Heathdale Christian College

Whole School Handbook

1. College Information
2. Finance
3. Uniform
The purpose of Heathdale Christian College is:

*To glorify God through Christ-centred education that helps children develop their God given potential.*

Dear Parents,

This document provides information and guidelines with respect to the day-to-day life of Heathdale Christian College and should be put in a prominent place so that it can be referred to as required.

Information which needs to change each year, such as fees and term dates, will be sent to you in the annual Supplementary Pack. We ask that you store these additional pages in a safe place to ensure your information is kept up to date at all times.

God has given to parents/guardians the privilege and responsibility of caring for children. You have invited the College and our staff to share in that responsibility.

It is our prayer that as we work together for the benefit of our students, we will honour the Lord in all that we do.

Mr Reynald Tibben
Principal and CEO

*‘Train up a child in the way he should go; and when he is old he will not depart from it’. Proverbs 22:5*
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1. COLLEGE INFORMATION

1. SENIOR STAFF
   College Principal and CEO
   Business Manager
   Assistant Principals

2. CONTACTING THE COLLEGE

2.1. Werribee
   Location: 175 Derrimut Road WERRIBEE VIC 3030
   Postal: PO Box 1042 WERRIBEE PLAZA VIC 3030
   Phone: (03) 9749 1522
   Fax: (03) 9748 6257
   E-mail: werribeeadmin@heathdale.vic.edu.au
   Web: www.heathdale.vic.edu.au

2.2. Melton
   Location: 102 to 112 Centenary Avenue MELTON VIC 3337
   Postal: PO Box 1042 WERRIBEE PLAZA VIC 3030
   Phone: (03) 9749 1522 - callers will be transferred through
   Fax: (03) 9748 6257
   E-mail: meltonadmin@heathdale.vic.edu.au
   Web: www.heathdale.vic.edu.au

2.3. Main Administration Office Hours
   Both our Main Administration Offices are closed on the Monday before the Tuesday Melbourne Cup public holiday in November.
   The Main Administration Office hours at Werribee are as follows:
   • 8.15 am to 4.30 pm during school terms, except public holidays.
   • 9.00 am to 4.00 pm during school holidays and curriculum days, unless otherwise stated.
   Our Werribee Office will close at 12.00 noon on the last working day prior to Christmas Day and will re-open on the third Monday in January.
   The Administration Office hours at Melton are as follows:
   • 8.30 am to 3.50 pm during school terms, except public holidays, unless otherwise stated.
   Our Melton office will re-open the week before the commencement of the new school year.

3. ATTENDANCE AND ABSENCES

3.1. School Hours
   Our school hours are as follows.
   • Werribee Prep: 8.45 am to 3.15 pm
   • Werribee Years 1 to 6: 8.30 am to 3.10 pm
   • Werribee Years 7 to 12: 8.30 am to 3.30 pm
   • Melton All Years: 8.45 am to 3.10 pm

3.2. Arrival and Departure Times
   As a College, we can only provide proper student supervision from 8.10 am until 3.40 pm. Students should not be arriving or departing the college grounds outside of these times, unless they are enrolled into our Outside School Hours Program or attending extra-curricular activities such as tutoring, sports training or extra classes.
   To ensure the safe and proper supervision of our students, we ask that parents/guardians organise their routines to that their child(ren) arrive at and depart from the College within these supervised times.

3.3. Absence Notes
   Attendance at school is compulsory for all students between the ages of six (6) and 15. We encourage parents/guardians to ensure that any absences are for unavoidable reasons such as illness.
   A student returning to school after a period of absence must provide to their Home Room Teacher a letter written by their parents/guardians explaining the reason for the absence and the dates.
   Medical certificates from a doctor are an acceptable notification of absence.
   Parents/guardians are requested to telephone the Main Administration Office before 9.00 am, if their child(ren) is/are going to be absent for the day.
If parents/guardians know in advance that their child(ren) is/are going to be absent from school, it would assist the Administration Staff if messages could be left on the College answering machine. When leaving a message it is asked that the caller’s name, the child’s name, their home room and the reason for the absence be provided.

3.4. **Illness Before School**
Children who are clearly unwell before school should remain at home for the day in the interests of themselves and the wider college community.

3.5. **Illness During the Day**
In circumstances where a student becomes unwell or suffers an injury during the course of the school day, they are to inform the appropriate teacher, who will send them to the First Aid Room if necessary.

Students are not permitted to phone their parents/guardians and request them to collect them from school. This decision is to be made only by our teaching or First Aid Staff. These staff, acting as ‘loco parentis’, will use their discretion as to whether the child should remain at school in the First Aid Room or whether a parent/guardian should be contacted and arrangements made for the child to be taken home.

In the event that either parent/guardian cannot be contacted, First Aid Staff will contact an emergency carer, so it is important that their details are always kept up to date. Naturally all reasonable attempts will be made to contact one of the parents/guardians.

When a parent/guardian or emergency carer is contacted and asked to take the student home, it is expected that this request will be attended to immediately.

It is the responsibility of the parents/guardians to make alternative arrangements if they cannot personally come to the College and collect their child promptly.

3.6. **Signing Out**
A student who leaves the College grounds for any reason during the day, such as going home sick or attending a medical appointment, must sign out.

In the event of an emergency, the College must be able to account for everyone on site, therefore students must not leave the College grounds without written permission.

If a student has an appointment during school hours which requires them to leave the College grounds, they must provide a note from their parents/guardians to their Home Room Teacher when they arrive in the morning.

Further information pertaining to both our Junior School and our Middle and Senior School students is provided in the respective College Handbooks.

4. **DISPLAN**
The College has a policy regarding the monitoring of visitors and the supervision of students, playgrounds and the College campuses during the course of the day.

4.1. **Signing In/Out**
All parents/guardians or other family members who come to the College to perform services such as yard duty, reading or other agreed volunteer work, MUST sign in and out at the Main Administration Office and wear the appropriate badge.

All other visitors to the College must also sign in and wear the appropriate badge.

4.2. **Emergencies, including Evacuation**
In the event of an emergency, all visitors will be advised as to whether they are required to stay inside or exit outside to the nearest evacuation point.

In the event of an evacuation, all visitors are asked to please follow the instructions of the Emergency Coordinator in their area and make their way to the evacuation point with the teacher they are working with.

Once at the evacuation point, all visitors are requested to line up and be accounted for by a staff member wearing a yellow bib marked with the number ‘3’ on the back.

During this time visitors are asked to remain as quiet as possible so that further instructions can be heard.

5. **HEALTH AND WELL BEING**
Our First Aid Rooms at each campus are staffed by caring attendants who are well qualified in Work Place First Aid.

They are led by a First Aid Officer who asks parents/guardians to supply medical information about their child(ren) at regular times.
5.1. **Family and Student Data Form**

Upon the offer of a place, families will receive a coloured **Family Student Data Form**. The colour of the form relates to the House the student has been allocated, for example Yellow - Carey, Blue - Judson, Green - Stanway or Red - Taylor.

