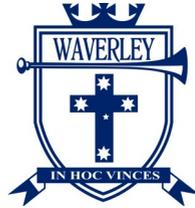




WAVERLEY Christian College



2016 HANDBOOK

WANTIRNA SOUTH CAMPUS

Principal: Mr Peter Sheahan

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WAVERLEY
Christian College



WAVERLEY CHRISTIAN COLLEGE Inc

ABN: 48 847 193 961 REG. NO: A0018722X

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

Foundation: 1978

Enrolment: 1257

Motto

"In Hoc Vinces" - In This We Conquer

School Colours

Blue and Gold

Address

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Principal

Mr Peter Sheahan

Member

Independent Schools Victoria
Christian Schools Australia

Updated 11 March, 2016

INTRODUCTION

Welcome to Waverley Christian College

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

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

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

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

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

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

Isaiah 54:13

Vision Statement

To see young people impact the community, our nation, and the world for the Lord Jesus Christ.

Mission Statement

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

OUR VALUES

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

FAITH

Our belief in God as Creator, Saviour, and Sustainer of all. Our affirmation that Jesus Christ is the Son of God, Saviour and Lord.

Our acceptance of God's Word, the Bible, as our rule for faith and practice.

Our reliance on God in prayer. Our dependence on God and His grace.

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

RESPECT

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

"You shall love your neighbour as yourself" Mark 12:31

EXCELLENCE

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

"Whatever you do, work at it with your whole heart, as working for the Lord..." Colossians 3:23

LOVE

Seeking others' highest good.

"Greater love has no one than this: to lay down one's life for one's friends." John 15:13

INTEGRITY

Being true to what we believe; acting with courage in accordance with Christian principles of moral and ethical behaviour.

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

COMMUNITY

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

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

WISDOM

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

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

SCHOOL AIMS

Waverley Christian College is committed to:

FAMILY AND PARENTING

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

FAITH AND VALUES

- Demonstrate the love of God and teach Biblical truths.
- Nurture Christian values, standards of morality and ethics.
- Help each student increase in knowledge of God and accept Him as the source of knowledge and wisdom.
- Encourage each student to accept Christ as personal Saviour and to continue to grow and develop in the knowledge of Christ so as to become more like Him. (Ephesians 4:13).
- Help each student understand the present ministry of the Holy Spirit, who lives in each believer, and guides each believer in the understanding and application of Biblical principles. (John 14:26; 16:13; 1Cor. 6:19)
- Help each student gain a knowledge of, appreciation for, and confidence in the Bible as the only inspired, infallible, and authoritative Word of God, and encourage each student to be consistent in personal Bible study.
- Help each student understand the significance of the local church and the necessity for regular attendance and involvement.
- Help each student identify and develop his/her unique gifts and abilities, and the importance of using them for the benefit of the entire Christian community (1 Cor. 12:7; Ephesians 4:16).
- Help each student with the development of personal Christian convictions and values, and encourage commitment to them during times of pressure and adversity. (Ephesians 6:11-13).

MISSIONS AND SERVICE

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

INTELLECTUAL DEVELOPMENT

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

PHYSICAL DEVELOPMENT

- Assist each student to understand that the body is the temple of God and is to be kept clean and pure and capable of responding to God's direction.
- Encourage each student to accept personal responsibility for achieving and maintaining physical fitness and practising good health habits.
- Develop in each student an awareness that a healthy physical body contributes significantly to a sound mental, spiritual and social state.
- Assist each student in recognising the dangers inherent in the use of substances harmful to both

physical and spiritual well-being, and in accepting responsibility to avoid the use of such substances. Assist each student to develop an interest in the skills needed for life long involvement in physical activities.

SOCIAL AND CULTURAL DEVELOPMENT

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

CAREER DEVELOPMENT

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

CHRISTIAN SCHOOLS

- To actively promote and participate in the cause of Christian education in the wider Christian Schools community.

