uniform is permitted if the temperature forecast is 18° C or below. During Terms 2 & 3, Summer uniform may be worn if the temperature forecast is 22°C or above.

Excursions & Casual Dress Days:

Normal uniform is required on excursions unless the nature of the excursion suggests otherwise. Excursion notices will let you know if neat, modest, casual dress is acceptable; this must be approved by the Assistant Principal. Hair and jewellery rules are the same for excursions as they are for school, even if casual dress is worn. Therefore, Casual Dress Days do not permit variations to normal hair and jewellery regulations. For health and safety reasons, thongs and high heeled shoes are not permitted. Students must dress in a modest manner and may be sent home if casual clothes worn are inappropriate.

Miscellaneous:

Jewellery:

No jewellery, other than wrist watches, and one pair of plain studs or sleepers for girls, may be worn either to the College (even on casual dress days) or on excursions. No stones (diamonds, etc) are permitted in earrings. Clear studs are not permitted.

Hair:

Boys: Hair should be off the collar and ears and fringes should be above the eyebrows. Hair should be evenly layered. No extremes (eg. minimum no. 2 cut) are permitted. Boys are to be clean shaven and without long sideburns. Hair may not be dyed.

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 royal blue satin scrunchies, towelling rings, ribbon, elastic or hair bands. Black or brown elastics or combs, and silver clips can also be used.

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 other than clear nail polish, even on casual dress days.

Dress: Dresses and skirts are to be worn at the appropriate length ie. Kneecap to be fully covered when standing.

Bags: School bags are not to be decorated with stickers or labels of any type. Only the official school bag is to be used, whether a back-pack or carry style.

Hats: All Secondary students must wear the official school hat during recess and lunchtimes in Terms 1 and 4. Every hat must be clearly named.

Summer uniform:

Girls: 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) (Trading Co-op) or slouch

Boys: White shirt - Midford short-sleeve (at least 2)

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

or Grey shorts – Yakka side tab (Trading Co-op.)

Tie (Trading Co-op.)

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

School hat Universal Flat Top or Slouch (Trading Co-op.)

Winter uniform:

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

Boys: White shirt – Midford long-sleeved
Tie (Trading Co-op.)
School trousers – Surrey college grey (Trading Co-op.)
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

A wet weather jacket, navy blue, waterproof with tuck in hood, (Trading Co-op) may be worn to and from College on cold days. NO OTHER COLOURS are acceptable.
All Year 11 and 12 students are required to purchase the VCE jumper.

Sport/Physical Education (for all students Years 7 - 12)

Shorts – navy (Trading Co-op)
Waverley Christian College Polo T-shirt (Trading Co-Op)
White socks – short, above ankle
Runners – predominately white
Bathers - navy, modest one-piece (girls), predominately navy shorts, not “Speedo” style, modest, no longer than the top of the kneecap (boys)
Rugby top (Trading Co-op)
Tracksuit pants (Trading Co-op)
School hat

Uniform Violations

Not Wearing the Correct Uniform (including non-compliance with hair regulations)

- Written note from parents to be provided or requested immediately via uniform notice from the Home Group Teacher.
- If compliance is not reached within two days without reasonable excuse, the Home Group Teacher will refer the matter to the Year Level Coordinator who will follow up with the parents.

Wearing the Uniform Incorrectly

- (Including girls’ hair not tied up correctly; shirts out; ties ‘half mast’; top button undone; make up; incorrect earrings, not wearing school hat, etc).

First Offence Lunch time detention

Second Offence After school detention and Parent / Year Level Coordinator Conference

Third Offence Saturday morning detention

Fourth Offence Suspension

Wearing PE uniform on non – PE day.

- Automatic loss of entitlement for the entire year (ie. Student will only be allowed to wear PE uniform for PE lessons and will be required to wear regular school uniform at all other times)

Persistent non-compliance with the uniform policy reveals a heart / attitude issue which needs to be addressed.

73. UNIFORM SHOP:

The College Uniform Shop operates in Room O012 each Wednesday afternoon from 3.00–4.00pm.