On this form, parents/guardians must record things that are important for the College to know pertaining to their child(ren). It includes a permission slip for parents/guardians to sign giving authority for the administration of the appropriate remedy in an emergency.

When administered to a student with permission, First Aid Staff will record the student’s name, the date and time.

Please ensure that the emergency carers listed on this form are contactable and able to respond immediately should they be required. Please also ensure that they are able to effectively and clearly communicate with our First Aid Staff during this time.

5.2. **Immunisation Status**

We are required by law to obtain information about the status of a child’s immunisation. This does not mean that all students must be immunised, but it does mean we need to know if they are or not.

A completed Immunisation Status Certificate must be submitted to the College on confirmation of a child’s enrolment, whether a child is immunised or not.

Homeopathic treatment is not a legally recognised form of immunisation and cannot be listed on an Immunisation Status Certificate.

The College keeps these certificates so that unimmunised students can be quickly identified and excluded from attending school in the event of a disease outbreak, until the risk of infection has passed.

If an Immunisation Status Certificate is not supplied, the student may be asked not to attend school as their immunisation status will be unknown.

A copy of a child’s Immunisation Status Certificate can be obtained from the Australian Childhood Immunisation Register or from a Medicare Office. The most common form is the Child History Statement, which is sent to families when their child(ren) turns five (5) years old, but it can be requested at any time.

5.3. **Medical Update Form**

It is important to ensure that any information provided to the College to help with the treatment of our students in the case of illness or a medical emergency is kept up to date.

Each year, parents/guardians will receive a **Medical Update Form** on which they are to update and/or include any new information that is important for the College to know pertaining to their child(ren). This applies to emergency carers, as well as medical conditions.

5.4. **First Aid Procedure**

In circumstances where a student becomes unwell or suffers an injury during the course of the school day, they are to go to the First Aid Room. Middle and Senior School students are to make their own way there, while Junior School students are sent by the teacher in charge.

Our First Aid Staff will assess the situation and decide whether the child should go home.

5.5. **Contacting Parents/Guardians**

The procedure for contacting parents/guardians is to phone home first, mother’s mobile second and father’s mobile third. In an emergency situation where neither parent/guardian can be contacted, First Aid Staff will phone one of the emergency carers provided.

If families desire this procedure to be different due to their particular situation, please notify the First Aid Staff in writing.

5.6. **Medical Expenses**

Any medical expenses administered in relation to an illness and/or any injuries suffered by a student whilst undertaking College activities, are not covered by the College. Parents/guardians will need to claim any costs through Medicare or their private health insurance.

5.7. **Ambulance**

Please note that sometimes it is imperative that our teaching or First Aid Staff call an ambulance.

The cost of this will be met by the family, so for this reason the College suggests that families consider taking out Ambulance Victoria membership.

In the event of an emergency situation where an ambulance needs to be called, and a parent/guardian or emergency carer is unavailable, a member of Staff will accompany the child to hospital in the ambulance.
5.8. **Pain Relief**
If deemed necessary, paracetamol may be administered to Middle and Senior School students, only if parental permission has been given on the annual **Medical Update Form** or obtained during the school year.

First Aid Staff will record the student’s name and the date, time and reasons for administration of paracetamol.

Paracetamol will not be administered to Junior School students, unless explicitly requested by a Doctor or parent/guardian in an emergency situation. Acknowledgment of this action will be followed up in a letter from the First Aid Staff for parents/guardians to sign and return.

5.9. **Treatment for Known Conditions**
In cases where a student is known to suffer from a particular condition, such as epilepsy, allergies or the like, it is essential that parents/guardians complete a **Medical Action Plan**, which is available from the College First Aid Rooms.

5.10. **Allergies/Anaphylaxis**
If a parent/guardian suspects that their child(ren) has an allergy, it is encouraged that they visit their family Doctor and have it properly diagnosed. Once diagnosed, First Aid Staff must be supplied with instructions from the Doctor on how to best care for the child.

If a child has been diagnosed with a life threatening allergy, it is VITAL that First Aid Staff are provided with an emergency medical kit, complete with doctor’s written instructions on how to best deal with any reaction.

Valuable time may be lost in caring for a student if our First Aid Staff do not have the proper instructions.

Junior school students with life threatening allergies are not permitted to attend the College until a current **Anaphylaxis Action Plan** and necessary medication is provided to the First Aid Room and our First Aid Staff are fully informed by the parent/guardian of the contents of the Action Plan. This information will then be passed onto the relevant staff members.

5.11. **Anaphylaxis Management Guidelines**
Our College has an Anaphylaxis Management Guideline document which covers all aspects regarding management of students with severe allergies. This document may be reviewed by parents/guardians on request. Please contact our First Aid Staff for further information.

5.12. **Asthma**
Our College requires an **Action Management Plan** from the family Doctor to enable the correct procedure to be followed if an asthma attack occurs. The relevant form will be sent home if it is indicated on the annual **Medical Update Form** that a child suffers from asthma, regardless of the severity.

5.13. **Infectious/Contagious Diseases**
Parents/guardians are asked to inform the College if their child(ren) is/are suffering from an infectious/contagious disease. The following are some guidelines regarding infectious/contagious diseases:

- **Chicken Pox**: Stay at home until fully recovered or at least five (5) days after first eruption. Please note that some remaining scabs are not an indication for continued exclusion.
- **Measles**: Stay at home for at least four (4) days after the appearance of the rash.
- **Mumps**: Stay at home for nine (9) days or until the swelling goes down.
- **German Measles**: Stay at home until fully recovered for at least four (4) days from the onset of the rash.
- **Conjunctivitis**: Stay at home until the discharge from the eyes has stopped.

5.14. **Head Lice**
Our College requires parental/guardian permission to perform head lice checks on students. It is important that parents/guardians give this permission on the annual **Medical Update Form**, so their child(ren)’s hair can be checked. Please consider the whole College community when making this decision.

Students with head lice must stay home until treatment has been carried out; the next day is usually an appropriate time to return to school.

Parents/guardians must inform the College so that a note can go home via the child’s home room, asking parents/guardians to check their child(ren)’s hair that evening to minimise any outbreak.

A comprehensive booklet on the detection and treatment of head lice is available from our First Aid Staff.
5.15. Medication at School
According to regulations, First Aid Staff cannot administer medication to any child without written permission from their parents/guardians. If, upon doctor’s orders, ongoing daily medication is required whilst a child is at school, a letter from the doctor explaining the dosage is required. The original container must be sighted by First Aid Staff.
ALL medication will be held in the First Aid Room and be administered ONLY by First Aid Staff. The Administration of Medication Policy is available from our College First Aid Rooms.
No medication or drugs are to be brought onto the College grounds by any student without our First Aid Staff being informed beforehand.
In cases where a student is required to take some form of medication, either temporarily or regularly, it is important that parents/guardians inform the College First Aid Staff in writing. Included must be the nature of the medication, the dosage and the reason for taking it. Junior School students must also inform their Home Room Teacher via a written note.
All medication must be taken to the First Aid Room for safe keeping to avoid accidental misplacement which could put other students at risk.
It is preferable that only the numbers of tablets required for that day, or for the course of the treatment, are provided to the First Aid Staff. Whole bottles of medication are too dangerous in a school environment and not usually necessary. Short term medication can be collected from the First Aid Room at the end of the day.