SCHOOL GOVERNANCE

GOVERNING BODY OF THE COLLEGE

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

ADMINISTRATIVE STRUCTURE

The Principal is the first in authority and responsibility within the College. The Deputy Principal assumes full responsibility in the absence of the Principal.

The Campus is divided into two sub-schools:

Primary (Kinder to Year 6)

Secondary (Years 7-12)

A Head of School is responsible for each sub-school.

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

ADMISSIONS POLICY

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

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

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

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

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

ENROLMENTS

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

RE-ENROLMENT

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

ENROLMENT PROCEDURES

STEP 1

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

Wantirna South Campus Ms Joanna Wong, Admissions Register, 9871 8604 or email enrol@wcc.vic.edu.au

Narre Warren South Campus Mrs Elizabeth Arcangel, Admissions Officer, 8765 7725 or email enrolnws@wcc.vic.edu.au

STEP 2

Submit the application form, which must be signed by both parents/guardians, unless one person is legally responsible), with the following attached to the application form:

- A Pastoral Letter of Recommendation from a leader in the family's church confirming that at least one parent is a practicing Christian and that the parent(s) and children attend on a regular basis
- A photocopy (not original) of the student's Birth Certificate
- Evidence of Permanent Residency ie: a photocopy (not original) of the child's or parent's Passport and Visa, or Citizenship document, if neither parent was born in Australia
- A photocopy (not original) of the most recent report from the student's current school (where applicable)

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

STEP 3

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

STEP 4

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

Acceptance of Enrolment Fee (payable only when a place has been offered):

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

WAITING LIST

If the College cannot offer a required place, the student's name is placed on the waiting list and the parents are advised by email. Students are placed on the waiting list according to the date on which the completed application is received. Their name stays on the waiting list until a place is found for them, or until we are advised by parents that a place is no longer required.

If the required place becomes available, it is offered to the parents and, if accepted, an interview with the appropriate senior member of staff is arranged (see Step 3). The student is then invited to enter the College. Families with children already attending the College receive priority on the waiting list.

FEES

Fees are charged annually, but can be paid by Direct Debit or in instalments. Please refer to the fee schedule for payment options. Fees are payable within 7 days.

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

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

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

CURRICULUM

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

- The student is assisted in realizing his or her potential as created by God, implying personality development in the physical, emotional, social, aesthetic, moral and spiritual spheres.
- No arbitrary distinction is made between "educational" and "spiritual" perspectives, education being for the total person - spirit, soul and body.
- An integrated curriculum which is student-orientated, maintaining a balance between educational tasks and each student's individual development.
- Christian teaching and experience are built into and permeate the whole life of the College community.

- In summary, the College does not offer a merely “Christianized” version of a secular curriculum, but instead, a coherent and integral Christian curriculum reflecting what God says about Himself, humanity and Creation.

PRIMARY SCHOOL CURRICULUM

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

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

Integrated Studies

Introductions to scientific concepts, experiments related to concepts in theory. Broad range of basic concepts related to God, the family and our interaction with each other, projects, excursions, discussions, assignments, visiting speakers.

Music

Singing and pitch, theory, keyboard, recorder, percussion, performance.

Physical Education

Athletics, minor and major games, ball-handling skills, gymnastics, creative movement, fitness and health.

Art/Craft

Textiles, painting, construction, modelling, drawing, pottery.

Swimming

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

Chapel

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

Library

Library skills, books, reading, text types, book reports, research skills.

Computer

Awareness, keyboarding, word processing, publishing, programming.

Drama

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

L.O.T.E - Chinese and French, Years 3 - 6

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

iPad Program

In 2016, Primary school students in Years 2 - 6 are required to purchase an iPad (specified model) as part of the College's 1:1 program.