74. VICTORIAN ESSENTIAL LEARNING STANDARDS:

Waverley Christian College uses the Victorian Essential Learning Standards as the framework for all curriculum development from Prep to Year 10.

75. VISITORS:

In the interests of everyone's safety, no student is permitted to have visitors at the College at any time. Visitors to the College need to sign in at the General Office upon arrival. Only visitors on legitimate business will be issued with a visitor's badge. Visitor's badges will not be issued to ex-students or friends of students for the purpose of socializing during the day.

Ex-students wishing to visit staff members should have pre-arranged this with the staff member(s) concerned and need to sign in at the General Office. These procedures have been put in place to ensure the safety and well being of all students.

76. VOLUNTEERS:

Early in Term 1 an Invitation to 'Join the Ranks' is sent to all families. The College is very thankful for all the parents who volunteer their time to assist in the school. In a growing school community, we aim to ensure that our environment is as safe as possible. Therefore, all parent volunteers are required to sign in at the General Office and obtain a visitor's badge to wear whilst on the premises.

77. WCC WEBSITE:

The College's website can be found at www.wcc.vic.edu.au and contains lots of useful information about the College.

78. WEATHER:

On occasional, declared wet weather days students should keep under cover out of the rain. If necessary, students will go to Home Group rooms, or other rooms designated on the day, to be supervised by a teacher. Food may be eaten in these rooms on these occasions only. Students will not be permitted to leave these rooms without teacher permission. On most days where there is light or occasional rain, students may use S14 for shelter, provided that a teacher is present. No grassed areas may be used on wet days and these areas may be declared out of bounds if recent poor weather necessitates.

79. WORKING BEE:

Every family is required to attend one Working Bee each year. If you are unable to attend for the year, an \$80 maintenance levy will apply.

Special note for VCE students: This booklet should be read in conjunction with your VCE policy handbook which covers supplementary policies and procedures specifically related to your situation.

Appendices

WAVERLEY CHRISTIAN COLLEGE

BULLYING POLICY

RATIONALE

Waverley Christian College takes the view that any form of bullying or harassment is unacceptable. Bullying is a breach of the Student Code of Conduct. Every member of the school community has a right to feel safe, nurtured and valued. The College seeks to reinforce the values of care and consideration for others, to be respectful of each individual and to be a witness to these Christian values, not only in the school community but also in the broader community. This document provides information and strategies that the College will use to address any issue of bullying.

BIBLICAL PERSPECTIVE

Any form of bullying is completely contrary to the Scriptures. Christians are to be concerned about the well being of others (Philippians 2:3-4) and to act in a manner towards others that reflects love, kindness, patience and gentleness (Galatians 5:22-23).

Any acts of hatred, jealousy, discord, provocation and intimidation are not acceptable (Galatians 5:20-21, 26).

Christians are to love their neighbour as themselves (Galatians 5:14).

WHAT IS BULLYING?

Bullying is the deliberate psychological, emotional and/or physical harassment of one student by another (or a group) occurring at the College or in transit between the College and home. Bullying causes harm and pain to others; is systematic and repeated; and involves an abuse of power.

Bullying may take many forms and can include:

- Picking on others.
- Making hurtful, sexist and racist comments.
- Any form of physical violence such as hitting, pushing or spitting.
- Making suggestive comments or other forms of sexual abuse/harassment.
- Forcing others to act against their will.
- Verbal threats of aggression against property or possessions.
- Using put-downs, belittling others' abilities and achievements.
- Using offensive names, teasing or spreading rumours about others or their family.
- Acts of vandalism.
- Deliberately excluding a student from College activities or other friends.

WHY BULLYING IS NOT TOLERATED AT WAVERLEY CHRISTIAN COLLEGE

As a caring Christian community, the College

- Expects a high standard of behaviour at all times.
- Is committed to striving to provide a safe and caring environment for everyone, where the right of every person to be free from all forms of bullying is observed.
- Encourages and positively reinforces behaviour which is courteous and considerate.
- Has a policy for detecting, preventing and dealing with bullying.
- Is educating the students about issues relating to bullying behaviour.
- Offers support to all students through our pastoral care system and the pastoral care role of all teachers.