5.16. SunSmart
Heathdale is an accredited SunSmart School and as such we have external expectations placed on us to advertise this status. During Terms 1 and 4, students must wear their College-approved hats at recess and lunchtime. This can also apply to other times when students are out in the elements for an extended period of time, such as a PE/Sport class.
Students are also encouraged to apply appropriate strength sunscreen before coming to school in the morning and re-apply as necessary throughout the day.
Parents/guardians are asked to take the time to talk to their child(ren) about our uniform requirements in order to encourage a more harmonious relationship between staff and students.
Further information pertaining to the College-approved hats is provided in this Handbook, under the Uniform section.

6. COLLEGE BUSES
6.1. Werribee
Heathdale has contracted buses through an external bus company to enable parents/guardians to get their children to the Werribee Campus of the College as inexpensively as possible.
Buses are scheduled to arrive at the Werribee Campus at 8.20 am and depart promptly at 3.40 pm.
Bus stops are determined according to route users of our service. It does not include door-to-door service.
All students who wish to use the bus regularly will pay the full semester fare to reserve a seat, whether or not it is used for every journey.
Please note that due to the high demand for bus transport, requests for full-time and daily AM or PM travel, will take precedence over requests for part-time travel during the week.
For information on the prices, bus stops, routes and times, please tick the appropriate box on the Forms Available On Request page contained in our annual Supplementary Package.
If all seats on a particular bus are booked by students living 4.8 kilometres or more from the College, the service cannot be offered to students who may live closer. However, should there be seats available, students living closer than 4.8 kilometres may be allocated a seat and charged a ‘short trip’ rate, as determined by the Business Manager.
If there are seats available on any route, students who wish to travel occasionally may purchase a ticket from the Main Administration Office on the day they wish to travel.

6.2. Melton
At time of publication, there is no external College bus service available to our Melton students.
7. CANTEEN

7.1. Werribee
The College canteen operates five (5) days a week during term time as a service to students and their families, as students are not permitted to leave the College grounds to buy their lunch. Please note that the Canteen ordering system is NOT available for Prep students, until further notice.

7.2. Melton
At time of publication, there is no canteen service available at our Melton Campus, until further notice.

8. OUTSIDE SCHOOL HOURS PROGRAM

8.1. Werribee
The College operates an Outside School Hours Program (OSHP) between 6.30 am and 8.40 am in the morning and 3.10 pm and 6.00 pm in the afternoon on school days, to cater for our Prep to Year 6 students.
Parents/guardians can enrol their primary aged child(ren) as either permanent or casual bookings. Children must be registered before they are able to access the program and must be re-registered at the start of each school year.
The College suggests that parents/guardians casually register all their primary aged children in case an emergency arises. Please note however, that if the program is full, students may not be able to be accommodated.
Information about our OSHP is provided in our annual Supplementary Package sent to families towards the end of each school year, including a casual enrolment form. Permanent enrolment forms can be obtained by selecting the appropriate box on the FORMS AVAILABLE ON REQUEST page supplied in this Supplementary Package.

8.2. Melton
At time of publication, OSHP services could be provided in conjunction with Melton Christian College, located at 152 to 156 Brooklyn Road Melton South. This OSHP service partners with Camp Australia and run both before and after school sessions.
Please note that transport is not provided to or from the Heathdale Melton Campus, so families would need to organise for their child(ren) to be dropped off and collected from both venues.

8.3. Student Free Days
OSHP child care availability on student free days and during the transition period at the start of each year for our Prep students will be considered, provided there is enough interest expressed.
Parents/guardians can register their interest via a letter to the Main Administration Office at the relevant campus.
If parents/guardians wish to discuss any issues or concerns, they can contact the OSHP Coordinator between 2.00 pm and 6.00 pm on school days. Alternatively they can speak to staff in the Main Administration Office.

9. REPORTS
Interim reports are usually issued at the end of Semester 1A (Term 1) and Semester 2A (Term 3), with half yearly reports issued in June and December.
Students commencing part way through a semester may be given an Interim Report rather than a full report, depending on how long they have been at the College.
Parent/Teacher interviews are held three (3) times per year, with the first session being compulsory for Junior School students to meet the child’s teacher and discuss learning programs for the term.

10. PASTORAL CARE
The College employs a number of Pastoral Care staff. Students may be referred to these staff for assistance by their teachers, as appropriate, in consultation with the relevant Head of School.
11. EDUCATION MAINTENANCE ALLOWANCE
The Education Maintenance Allowance (EMA) is provided to assist eligible families with the costs associated with the education of their children. Application forms are available from the Main Administration Office.
To be eligible for receipt of EMA a person must:
• Be a parent/guardian of a primary or secondary school student, up to the age of 16. Students who turn 16 during a particular year will be paid on a pro rata basis.
• Be an eligible beneficiary of a Centrelink pension, allowance or benefit within the meaning of the State Concessions Act 2004, be a Veterans Affairs (TPI) pensioner or be a foster parent.
• Be a parent/guardian with a valid Health Care Card or Pension Card.
The eligibility criteria must be met as at the first days of Terms 1 and 3. Annual applications need to be lodged with a copy of the current card and received by the College no later than the 28th/29th February or 1st August.
Those who qualify half way through a semester cannot apply till the commencement of the next semester, as it is not possible to lodge late applications.
The payment can be made in three ways:
• Via direct credit to the College, this will then be credited to the family account.
• Via direct credit to the family bank account.
• Via cheque sent directly to the family.
Parents/guardians who transfer their children from one school to another during Semester 1 and prior to or on 1st August, must reapply through the new school for the second instalment.

12. EXCURSIONS AND PERMISSION
Education at Heathdale Christian College sometimes entails excursions off site, therefore we request parents/guardians to give the College and its staff permission to take their child(ren) on these excursions.
The College asks that parents/guardians sign and return the form provided in the offer pack to allow permission for general excursions where students may walk from the College grounds.
Specific excursion permission forms will be sent home for parental signature when students are required to leave the College grounds for an excursion via another form of transport, such as a bus.
The College has noted an increasing problem with adherence to this procedure. We ask that parents/guardians promptly return all signed consent forms. If students do not have the necessary parental consent, they will not be permitted to go on the excursion.
Failure to have the correct excursion uniform may also result in a student not being permitted to go on the excursion. This also applies to the correct sporting uniform for sporting trips. Excursion costs in these instances may be charged to the Curriculum Support Levy.
Further information pertaining to the correct uniform is provided in this Parent Handbook under the Uniform section.

13. CARE OF PERSONAL PROPERTY
13.1. Labelling of Property
All items of personal property, including clothing, text books, exercise books, stationery items and uniform items, should be clearly labelled with the student’s name to make it easier to return lost property to the rightful owner.