SECONDARY SCHOOL CURRICULUM

YEAR 7

(All Subjects are studied at Year 7)

Full - year subjects

Biblical Studies
Chapel
Information Technology
Drama
English
LOTE (French or Chinese)
Mathematics
Personal Development
Physical Education
Science

Semester subjects

Art
Design Technology (Metal and Plastics)
Design Technology (Wood)
Food Studies
Geography
History
Music
Visual Communication

YEAR 8

Core Subjects

Biblical Studies
Chapel
Information Technology
English
Geography (Semester)
History (Semester)
LOTE (French or Chinese)
Mathematics
Personal Development
Physical Education
Science

Electives

(Students select 3 per semester)

Art 1
Art 2
Visual Communication 1
Visual Communication 2
Media
Outdoor Education

Beginning Acting
The Stage and the Body
Beginning Dance
Ready, Setty, Cook!
To Market, To Market
Healthy Choices
Healthy Perspectives
Modern Musician
Making Music
Science Elective
Technology (Wood and Composites)
Technology (Metal and Plastics)

YEAR 9

Core Subjects

Biblical Studies
Chapel
Commerce
English
Geography (Semester)
History (Semester)
Mathematics
Personal Development
Physical Education
Science

Electives

(Students select 3 per semester)

Class Playmaking
Creative Painting
Creative Printmaking
Media
Models and Construction
Digital Design
Dynamic Design
Outdoor Education
Theatre Games
Dance Appreciation
Dance Performance
Public Speaking and Debating
Multicultural Cuisine
Healthy Lifestyles
Health and Community Service
LOTE (French)
LOTE (Chinese)
Song Writing
Music Technology
Sports Development and Leadership

Sports Management
Science Elective
Technology (Electronics and Smart Technologies)
Technology (Metals and Plastics)
Technology (Wood and Composites)
We Are What We Eat

YEAR 10

Core Subjects

Biblical Studies
Career Education
Chapel
English
Geography (Semester)
History (Semester)
Mathematics
Personal Development
Physical Education
Science
Sport
Work Experience

SPECIALIST SUBJECTS

(Students select 4 Specialist Subjects per year or
1 VCE Subject and 2 Specialist Subjects)

Architecture
Advanced English
Advertising
Art
Digital Art
Digital Photography
3D Printing
Textiles
Fresh Water Marine Biology
Web Design
Major Production
Technology (Electronics and Smart Technology)
Let's Party
Food As Gifts
LOTE (Chinese and French)
Sports Science
Music Preparation
Music Performance
Music Production
Technology (Wood and Composites)

VCE SUBJECTS AVAILABLE TO YEAR 10

Business Management
Dance
Health and Human Development
Computing
Legal Studies
Media
Outdoor and Environmental Studies
Psychology
Texts and Traditions
Music Performance

VCE SUBJECTS

Accounting
Art
Biology
Business Management
Chemistry
Dance
Economics
English
Health and Human Development
History
Computing
Legal Studies
Literature
LOTE (Chinese and French)
Mathematics

- Further Mathematics
- General Mathematics
- Mathematical Methods (CAS)
- Specialist Mathematics

Music
Outdoor and Environmental Studies
Physical Education
Physics
Product Design and Technology
Psychology
Texts and Traditions
Theatre Studies
Visual Communication and Design

VOCATIONAL EDUCATION AND TRAINING (VET)

Vocational Education and Training (VET) programmes provide pathways to rewarding careers, allowing students a combination of general and vocational training and an experience of business and industry. VET modules contribute towards VCE Units and have full VCE status as well as providing an industry endorsed, nationally recognised credentials.

VICTORIAN CERTIFICATE OF APPLIED LEARNING (VCAL)

The Victorian Certificate of Applied Learning (VCAL) is an accredited secondary certificate and is a hands-on alternative to the VCE. The VCAL program gives practical work-related experience, as well as literacy and numeracy skills and the opportunity to build personal skills that are important for life and work. Students who do the VCAL are likely to be interested in going on to training at Technical and Further Education (TAFE) institutes, doing an apprenticeship, or getting a job after completing school. The VCAL's flexibility enables students to undertake a study program that suits interests and learning needs.