WHAT CAN YOU DO IF YOU ARE A WITNESS TO BULLYING?

There is a risk that you can become the victim, or be labelled as a "dobber", but we need to work together if we are to be effective:

- We know that you care enough to want to do something.
- If possible, you could intervene as the bullying occurs by simply saying, "cut it out", "leave him/her alone", "quit it". This is very useful if you have influence with the bully: e.g. are older, a friend, a team captain, a House Captain or a School Captain.

- If you cannot act immediately, it is important to report the incident to someone you trust as soon as you can. Alternately you may wish to make an anonymous report that will advise of a trouble spot, a bully or a victim.
- Offer support and friendship to the victim. Encourage the victim to get help through staff, family or church.
- The person you report to could be your parents, school captain, teacher, Assistant Principal or Principal. Your privacy is important, so raise this when you report the incident. We will not involve you without your permission.

WHAT CAN YOU DO IF YOU ARE BULLIED?

As the victim, you are the one who should take action most strongly:

- Try not to retaliate by becoming a physical or verbal bully yourself.
- Try to ignore the bullying. If you show that you are not upset, the bully may stop.
- Tell the bully to "*quit it*" or "*get lost*" or "*cut it out*".
- Laugh it off, use humour.
- Don't be afraid to talk about it with your friends or family.
- Leave the area and go directly to a responsible adult.
- Talk to some of the other students at school. They may help you decide how to handle the situation.
- Establish a friendship network.
- Be smart about avoiding high-risk places and times.
- Always report what is happening – the bully relies on your being silent!

There are many adults at the College who want to help you too; perhaps you could talk to your teachers, your Assistant Principal or the Principal. They can help you decide how to handle the situation and they can take action.

You can also report incidents of bullying by sending an email to: bullying@wcc.vic.edu.au but you must include your name in the email. Incidents of bullying reported to this email address will be confidentially followed up by the Chaplain.

Bullying is not "ok". Do not tolerate bullying - it is too important not to report.

Remember, we are on your side. We take bullying seriously and want to stop it, but we need you to report incidents otherwise we do not know and cannot help.

A tradition of silence is a barrier to be broken down. As a member of Waverley Christian College it is not only your right to not have it happen to you, but it is your responsibility to report bullying, regardless of the circumstances.

To say nothing sends a silent message to the bullies that they can get away with it.

CONSEQUENCES

There must be clear consequences for bullying, and if a student is found to be bullying, then he or she will expect some of the following responses or sanctions:

- Written records being kept on the student's file.
- Warnings accompanied by a formal letter to the student and his/her parents.
- Monitoring behaviour by use of the card system or Diary.
- Consultation with parents.
- Reparations for any damage caused.
- Detentions.
- Referral to the Assistant Principal and/or the Principal.
- Counselling and behaviour modification
- Exclusion from privileges.
- Suspension from School, resuming only on the condition that a formal contract is signed undertaking to cease all bullying behaviour.
- Expulsion.

Those who bully or harass others are themselves in need of help. This could be by way of assistance with behaviour modification strategies, counselling and the provision of very clear boundaries.

WAVERLEY CHRISTIAN COLLEGE

COMPLAINTS PROCEDURES

Information for Parents

Waverley Christian College welcomes suggestions and comments from parents and takes seriously complaints and concerns that may be raised. This information sheet will show you how to use our complaints system.

A complaint will be treated as an expression of genuine dissatisfaction that needs a response.

We wish to ensure that:

- Parents wishing to make a complaint know how to do so
- We respond to complaints within a reasonable time and in a courteous and efficient way
- Parents realise that we listen and take complaints seriously
- We take action where appropriate.

“How should I complain?”

When you contact the College, ask to speak to the person best able to deal with your complaint. Be as clear as possible about what is troubling you.