13.2. Lost Property
When property is found it is usually taken to the Staff Room or the Junior School Office and named items returned to the student via their home room.
Parents/guardians are asked at the end of each school term to check whether their child has lost any items or not. To assist with any lost items, Junior School parents/guardians are asked to send a note to their child’s Home Room Teacher informing them of what is lost. This will assist in tracking the item(s).
All unclaimed and/or unnamed school uniform clothing is given to the Uniform Shop to sell through the second hand clothing pool.
All unclaimed and/or unnamed non-uniform clothing or other items will be placed in a charity bin.
Confusion sometimes occurs when a second hand item still has the previous owner’s name on it. Please ensure that these names are removed after purchasing the item and that the new owner’s name is obvious.
13.3. **Sporting Equipment**
Sports equipment brought from home must be clearly labelled. If it is lost, the College will do all it can to help find the item(s), but cannot be held responsible.

13.4. **Valuables**
While respect for one’s own and other people’s property will be encouraged within the College community, parents/guardians are requested to ensure that items of monetary and/or sentimental value are not brought to school. The College cannot be held responsible for valuable items that go missing or get damaged.

Large sums of money should be paid to the Accounts Department or given to the relevant Head of School for safe keeping during the day.

Students who wear jewellery outside our uniform guidelines will have it confiscated.

14. **PARENT/GUARDIAN INVOLVEMENT**
Heathdale is a three-way partnership between the student, their parents/guardians and our College staff. Parents/guardians are encouraged to play an active part in the education of their child(ren).

14.1. **Hours of Service**
Each family is expected to volunteer some of their time to the College over the duration of the school year. For families with students in Kindergarten only it is 10 hours, for every other family it is 20 hours.

If a relative such as grandparents, aunts, uncles and/or siblings, is volunteering to work on the family’s behalf, a parent/guardian will need to write to the Principal seeking approval for this to occur.

On rare occasions, pre-approval from the Principal may be provided if families undertake the hours for people who are in need, other than those hours of their account.

Parents/guardians will receive two forms in the annual Supplementary Package, one on which to log the hours and another to list the ways they or other family members would like to help out. Information about the procedures and instructions for reimbursement are also included in this package.

Parents/guardians will be contacted for further information should they volunteer for any tasks that require the College to draw up rosters, for example yard duty in our Junior School.

14.2. **Working with Children Check**
Heathdale Christian College is dedicated to providing a safe environment for our students and the Working with Children Act 2005 requires that all our volunteers supply their Working with Children Check (WWCC) before commencing as a volunteer. This will enable our families to support the College in a variety of ways, such as yard duty, reading programs, excursions, billeting and camps.

The WWCC for volunteers is free of charge. Please follow the instructions for downloading and completing your form on http://www.workingwithchildren.vic.gov.au The administration of a WWCC can take three (3) to six (6) weeks and will remain valid for five (5) years.

Please have this process organised before the commencement of the school year so that your family is able to support the College by assisting as a volunteer at various times that sometimes may be at short notice.

Before any person can commence working with the College, a Notice of Assessment will be sent to us on the approval of their WWCC. A copy of their WWCC card is not required. We are not able to accept volunteers until the full process has been completed.

If a relative such as a grandparent, aunt, uncle and/or sibling, has been approved by the Principal to be a volunteer on the family’s behalf, please advise the Main Administration Office so that their name can be linked to your family.

Should a parent/guardian be a volunteer or employee elsewhere, they will need to visit the website to update their WWCC details to add Heathdale as an additional volunteer organisation.

Address changes and other personal information must be updated by the WWCC holder as they occur and this can also be done by visiting the website.

People who do not have a valid WWCC or have not registered Heathdale as an additional volunteer organisation will be unable to assist in any of the College’s classroom activities, attend excursions or camps or billet students from our annual King’s College or Tyndale Christian School exchanges.
14.3. **Forms of Assistance**
Various staff members will have different areas in which they may seek assistance from parents/guardians. The College encourages families to ask their child(ren)’s teachers how and where they can be of assistance.
Please note that in Junior School the College has a ‘no toddler’ policy, except in the case of yard duty.

14.4. **Entering the College Grounds**
In the event of an emergency on either of our College grounds, we must be able to account for everyone on site.
When parents/guardians or any other family members come to either campus of our College for any reason, other than to drop off or pick up their child(ren) at the beginning and end of each school day, they must first go to the Main Administration Office to sign in and collect a ‘Visitor’ badge. This badge must be worn and visible at all times whilst on the College grounds. Parents/guardians must then return the badge and sign out when they leave.
Parents/guardians who are coming to help out with yard duty, are to wear a special ‘Yard Duty’ badge.

14.5. **Communication Between Parents/Guardians and the College**
The College encourages parents/guardians to read all the newsletters and information letters that are distributed throughout the year.
Our College newsletter is e-mailed to families on Blue Week Thursday. Hard copies can also be obtained from our Main Administration Offices.
Any issues that arise during the school year should be dealt with via the Home Room or Class teacher during Parent/Teacher interviews or at a pre-arranged time.

14.6. **Friends of Heathdale Performing Arts**
If a student learns music or drama at the College, there are a number of ways that parents/guardians can support and encourage their child(ren) in their artistic endeavours. Interested parents/guardians and friends are invited to join our ‘Friends of Heathdale Performing Arts’ group. Information is available from our Main Administration Offices.

14.7. **Friends of Heathdale Sport**
If a student participates in sporting activities through the College, there are a number of ways that parents/guardians can support and encourage their child(ren) in their sporting endeavours. The College has a number of sporting teams who compete in outside school hours competitions, such as aerobics, basketball, netball and volleyball.
Interested parents/guardians and friends are invited to join our ‘Friends of Heathdale Sport’ group. Information is available from our Main Administration Offices.

14.8. **Parents and Friends Association**
The Heathdale Christian College Parents and Friends Association warmly encourages parents/guardians and friends of our students to join together in seeking ways to bind our school community together in friendship and cooperation. The association also looks for ways to assist in the development of the quality of educational facilities offered at the College.
Meetings are held monthly, usually on the fourth Monday. Further information is available from our Main Administration Offices.

15. **PHONE CALLS**

15.1. **Mobile Phones**
The College has strict guidelines for the management of mobile phone usage by students.
Mobile phones are not necessary during school hours and will be confiscated for a period of time if a student is found in possession of a phone whilst on campus.
Parents/guardians who feel that their child(ren) need to have access to a mobile phone, such as may be the case with students who travel on the school bus or use public transport, must contact the relevant Coordinator or Head of School to discuss the matter further.
If permission is granted, the phone must be lodged with our Staff Aides for Middle and Senior School students or the Junior School Office for Junior School students.
The College will not be held responsible if mobile phones are misplaced or stolen on school grounds.
15.2. **Making Phone Calls at School**

Our Administration Staff are often asked to make calls or lend students money for phone calls, especially when equipment or lunch has been left at home. Administration staff will not provide money to students and students will only be allowed to make a call when the matter is deemed necessary. A fee will be incurred if the phone call is connected. Middle and Senior School students should carry enough money to cover such a contingency. Junior School students are not permitted to make phone calls; a staff member will telephone on their behalf.