KINDER PROGRAM

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

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

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

We offer two full day sessions and one half day session per week throughout the school year.

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

A Kinder Handbook is available from the College.

STUDENT CODE OF CONDUCT

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

1 Timothy 4:12

PRINCIPLE 1

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

PRINCIPLE 2

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

PRINCIPLE 3

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

PRINCIPLE 4

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

PRINCIPLE 5

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

PRINCIPLE 6

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

PRINCIPLE 7

Each teacher has the right to be able to teach in an orderly and co-operative environment. Students have the right to learn in an orderly and co-operative environment and to be able to develop their God-given talents and abilities. Each teacher has the responsibility to maintain an orderly and co-operative environment. Students have responsibility to develop their God-given talents and abilities for His glory and to do nothing that would prevent others from learning.

DISCIPLINE PROCEDURES AND SANCTIONS

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

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

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

Sanctions are graded in severity with the emphasis on students being accountable and learning to take responsibility for their behaviour. If a student does not comply with any reasonable and clearly communicated instruction of a Principal or teacher, or infringes College rules, then sanctions will be applied.

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

NB: The Education and Training Reform Act 2006 does not permit corporal punishment in Victorian schools. The Student Code of Conduct is available from the College.

ATTENDANCE

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

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

Parents are obliged to notify the College if their child is absent from school by contacting either the Primary or Secondary Attendance Coordinators. The College will call if a student is absent for an extended period without explanation to ensure the well-being of the student. This is a legal requirement.

PUNCTUALITY

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

TRAVELLING TO AND FROM COLLEGE

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

DELIVERY AND COLLECTION OF CHILDREN

Students must not arrive at the College before 8.15 a.m. Primary students must be collected by 3.30 p.m. and secondary students by 3.50 p.m. The school cannot assume responsibility for the safety of children in the school grounds outside the times specified above.

AFTER SCHOOL SUPERVISION

The stated school policy requires primary and secondary students to have been picked up within 15 minutes of dismissal time. This means primary students should have departed by 3.30pm and secondary students by 3.50pm. Where families have both primary and secondary students, the 3.50pm departure time applies.

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

- i. be working in the library (secondary)
- ii. be waiting with their parent/carer

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

Where students are involved in official after school activities, parents are asked to be prompt in picking their children up at the conclusion of the activity to save any unnecessary waiting around.

AFTER SCHOOL CARE FOR PRIMARY STUDENTS

The College partners with 3C Kidzcare, an independent and accredited After School Care (ASC) program which runs within the College grounds. After School Care runs from 3.15pm to 6.00pm each week night during the school term. It includes an afternoon snack, programs for varied indoor and outdoor activities.

3C Kidzcare is a registered provider of after school care. Government rebates on care costs are applicable. Application forms and further details concerning the running of these programs and current prices may be obtained from the General Office. **Please note:** students need to be registered prior to attendance. Applications for registration must be lodged directly with 3C Kidzcare. The application processing time is five working days. Unless a child is registered for the program, they will not be able to attend.

Should a parent/carer choose not to register for the program, they will need to make their own arrangements in the event of an emergency.

BUS SERVICE

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

Application forms and further details concerning the bus service may be obtained from the General Office.

REPORTING TO PARENTS

The College uses the following means of communication to parents. Most of these will give indications of how your child is progressing, working and behaving. Take advantage of all information arriving home!

PRINCIPAL'S AWARDS

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

ENCOURAGEMENT AWARDS (PRIMARY)

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

HOMEWORK DIARY

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

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

PROGRESS REPORTS

The assessment system of the College is designed to give parents a true indication of the student's progress and standard of learning. The College academic year is divided into two semesters. Parent/Teacher interviews are conducted twice a year while detailed written reports are sent home at the half-year and end of year.

ACHIEVEMENT TESTS

All students (apart from Prep classes) take achievement tests during the school year. The tests are used to measure a student's general knowledge and mastery of reading, language, mathematic and spelling skills.