Members of staff will be happy to help. It is generally best to start with the person most closely concerned with the issue – for example, raise classroom or subject matters with the classroom or subject teacher. They may be able to sort things out quickly, with a minimum of fuss. However, if this is not the case, you are encouraged to take the matter to a more senior member of staff, for example, a Co-ordinator, Assistant Principal or the Principal (The Principal would normally only be involved if the situation is still unresolved after having discussed the matter with the Assistant Principal).

“I don’t want to complain as such, but there is something bothering me”

The College is here for you and your child, and we want to hear your views and your ideas. Contact a member of staff, as described above.

“I am not sure whether to complain or not”

If as parents you have concerns, you are entitled to raise them. If in doubt, you should contact the College, as we are here to help.

“What will happen next?”

It may be possible to resolve the matter immediately and to your satisfaction, if you raise an issue face-to-face or by telephone.

If you have made a complaint or suggestion in writing, we will contact you within five working days, to respond to your concerns and explain how we propose to proceed.

In many circumstances, the person you contact will need to discuss the matter with a colleague and consider it further before responding. You will be given a date by which time you will receive a response. If a detailed exploration of the issue is needed, a letter or report will be sent to you as quickly as possible. This will tell you of the outcome of your complaint. It will explain the conclusion, the reasons for it, and any action taken or proposed.

“What happens about confidentiality?”

Your complaint or concern will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Principal and those directly involved. The Chairman of the College Council may also need to be informed. It is the College’s policy that complaints made by parents should not rebound adversely on their children.

We cannot entirely rule out the need to make third parties outside the school aware of the complaint and possibly also the identity of those involved. This would only be likely to happen where, for example, a child's safety was at risk or it became necessary to refer matters to the Police. You would be fully informed.

While information relating to specific complaints will be kept confidentially on file, we would point out that anonymous complaints might not be pursued.

Action, which needed to be taken under staff disciplinary procedures as a result of complaints, would be handled confidentially within the College.

“What if I am not satisfied with the outcome?”

We hope that you will feel satisfied with the outcome, or at least that your concerns have been fully and fairly considered.

If you are not satisfied, the Principal will offer to refer the matter to the Chairman of the College Council. Alternatively, you may wish to write directly to the Chairman. The Chairman will call for a full report from the Principal, and will examine matters thoroughly before responding. This may result in a positive solution, but if it does not, the Chairman will invite you to a meeting. You may wish to be supported by a friend, but legal representation would not be appropriate at this stage.

The College is a member of the Association of Independent Schools of Victoria. Whilst the Association does not have jurisdiction over the College, its School Operations staff are able to provide a neutral perspective for both the parents and the College.

The school recognises and acknowledges your entitlement to complain and we hope to work with you in the best interests of the children and young people in our care.

Students' Complaints

The principles that apply to parental complaints should also be applied to complaints and concerns from students.

There are, however, differences in approaches. One important difference from the handling of parental complaints is that students should be able to raise concerns with any member of staff with whom they feel comfortable, whether it is the classroom or home-group teacher, a member of the support staff, a Year Level Co-ordinator or the Student Welfare Co-ordinator.

In more complex situations, once the matter is resolved, the outcome should be discussed with the student by a member of staff. To make sure that it is fully understood, a written record may be shared.

Complaints that appear trivial still need to be handled seriously. Young people may test the complaints procedures on relatively minor issues before finding the confidence to raise something painful, such as bullying.

If the issue is a painful one, or if exploration of it is taking time, a student may need support from another student or from an adult. Students should be encouraged to choose a person with whom they feel comfortable to provide support.

Complaints, and ways of dealing with them, also need to be explained to pupils. The College's Personal Development program seeks to, not only teach pupils how they may support and act as mentors to others, but also to encourage them to understand that their views matter.

WAVERLEY CHRISTIAN COLLEGE

COMPLAINTS PROCEDURES

Information for Students

Any Problems, Concerns or Complaints?

If so, the College would like to hear.

How do I make a complaint?

- By talking about it – or by writing it down if you find that easier.
- You can do it by yourself, or as part of a group, or through your parents.

To Whom?

- To anyone on staff.