15.3. **Receiving Phone Calls**

Students may not receive phone calls while at school. Our Administration Staff will endeavour to pass on any URGENT messages, which should be phoned through to the Main Administration Office no later than 2.15 pm. This will allow time for messages to be distributed to the student’s Home Room via the usual ‘mail run’.

We cannot guarantee that messages left later than 2.15 pm will reach the student.

16. **PROCEDURE WHEN A STUDENT LEAVES HEATHDALE**

A half-semester’s notice (one term) IN WRITING TO THE ENROLMENT OFFICE is required from parents/guardians if they wish to remove their child(ren) from Heathdale. Failing this, a half-semester’s fee is payable.

Closer to the student’s exit date, a formal acknowledgement letter will be supplied to the family. Middle and Junior School families are asked to complete a **Leavers’ Form** for our records. Senior School students are required to complete a **College Exit Form** and return it to the Enrolment Officer. This is to help the transfer of any VCE information on the Victorian Assessment Software System (VASS) to the student’s next place of education.

17. **PROFESSIONAL COUNSELLING**

It is sometimes recommended that a child is assessed by a child psychologist or a family counsellor. Due to most students being under the age of 18, it is usually necessary that their parents/guardians be involved.

The College may be able to assist with the identification of suitable counsellors, with charges to be met by the family.

18. **DISCIPLINE**

The College Discipline Policy outlines our attitude and procedures in instances that relate to student discipline.

This policy can be found on our College website or parents/guardians may request a hard copy via the Main Administration Offices.

19. **GRIEVANCES**

If a member of our Heathdale community feels they have a grievance against another member of the community, the College has a Grievance Management Plan to help resolve these issues.

This policy can be found on our College website or parents/guardians may request a hard copy via the Main Administration Office.

20. **PHOTOGRAPHS**

The College requests that parents/guardians give permission for their child(ren) to be photographed during their time at the College, whether it be for school or media purposes. There is an understanding that if for media purposes, no personal details are given without parental consent.

If at any time a parent/guardian wishes to rescind permission, the onus is on them to notify the College in writing via the Main Administration Office of the relevant campus.

Please be aware that Privacy Laws restrict parents/guardians from taking photographs of children other than their own at College events.
21. **PRIVATE MUSIC LESSONS**
At our College, we are keen to encourage the gifts and talents God has given our students and therefore include the option for them to study music through private lessons. Unless a child has been studying music already, the College does not recommend that they start private lessons until Year 2.

The teachers are not actually employed by the College, but are given the time and space to conduct private lessons in one of our music rooms.

Students leave their normal classes for the half hour lesson each week. Junior School children are walked to and from their classrooms by the music teacher.

Please note that it is the parent/guardian’s responsibility to inform the private music teacher of any illness, school excursions or extended holiday period that may prevent their child from attending a lesson.

A Private Music Information Pack can be obtained from the relevant Main Administration Office.

22. **BOOK CLUBS**
In order to encourage reading skills in our students, there is an opportunity for families to purchase inexpensive books. Please note that there is no obligation to buy.

The College does not regard all books on offer from time to time as suitable reading material; therefore there are times when students will not be allowed to order a particular book.

Order forms are sent home with students and are to be returned with money if a purchase is being made. Any purchases will be distributed to students about four (4) weeks after ordering.

23. **TRAFFIC SAFETY**

23.1. **Car Travel**
Parents/guardians who bring their child(ren) to school and/or collect them by car are requested to pay particular attention to road safety, speed limits and traffic signs on our campuses. The well being of all students and staff is our first priority, therefore Junior School students must be escorted across the car parks by a parent/adult.

Parents/guardians are asked to ensure that they always stop in designated ‘quick drop off/pick up zones’ or parking spaces when driving their child(ren) to and/or from school and not in traffic areas. Reversing is highly dangerous. Please never reverse a car for any distance other than to back out of a parking space.

Staggered finishing times are designed to help reduce congestion in our car parks. Families who only have students in Prep to Year 6 should leave the campus by 3.25 pm. Families who only have students in Years 7 to 12 should arrive from 3.30 pm onwards.

For parents/guardians at our Werribee Campus, the Werribee Baptist Church has kindly allowed access to and from Heaths Road for cars, cyclists and pedestrians.

23.2. **Delivery and Collection of Children – Werribee**
Parents/guardians with students at our Werribee Campus may deliver and collect their children from the College as follows:

- **Quick drop off/pick up zone:** left hand lane along Thompson Drive. THE DRIVER DOES NOT LEAVE THE CAR. Please move as far forward in the lane as possible so that no cars are encroaching on the road. Drop off and/or pick up their child(ren) within two (2) minutes, then move forward around the round-a-bout and out of the College grounds.

- **Main car park:** Park the car in a designated parking space.

- **South car park:** Park the car in a designated parking space.

- **ELC car park:** Short term parking only. Park the nose first car in a designated parking space. DO NOT cross the double lines, but proceed to the round-a-bout as necessary.

- **Werribee Baptist Church:** Please follow the triangular path (clockwise) and park in a designated parking space.

23.3. **Delivery and Collection of Children – Melton**
Parents/guardians with students at our Melton Campus may deliver and collect their children from the College following the signage and correct parking procedures.
23.4. **Student Drivers**
Students who are 18 years old and have obtained their licence are allowed to drive cars to school, ONLY AFTER they have registered the car and driver details with the College Principal. Other students, including siblings, are not permitted to travel with a student driver until a written letter from the student’s parents/guardians is lodged with the College Principal. Student drivers are required to observe all safety procedures provided for parents/guardians, as outlined in this Handbook.

23.5. **Car Pooling**
Where parents/guardians wish to consider car pooling arrangements, the College is prepared to provide mutual introductions to parents/guardians of families who live in the same area.

23.6. **Crossing the Road**
All students who cross any major roads on their way to or from school MUST cross at the traffic lights or at the designated school crossings.

23.7. **Riding to School**
Students are welcome to ride bicycles, skateboards, roller blades, runners with wheels in the soles and scooters to the College, but must only use approved routes when on the College grounds. During the day, bicycles must be kept in the bicycle cage and remain there until home time. The bicycle should be secured with padlock and chain. Skateboards, roller blades, scooters and other ‘wheeled’ items are to be left with the groundsmen for storage and collected at home time. Government approved helmets must be worn whilst riding any form of wheeled transport to and from the College. Students are not permitted to ride around the College at any time, unless it is done so during a Bike Education, staff supervised class. Students are asked to ride carefully to avoid injury to themselves and/or others and/or damage to College property. Students must always use the traffic lights when crossing major roads, ensuring that they dismount first before walking across.

24. **CONVEYANCE ALLOWANCE**
Both the Melton and Werribee Campuses of Heathdale Christian College are classified as being in metropolitan areas, therefore no new conveyance allowance claims will be accepted by the Department of Education and Early Childhood Development (DEECD).
2. **FINANCE**

1. **FEES**

1.1. **Enrolment Confirmation Fee**

Once a place at either campus of Heathdale Christian College has been offered, an enrolment confirmation fee must be paid within 14 days of the date on the letter of offer, to secure a place for the child(ren). The fee is per child and is as follows:

- Kindergarten to Year 6 entry: $500 per child.
- Year 7 to Year 12 entry: $1,000 per child.