PRINCIPAL'S NEWSLETTER

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

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

DRESS CODE

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

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

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

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

SUMMER/WINTER DATES

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

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

SENIOR/JUNIOR UNIFORM SIZES

All students must wear senior uniform once they are in the Secondary School. Primary students all wear the junior uniform.

EXCURSIONS

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

MISCELLANEOUS:

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

Tattoos are not permitted.

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

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

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

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

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

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

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

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

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

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

LOST PROPERTY: The Lost Property department has a system of fines for claiming articles. Unclaimed articles will be given to the Second Hand Uniform Shop.

SECOND HAND SHOP

A range of good quality second-hand uniform items is available at the College Uniform Shop which operates between 8:30 to 10:00am and 2:30 to 4:00 pm on Wednesdays.

PURCHASING UNIFORM ITEMS

The official College uniform suppliers are Lowes and Buxwear. Those items not supplied by Lowes or Buxwear are available from the College Uniform Shop.

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

SUMMER:

Terms 1 and 4

Girls, Primary

School dress, Peter Pan collar, knee length (Lowes or Buxwear)

Blue WCC jumper with Logo (Lowes or Buxwear)

White socks - short, fold-over top style

Black lace-up traditional school shoes

School hat - Universal *Pixie* (Lowes or Buxwear)

Girls, Secondary

School dress, button front, knee length (Lowes or Buxwear)

Blue WCC jumper with Logo (Lowes or Buxwear)

Navy VCE Jumper with Logo (Lowes or Buxwear)

White socks - short, fold-over top style

Black lace-up traditional school shoes

School hat - Universal *Pixie* (Lowes or Buxwear)

Boys, Primary:

Grey shorts, semi-tailored (elasticised back waistband) (Lowes or Buxwear)

White short-sleeved open-necked shirt (Lowes or Buxwear)

Blue WCC jumper with Logo (Lowes or Buxwear)

Grey socks - short, fold over top style with royal blue/yellow stripes (Lowes or Buxwear) - Compulsory

Black lace-up traditional school shoes

School hat - Universal Flat Top (Lowes or Buxwear)

Boys, Secondary:

White shirt, short-sleeve (Lowes or Buxwear)

School trousers - College grey (Lowes or Buxwear)

Black or grey belt (optional)

Blue WCC jumper with Logo (Lowes or Buxwear)

Navy VCE Jumper with Logo (Lowes or Buxwear)

Grey socks - short fold over top style, royal blue/yellow stripes (Lowes or Buxwear) - Compulsory

Black lace-up traditional school shoes

WCC Tie (Lowes or Buxwear)

School hat - Universal Flat Top or Slouch hat (Lowes or Buxwear)

Grey shorts, pull in side tab (Lowes or Buxwear)

WINTER:**Terms 2 and 3****Girls, Primary**

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

Girls, Secondary

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

Boys, Primary:

School trousers - college grey, semi-tailored (elasticised back waistband) (Loves or Buxwear)
Black or grey belt (optional)
White shirt - long-sleeved (Loves or Buxwear)
WCC Tie (Loves or Buxwear)
Blue WCC jumper with Logo (Loves or Buxwear)
Grey socks
Black lace-up traditional school shoes

Boys, Secondary:

White shirts - long-sleeved (Loves or Buxwear)
WCC Tie (Loves or Buxwear)
School trousers - college grey (Loves or Buxwear)
Black or grey belt (optional)
Navy VCE Jumper with Logo (Loves or Buxwear)
Blue WCC jumper with Logo (Loves or Buxwear)
Grey socks
Black lace-up traditional school shoes

ALL STUDENTS:

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

SPORT/PHYSICAL EDUCATION

Girls:

Just above Knee Length Shorts - navy *Primary and Secondary* (Loves or Buxwear)

WCC PE Shirt - polo, *Primary and Secondary* (Loves or Buxwear)