Does it matter what the issue is?

- No, it can be a big problem or a small one. By discussing it, you may come up with some positive ideas.

What will happen next?

- If possible, the staff member will deal with it in person. If not, he or she will go on your behalf to someone who can help.

Do others have to know?

- If you are worried about confidentiality, tell the staff – they will understand.

Even if you find the issue hurtful or embarrassing, don't worry – it will only be discussed by staff who can help you.

Appendix: Key Principles

The key principles for the handling of complaints are:

- *The school is open to the concerns of parents and students*
- *Complaints are received in a positive manner*
- *Parents and students can expect to be taken seriously and can approach any member of staff about their concerns*
- *Information about complaints is clear and readily available*
- *Concerns are dealt with speedily and those who have raised them are kept informed about progress*
- *It is not acceptable for students to receive adverse treatment because they or their parents have raised a complaint*
- *Clear confidential files and a record are kept*
- *Confidentiality is respected and maintained so far as is possible*
- *Resolution of the matter is sought*
- *Staff training covers the handling of complaints*

If a concern or complaint is dealt with seriously and sensitively at an early stage, it is likely to have a satisfactory outcome. Having a good complaints procedure will also reflect positively on the ethos and values of the College.

WAVERLEY CHRISTIAN COLLEGE

COMPUTER / INTERNET POLICY

RATIONALE

Waverley Christian College provides access to the Internet for students and staff. The College provides computer facilities for its students essentially for educational purposes related directly to their courses of study. The College's computer facilities are not provided for social or recreational purposes. This is not the role or responsibility of the College. In choosing to use College computer facilities, you are on trust to adhere to these principles. Further, no student may ever use College computer facilities for illicit purposes, for purposes of fraud or deception, or to create or call up material that could give offence.

The development of on-line resources for the purposes of supporting and extending students' learning is considered to be an advantage to them. Teacher-directed and independent research activities undertaken by students have the potential to broaden their outlook and understanding of issues and provide them with up to date information relevant to the curriculum.

The College does, however, recognise that the Internet contains material inappropriate for school and student use. Whilst care is taken to ensure that students will use the Internet for positive education outcomes, including blocking and screening known objectionable sites, the College cannot guarantee that students will not find ways to access offensive or inappropriate materials.

The College reserves the right to monitor all files, emails and Internet activity taking place on the College's computer network.

In summary, this means you are on trust to:

- Use College computer facilities only for educational purposes.
- Never use the computer facilities to do anything illegal, fraudulent or deceptive.
- Never create or access offensive materials intentionally.
- Not use chat-lines unless it is by special arrangement with your teacher who has organised it for specific educational purposes.
- Pay for all personal computer printing.
- Never use another student's log-in and password and keep their own password confidential.

TERMS AND CONDITIONS

- Library Computers may be booked for use only outside regular lesson/study times and the Library staff will be responsible to ensure that where there is heavy demand, a fair system of allocating usage time is developed. Students wishing to make such a booking must sign a declaration that they understand this policy and undertake to abide by it. All personal computer printing is on a user-pay basis.
- Internet access and usage of College computer facilities is an integral part of the school curriculum. Improper use, however, will result in the suspension of access at any time by the class supervising teacher or other member of staff. Repeated or severe misuse may also result in further disciplinary action being taken by the College.
- A student will only be allowed to access the Computer Network/Internet upon receipt of a consent form signed by both the student and a parent or guardian.
- The following are deemed, by example, as acceptable uses of the Internet within the College:
 - To research material for specific class projects
 - To supplement course materials and information
 - To research career choices
 - To undertake quality self-discovery activities related to, e.g. a hobby (only if the machine you are using is not required by another student for legitimate educational purposes).

COMPUTER / INTERNET RULES

Students are not to use the Internet for unacceptable uses. In general, this includes downloading, viewing, copying or uploading any material that is illegal, obscene, pornographic, dangerous or offensive.