This is a non-refundable fee and does not form any part of the annual fees and levies.

1.2. **General Tuition Fees**

The College Board determines the fees at its annual budget meeting in October. Fees are due and payable within 14 days of issue of the Annual Statement, which will be mailed to College families in January, before the school year commences.

There are a variety of payment options available. Some attract early settlement discount incentives, whilst other options allow families to pay periodically. For further information, parents/guardians are asked to read the information sent out in our annual Supplementary Package.

For convenience EFTPOS, direct debit and credit card payment options are available. Forms can be obtained from the relevant Main Administration Office.

The following are not included in our general tuition fees:

- Text books and stationery for Middle and Senior School students.
- Materials used in some elective subjects.
- Fund-raising activities.
- Levies for Victorian Certificate of Education (VET) and Victorian Certificate of Applied Learning (VCAL). These will be billed separately and are dependent on subject selection.
- Our College uniform.
- General non-compulsory activities.

1.3. **Curriculum Support Levy**

The Curriculum Support Levy (CSL) covers compulsory activities and applies to all students. The CSL is chargeable at the beginning of the school year and will appear on the Annual Statement.

The following items, as applicable to each campus, are included in the CSL:

- Fee Indemnity Insurance.
- General compulsory activities.
- Excursion costs.
- Compulsory sporting activities.
- Swimming lessons for Junior School students.
- Diaries for Middle and Senior School students.
- Locker hire for Middle and Senior School students.

1.4. **Junior School Levy**

The Junior Support Levy (JSL) is allocated per student and represents the items and materials that are consumed by Junior School students during the course of the school year.

1.5. **Capital Debt Servicing Levy**

The College buildings and infrastructure are funded in various ways, two of which are the Building Fund and the Bank Debt. In the past, the College has borrowed from the banks to fund the construction of new buildings.

The Capital Debt Servicing Levy (CDSL) is a flat charge applicable to every student per annum. It contributes towards servicing the College’s bank debt.

1.6. **Annual Building Fund Donation**

Parents/guardians are encouraged to make a yearly voluntary tax deductible donation to the Heathdale Christian College Building Fund of at least $300 per family. This charge will appear on the annual family statement by way of a reminder and can be paid up front or by instalments, as per the Fee Payments Form provided in the annual Supplementary Package.

Families who do not wish to pay this levy, must inform the Accounts Department in writing.
1.7. **Hours of Service Program**
All families will be debited an annual amount in January in lieu of 20 hours volunteer service to the College, 10 hours for families with children in our kindergarten only. Families are invited to 'work off' this levy by contributing to the life of the College.
Families will receive a **Log Of Family Hours of Service Form** in their annual Supplementary Package.
This is to be kept and completed and signed each time any hours of service are undertaken by a family member.
When 10 or 20 hours has been completed, the form is to be handed in to the Main Administration Office so that the amount can be credited to the family account. Alternatively families may wish to keep the form and contribute up to a further 10 hours, five (5) hours for kindergarten only families, which would attract a further credit.
All forms must be submitted by 30th November of the given year for the credit to be recorded.
Please note that every person over the age of 18 must have a current Working with Children Check (WWC) before undertaking volunteer work at the College.

1.8. **Camps**
Camps are held annually for students in Years 5, 7 and 12, and Senior School camps take the form of faculty-based camps.
All camps are billed separately from the annual fees and are not included in the Curriculum Support Levy.

2. **FEE PAYMENTS**

2.1. **Payment Options**
The total annual fee will be billed in January each year. By doing this, the College aims to help families plan a payment program in advance. There are a number of payment options available of which families may chose one.
If families do not return the **Fee Payments Form** provided in the annual Supplementary Package, it will be assumed that they are choosing to pay in full within 14 days from the date of the Annual Statement.
The payment options are as follows:

- **Payment in full.** A six percent (6%) discount on the tuition fees, less the sibling discount if applicable, will apply to accounts paid in full by 14th February. The discount will only apply if the whole account is settled.
- **Payment in two (2) equal instalments.** A three percent (3%) discount on the tuition fees, less the sibling discount if applicable, will apply to accounts in which half the total is paid by 14th February and the balance by 30th June.
- **Payment in monthly instalments.** The total amount will be divided by 10 and each payment must be made by the 28th of each month, commencing in February.
- **Payment in twice monthly instalments.** The total amount will be divided by 20 and each payment must be made by the 14th and 28th of each month, commencing in February.

The above payment options are current at the time this Handbook was printed. Please note that payment options may vary from year to year, so we encourage families to carefully read the annual Supplementary Package for any updates.

2.2. **Payment Methods**
There are a number of ways that the school fees can be paid:

- In person at the cashier’s window using cash, credit card or EFTPOS. Cashier hours are 8.15 am to 9.30 am and 2.30 pm to 4.30 pm Monday to Friday during term time.
- By internet transfer using direct debit or credit card. The College bank account details will be provided upon request.
- By direct debit from a bank account or credit card account. This information is provided in the annual Supplementary Package.

Please ensure that the **Fee Payments Form** provided in the annual Supplementary Package is returned, outlining the preferred payment method and option.

3. **FINANCIAL DIFFICULTIES**
If a family encounters financial difficulties, alternative arrangements must be made in writing with the College Business Manager, as well as attending an appointment to discuss the impact of these arrangements on the future of the child(ren) at Heathdale.
4. OUTSTANDING ACCOUNTS
If there are outstanding accounts at the end of an academic year, the College reserves the right to inform families that their child(ren) will be unable to return for the following school year. The College also reserves the right to instigate appropriate debt collection processes, at the expense of the family in question.

5. WITHDRAWING STUDENTS FROM THE COLLEGE
A half-semester’s notice (one term) IN WRITING TO THE ENROLMENT OFFICE is required from parents/guardians if they wish to remove their child(ren) from Heathdale. Verbal notification to a staff member is not considered as notice. When a family fails to do this, a half-semester’s (one term’s) fee is payable. Any discounts received will correspond directly to the amount of fees charged for the year. In the event of student withdrawal from the College before the end of the school year or without adequate notice, any discount and Hours of Service will be recalculated on the pro-rata charges, but the levies will remain in full.

6. FEE INDEMNITY INSURANCE
The College has always had a concern to ensure that the education of a student is completed should there be a death of a supporting parent/guardian. Many schools have established their own internal insurance fund to cater for this contingency, but these are usually larger schools that have the capacity to cover the substantial liabilities involved. Heathdale has established a plan externally, rather than within the College’s own financial resources. Participation in the plan is automatic for the main supporting parent/guardian. The objective of this plan is to enable the completion of a student’s education at Heathdale, by meeting all ongoing tuition fees, should the main supporting parent/guardian die.