White socks - sport, covering the ankle (not anklets or bobby socks)

Lace-up Sports Shoes

WCC Tracksuit - *Primary* (Loves or Buxwear)

WCC Rugby Top - *Secondary* (Loves or Buxwear)

WCC Track Pants - *Secondary* (Loves or Buxwear)

GIRLS SWIMWEAR - Purchased exclusively from the College Uniform Shop:

Primary and Secondary

WCC One Piece Bathers (College Uniform Shop)

Optional WCC Swimming Shorts and Rash Vest (College Uniform Shop)

WCC Tankini Top and Boyleg Swim Shorts (College Uniform Shop Only)

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

Boys:

Shorts - navy *Primary and Secondary* (Loves or Buxwear)

WCC PE Shirt - polo, *Primary and Secondary* (Loves or Buxwear)

White socks - sport, covering the ankle (not anklets or bobby socks)

Lace-up Sports Shoes

WCC Tracksuit *Primary* (Loves or Buxwear)

WCC Rugby Top *Secondary* (Loves or Buxwear)

WCC Track Pants *Secondary* (Loves or Buxwear)

BOYS SWIMWEAR:

Primary and Secondary

WCC Swimming Shorts (College Uniform Shop only)

Optional WCC Rash Vest (College Uniform Shop only)

OTHER

Bags: Official school and sports bags only (Loves or Buxwear) Must not be decorated with stickers or labels of any type.

Art Smocks: Purchase exclusively from the College Uniform Shop

Official College Hairwear and Library bags: these are available at the College Uniform Shop

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

DAILY SCHEDULE

	Primary	Secondary
Staff prayer	8.15	8.15
Warning bell	8.42	8.55
Assembly	8.45	9.00 Home Group
Session 1	8.55	9.15
Session 2	9.37	10.05
Recess	10.19(eating) 10.24(play)	10.55
Warning bell	10.39	11.15
Session 3	10.42	11.20
Session 4	11.24	12.10 (12.05 Thurs)
Lunch	12.06(eating) 12.15(play)	1.00 Lunch
Warning bell	12.57	1.50 Warning bell
Session 5	1.00	1.55
Session 6	1.42	2.45
Recess	2.24	3.35 End of school
Session 7	2.34	
End of school	3.15	

GENERAL OFFICE HOURS

8.00 am - 5.00 pm Monday to Friday

ASSEMBLIES

Assemblies are conducted each morning as follows:

	Primary	Secondary
Monday	Primary School Assembly	Class Assembly
Tuesday	Class Assembly	Class Assembly
Wednesday	Class Assembly/ House Meeting (alternating)	House Assembly/ Secondary School Assembly (alternating)
Thursday	Chapel	Chapel (12.05pm)
Friday	Class Assembly	Class Assembly

WORKING BEES

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

STANDARD COLLECTION NOTICE

The Privacy Act 1988

Privacy Amendment (Enhancing Privacy Protection) Act 2012

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

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide education to the student and to enable them to take part in all the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. These may include other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors. If we do not obtain information referred to above we may not be able to enrol or continue the enrolment of your child.
6. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievement, student activities and other news (including photographic and video images) is published in the College newsletters, magazine, website, presentations, intranet, noticeboards, promotional materials, etc.
7. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

8. The College's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.
9. The College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
10. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions, information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines and on our website. Photographs of student activities such as sporting events, College camps and College excursions may be taken for publication in College newsletters and magazines and on our intranet.
12. We may include students' and students' parents' contact details in a class list and College directory.
13. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose this information to third parties.

STATEMENT OF FAITH OF CITYLIFE CHURCH

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

- We believe in the reality and personality of the Devil and eternal judgement in the lake of fire for the Devil and his angels (Mat 25:41; Rev 20:14, 15).
- We believe that there is one true universal church made up of genuine believers and comprising many churches in various localities each exercising autonomous government under the headship of Jesus Christ.