In particular, a student **must not**:

- Obtain, view or send messages or files containing sexually explicit images or words or coarse languages.
- Send or obtain any material, information or software in violation of a State or Commonwealth law. The software available for students' use on the school network is all legally licensed. It is illegal to bring software from home and install it on either the network or individual classroom computers without the appropriate licence. Students must not install any programs on any computer in the College.
- Alter any computer settings without permission. This includes screensavers, wallpapers, desktop themes, etc. (Some programs require certain computer settings and should these need to be changed students will be trained to do so.
- Access other students' work folders or access, alter or delete their files.
- Bring food or drink near any of the computers.
- Use any files on USB drives which have not been properly virus checked. Any students' home computers should have reasonably up-to-date virus checking software installed before copying files onto USB drives and using them on school computers.
- Divulge details such as home addresses, phone number, personal details, about themselves or others via e-mail or other modes unless approved by a teacher.
- Agree to meet with someone you have met on-line.
- Infringe on copyright or plagiarise materials found on the Internet.
- Buy or sell goods over the Internet.
- Attempt to gain unlawful access, obtain passwords to or interfere with any other computer system.
- Download from the Internet any music or video clips without the specific permission of a teacher.
- Use the Internet to send or receive emails without the specific permission of a teacher.

Any student who inadvertently accesses inappropriate, threatening or offensive material is to immediately notify the class teacher or Librarian.

The Internet contains a vast amount of resources, but not all the information available on it has been properly vetted or subjected to the review processes which generally occur with material published in more traditional formats. Students should, therefore, be aware that information obtained on the internet may or may not be correct and hence must apply discretion in their use of it. The critical assessment of material is a vital research skill which students should aim to develop.

Students should at all times be mindful of their responsibility to use computing resources wisely and thoughtfully. They should respect the rights and feelings of others and display appropriate etiquette and manners. Their actions should uphold the aims and good name of the college.

Improper use of the internet or computing facilities will result in the offending student being barred from using those facilities either temporarily or permanently by the College.

Secondary Teachers' Email Addresses 2009		
Rhonda	Andrews	andrews.r@wcc.vic.edu.au
Jackson	Bates	bates.j@wcc.vic.edu.au
Andrew	Bawden	bawden.a@wcc.vic.edu.au
Ian	Bawden	bawden.i@wcc.vic.edu.au
Nicole	Burgess	burgess.n@wcc.vic.edu.au
Vilma	Cardenas	cardenas.v@wcc.vic.edu.au
Mark	Chalmers	chalmers.m@wcc.vic.edu.au
Elaine	Chan	chan.e@wcc.vic.edu.au
Joel	Chapman	chapman.j@wcc.vic.edu.au
Christine	Chisholm	chisholm.c@wcc.vic.edu.au
Nancy	Cho	cho.n@wcc.vic.edu.au
Mark	Crnkovic	crnkovic.m@wcc.vic.edu.au
Melanie	Crouch	crouch.m@wcc.vic.edu.au
Katrina	Cuddon	cuddon.k@wcc.vic.edu.au
Anna	Davidson	davidson.a@wcc.vic.edu.au
Matthew	Davidson	davidson.m@wcc.vic.edu.au
Hannah	Davies	davies.h@wcc.vic.edu.au
Roy	Dekker	dekker.r@wcc.vic.edu.au
Janee	De Lorenzo	delorenzo.j@wcc.vic.edu.au
Fiona	Dobrzynski	dodrzynski.f@wcc.vic.edu.au
Luke	Donnellan	donnellan.l@wcc.vic.edu.au
Fiona	Dowling	dowling.f@wcc.vic.edu.au
Corinna	Foley	foley.c@wcc.vic.edu.au
Daisy	Foley	foley.d@wcc.vic.edu.au
Paul	Freer	freer.p@wcc.vic.edu.au
Gavin	Hicks	hicks.g@wcc.vic.edu.au
Ross	Hill	hill.r@wcc.vic.edu.au
Andrew	Hindle	hindle.a@wcc.vic.edu.au
Phadrah	Hirschfield	hirschfield.p@wcc.vic.edu.au
Tim	Hodge	hodge.t@wcc.vic.edu.au
Asher	Johnson	johnson.a@wcc.vic.edu.au
Karen	Kepert	kepert.k@wcc.vic.edu.au
Joerg	Kluth	kluth.j@wcc.vic.edu.au
Chris	Kynoch	kynoch.c@wcc.vic.edu.au
Meredith	Leed	leed.m@wcc.vic.edu.au
Siew	Lim	lim.s@wccvic.edu.au
Jeanette	Lokot	lokot.j@wcc.vic.edu.au
Siew	Lim	lim.s@wcc.vic.edu.au
Ros	Long	long.r@wcc.vic.edu.au
Mabel	Luk	luk.m@wcc.vic.edu.au
Belinda	Lynch	lynch.b@wcc.vic.edu.au
Sally	Marks	marks.s@wcc.vic.edu.au