The main supporting parent/guardian is deemed to be:
- The person to whom the account is addressed, in the case of single parent families.
- The major breadwinner of the student’s family. If the account is addressed to BOTH parents/guardians, it will be assumed that this is the FATHER, unless written notification to the Accounts Department is given at the time of initial enrolment.
- Is under the age of 60 years old when first joining the plan. If over 60, the cover is subject to completion of a satisfactory Health Questionnaire. No cover is available to persons over 65. This upper age limit is set by the insurance company as research suggests that the large majority of our parents/guardians would be under this age.

If family requirement differs from those outlined, then new families are asked to complete the form provided and return it within 14 days of their child(ren) commencing. Additionally, the plan offers the facility for both parents/guardians to be insured, at an additional cost and can be nominated on the form provided.

Once the plan has been activated on the family’s behalf, the person insured cannot be changed. The College asks that families take particular note of how their account is addressed, as this is indicative of whose life is being covered by the insurance. Clear written instructions must be provided to the Accounts Department if a change is required.

The College realises that there will be individual cases where special circumstances exist. We will endeavour to treat each case not falling within the above guidelines on its own merits, provided we are given full background information. Any variation to the above must be authorised in writing. A maximum of three (3) children per family can be insured at any one time. In families where there are four (4) or more children, it is assumed that the youngest three (3) are insured, unless the College is notified in writing otherwise.

Please contact the College Accounts Department for further information.
3. COLLEGE UNIFORM

1. INTRODUCTION
   The wearing of school uniform correctly is compulsory for all Heathdale students for the following reasons:
   • Students are easily identifiable as being from Heathdale Christian College when they are in the community.
   • It creates an atmosphere of unity where students do not feel they have to compete with the latest fashion trends.
   • It is meant to be a more practical and cost effective alternative to wearing casual clothes every day.
   • It establishes a sense of pride and belonging.
   Parents/guardians and students are asked to read this section very carefully and refer to it often to ensure that the uniform is worn correctly.
   All students are expected to conform to all College uniform requirements. If in breach of a requirement, students may be excluded from attendance at the College for a period of time and will certainly be excluded from representing the College and participating in excursions.
   In cases where the Uniform Policy has been interpreted to the letter, but has deviated from the spirit of it, Senior Staff will have the discretion to interpret the Uniform Policy as it was intended and have the final say on what is acceptable.

2. UNIFORM SHOP
   Our Uniform Shop ensures that the standard set by the College Board is maintained and only items approved as part of the official College uniform are stocked. This means that in all probability, these items will be cheaper and of better quality.
   The Uniform Shop only covers its own expenses, so all College uniform items are to be purchased from the College Uniform Shop where possible. Some exceptions are school shoes, the official grey trousers and shorts for boys, the official sports netball skirt for girls and the house colour polo shirts. The College will not be held responsible for families who purchase incorrect items from other suppliers, which may prove not be a part of our official College uniform.
   If families have a query relating to the style, colour, length or any other uniform issue, please contact the staff in our Uniform Shop.

2.1. Uniform Shop Hours – Werribee
   The Uniform Shop is open on Monday, Wednesday and Friday during term time only as follows:
   • 8.00 am to 9.00 am,
   • 1.00 pm to 2.00 pm, and
   • 3.00 pm to 4.00 pm.
   The Uniform Shop will also have special opening times during the year to assist with both the start of the school year and the start of a new term. Details will be provided in the annual Supplementary Package and on the College website.

2.2. Uniform Shop Hours – Melton
   The Uniform Shop is open on Wednesday during term time only as follows:
   • 8.30 am to 9.30 am, and
   • 2.30 pm to 3.30 pm.
   The Uniform Shop will also have special opening times during the year to assist with both the start of the school year and the start of a new term. Details will be provided in the annual Supplementary Package and on the College website.

2.3. Second Hand Uniforms
   The Uniform Shop holds a range of second hand uniform items at varying prices to help families who may prefer a more economical way of purchasing uniform items.
   Any second hand uniform items sold cannot be exchanged or refunded at a later date, so please ensure that items are tried on before purchasing to ensure they fit.
   For families wishing to sell uniform items, please ensure that they are clean and in good condition with no tears, holes or stains. Please also remove the student’s name if possible.
   Families may have a price in mind for these second hand items; otherwise the Uniform Shop staff will price them.
   The Uniform Shop will retain 15 percent of the sold price as a selling fee.
3. **SEASONAL CHANGES OF UNIFORM**

Please note the following regarding seasonal changes of uniform:

- **Terms 1 and 4:** Official SUMMER uniform.
- **Terms 2 and 3:** Official WINTER uniform.

If the temperature on a particular day is unseasonably hot or cold near the dates when students change from one uniform style to the other, girls may choose to wear either the full Summer or full Winter uniform to compensate.

A general rule is over 25 degrees Celsius when official Summer uniform is to be worn and under 18 degrees Celsius when official Winter uniform is to be worn.

Mixed combinations of items drawn from both styles are NOT permitted.

If students wear Winter uniform and the temperature is unseasonably warm, Senior Staff will make an announcement that will give students permission to remove their tie.

On days such as school photographs or excursions, a specific uniform will be required to be worn. Although ties are not generally required with the boy's Summer uniform, there are formal occasions when they must be worn. Students will be advised of such occasions.

4. **BOY’S OFFICIAL UNIFORM**

4.1. **Summer – Terms 1 and 4**

**Shorts/Trousers**

*Whole School:* Traditional college grey cuff-less shorts, worn at the waist. Length to be from the crotch and no longer than the top of the knee. Football shorts are not acceptable.

OR

*Whole School:* Long college grey cuff-less trousers, worn at the waist. No longer than the top of the heel of the shoe.

**Shirt/Polo Shirt**

*Whole School:* White collared long or short sleeved school shirt. Must be worn tucked in and the collar must have a top button for when a tie is worn.

*Middle School only:* White collared short sleeved, square bottom tailored shirt designed to be worn untucked. This is for day to day wear with the Summer uniform only and not to be worn for excursions or formal occasions.

*Junior School only:* Red long or short sleeved polo shirt. This is for day to day wear with the Summer uniform only and not to be worn for excursions or formal occasions.

**Jumper**

*Middle and Junior Schools:* Official navy blue V-neck jumper with embroidered school badge.

*Senior School only:* Official navy blue jumper with red and white striped V-neck and cuffs.

**Blazer – Senior School Only**

Official navy blue blazer with red piping and school badge. To be worn to and from the College each school day.

On hot temperature days, students will be provided with instructions from Senior Staff.

**Tie**

Ties with the Summer uniform are only to be worn for excursions or on formal occasions, such as school photographs.

*Junior and Middle School:* Official red tie with school logo, to finish at the belt.

*Senior School:* Official red tie with school logo, to finish at the belt.

Please note that Junior School students will be required to own a tie which must be worn with a white collared long or short sleeved shirt, for excursions or on formal occasions.

**Socks**

*Whole School:* Holeproof grey socks.

*Whole School:* Official Holeproof grey socks with red and white stripe incorporated, to be worn when students chose to wear shorts to school.