Ben	Martinez	martinez.b@wcc.vic.edu.au
Rebekah	McClimens	mcclimens.r@wcc.vic.edu.au
Giovanna	McKercher	mckercher.g@wcc.vic.edu.au
Shannon	Murphy	murphy.s@wcc.vic.edu.au
Peter	Nash	nash.p@wcc.vic.edu.au
Jo-Anne	Rechner	rechner.j@wcc.vic.edu.au
Heather	Reed	reed.h@wcc.vic.edu.au
Allister	Rouse	rouse.a@wcc.vic.edu.au
Kate	Ryan	ryan.k@wcc.vic.edu.au
Peter	Sheen	sheen.p@wcc.vic.edu.au
Narinder	Singh	singh.n@wcc.vic.edu.au
Valerie	Spelling	spelling.v@wcc.vic.edu.au
Judy	Tabbagh	tabbagh.j@wcc.vic.edu.au
Veronica	Tabone	tabone.v@wcc.vic.edu.au
Lindy	Tay	tay.l@wcc.vic.edu.au
Irene	Thai	thai.i@wcc.vic.edu.au
Rhonda	Thomson	thomson.r@wcc.vic.edu.au
Cindy	van der Ree	vanderree.c@wcc.vic.edu.au
Leigh	Waters	waters.l@wcc.vic.edu.au
Ray	Watterson	watterson.r@wcc.vic.edu.au
Hannah	Westbrook	westbrook.h@wcc.vic.edu.au
Bee Hong	Wong	wong.b@wcc.vic.edu.au
Peter	Woolfe	woolfe.p@wcc.vic.edu.au

Administration Staff Email Addresses 2009

Ian	Bawden	Assistant Principal (Secondary)	bawden.i@wcc.vic.edu.au
Gillian	Brown	Bursar's Secretary	brown.g@wcc.vic.edu.au
Colleen	Dunis	Bursar	dunis.c@wcc.vic.edu.au
Tricia	Godfree	General Office Manager	godfree.t@wcc.vic.edu.au
Vivienne	Hale	Administrative Assistant	hale.v@wcc.vic.edu.au
Anja	Hodge	Principal's PA	hodge.a@wcc.vic.edu.au
Linda	Hutchinson	Enrolment Secretary	hutchinson.l@wcc.vic.edu.au
Christine	Jackson	Assistant Principal (Primary)	jackson.c@wcc.vic.edu.au
Kit	Law	Accounts Receivable	law.k@wcc.vic.edu.au
Joanne	Ng	Accounts Payable	ng.j@wcc.vic.edu.au
Helene	Oh	Accounts Receivable	oh.h@wcc.vic.edu.au
Debbie	Roditis	General Office Assistant	roditis.d@wcc.vic.edu.au
Peter	Sheahan	Principal	sheahan.p@wcc.vic.edu.au
Joanne	Sutton	Assistant Principal's Secretary (Primary)	Sutton.j@wcc.vic.edu.au
Dorothy	Sim	School Nurse	sim.d@wcc.vic.edu.au
Jin-Ai	Teo	Accounts Manager	teo.j@wcc.vic.edu.au
Dinah	Tremain	Assistant Principal's Secretary (Secondary)	tremain.d@wcc.vic.edu.au