**Shoes**

*Junior School:* Plain black leather, lace up school shoes OR plain black, low-heeled, elastic-sided leather boots. Refer to Footwear in this Section

*Middle and Senior Schools:* Plain black leather, lace up school shoes.

**Hats**

*Junior School:* A navy blue legionnaire cap OR navy blue slouch hat. Students must have two (2) hats, one to store in their locker and the other to keep in their school bag.

*Middle and Senior Schools:* Navy blue slouch hat.
4.2. Winter – Terms 2 and 3

Shorts/Trousers
Whole School: Long college grey cuff-less trousers, worn at the waist. No longer than the top of the heel of the shoe.
Junior and Middle School: Traditional college grey cuff-less shorts, worn at the waist. Length to be from the crotch and no longer than the top of the knee. Football shorts are not acceptable. Please note that shorts are not an option for Senior School students in Winter.

Shirt/Polo Shirt
Whole School: White collared long or short sleeved school shirt. Must be worn tucked in and the collar must have a top button for when a tie is worn.
Junior School only: Red long or short sleeved polo shirt. This is for day to day wear with the Winter uniform only and not to be worn for excursions or formal occasions.
Please note that Junior School students will be required to own at least one white collared long and short sleeved shirt, which is to be worn for excursions or on formal occasions.

Jumper
Middle and Junior Schools: Official navy blue V-neck jumper with embroidered school badge.
Senior School only: Official navy blue jumper with red and white striped V-neck and cuffs.

Blazer – Senior School Only
Official navy blue blazer with red piping and school badge.
To be worn to and from the College each school day.

Tie
Junior and Middle School: Official red tie with school logo, to finish at the belt.
Senior School: Official red tie with school logo, to finish at the belt.
Please note that no tie is required if Junior School students chose to wear the red Polo Shirt.
Also note that Junior School students will be required to own a tie which must be worn with a white collared long and short sleeved shirt, for excursions or on formal occasions.

Socks
Whole School: Holeproof grey socks.
Junior and Middle School: Official Holeproof grey socks with red and white stripe incorporated, to be worn when students chose to wear shorts to school.

Shoes
Junior School: Plain black leather, lace up school shoes OR plain black, low-heeled, elastic-sided leather boots. Refer to Footwear in this Section.
Middle and Senior Schools: Plain black leather, lace up school shoes.

Coat – Junior and Middle Schools only
Official navy blue Japara coat.
Please note that Senior School students must wear the official College blazer.

Scarf (Optional)
Whole School: A plain navy blue or red scarf.

Gloves/Mittens (Optional)
Whole School: Plain navy blue gloves or mittens.

Beanie (Optional)
Whole School: Plain navy blue beanie with no pom poms.

5. Girl’s Official Uniform

5.1. Summer – Terms 1 and 4

Dress
Whole School: The official blue and white Styleknit checked dress, worn just below the knee.

Jumper
Middle and Junior Schools: Official navy blue V-neck jumper with embroidered school badge.
Senior School only: Official navy blue jumper with red and white striped V-neck and cuffs.

Blazer – Senior School Only
Official navy blue blazer with red piping and school badge.
To be worn to and from the College each school day.
On hot temperature days, students will be provided with instructions from Senior Staff.
Socks
*Whole School:* Plain white, short, fold-down anklet socks OR plain white long knee high socks with fold down top.
Please note that long socks pushed down or very short anklet sports socks are not appropriate. The option of long plain white socks is for day to day wear with the Summer uniform only and not to be worn for excursions or formal occasions.
White stockings, tights or leggings are NOT to be worn with the Summer uniform.

Shoes
*Junior School:* Plain black leather, lace up or strap school shoes.
*Middle and Senior Schools:* Plain black leather, lace up school shoes.
Refer to Footwear in this Section.

Hats
*Junior School:* A navy blue legionnaire cap OR navy blue slouch hat. Students must have two (2) hats, one to store in their locker and the other to keep in their school bag.
*Middle and Senior Schools:* Navy blue slouch hat.

5.2. Winter – Terms 2 and 3

**Dress**
*Prep to Year 6:* The official Poly Wool pinafore, worn just below the knee.
*Year 5 to Year 12:* The official Poly Wool skirt, worn just below the knee.

**Slacks (Optional)**
*Whole School:* The official navy blue slacks.
Please note that slacks are for day to day wear with the Winter uniform only and not to be worn for excursions or formal occasions.

**Shirt/Polo Shirt**
*Whole School:* White collared long or short sleeved school shirt. Must be worn tucked in and the collar must have a top button for when a tie is worn.
*Junior School only:* Red long or short sleeved polo shirt. This is for day to day wear with the Winter uniform only and not to be worn for excursions or formal occasions.
Please note that Junior School students will be required to own at least one white collared long and short sleeved shirt, which is to be worn for excursions or on formal occasions.

**Jumper**
*Middle and Junior Schools:* Official navy blue V-neck jumper with embroidered school badge.
*Senior School only:* Official navy blue jumper with red and white striped V-neck and cuffs.
*Senior School only:* Official navy blue vest with red and white striped V-neck.

**Blazer – Senior School Only**
Official navy blue blazer with red piping and school badge.
To be worn to and from the College each school day.

**Tie**
*Junior and Middle School:* Official red tie with school logo, to finish at the belt.
Please note that no tie is required if Junior School students chose to wear the red Polo shirt.
*Senior School:* Official red tie with school logo, to finish at the belt.
Please note that Junior School students will be required to own a tie which must be worn with a white collared long and short sleeved shirt, for excursions or on formal occasions.

**Socks/Tights**
*Whole School:* Plain blue long knee high socks with fold down top OR navy blue tights.
Please note that tights must be opaque 50 Denier. Sheer stockings, leggings and hosier type stockings/tights are not permitted.

**Shoes**
*Junior School:* Plain black leather, lace up or strap school shoes.
*Middle and Senior Schools:* Plain black leather, lace up school shoes.
Refer to Footwear in this Section.

**Coat – Junior and Middle Schools only**
Official navy blue Japara coat.
Please note that Senior School students must wear the official College blazer.

**Scarf (Optional)**
*Whole School:* A plain navy blue or red scarf.

**Gloves/Mittens (Optional)**
*Whole School:* Plain navy blue gloves or mittens.

**Beanie (Optional)**
*Whole School:* Plain navy blue beanie with no pom poms.
6. KINDERGARTEN OFFICIAL UNIFORM
Our Kindergarten students are to wear a navy blue tracksuit top, navy blue tracksuit pants OR navy blue shorts OR navy blue skort for girls, a polo shirt in their house colour, runners and a navy blue legionnaire cap OR navy blue slouch hat. Alternatively, students can wear the official school tracksuit and sports shorts OR navy blue skort for girls, which they can then continue to wear as they move into Prep. Please note that each child is allocated a house upon the offer of a place. In the case of siblings it is the same as their older brothers or sisters. This is the colour polo shirt they are required to wear.

7. GENERAL UNIFORM NOTES
7.1. Travelling to and from the College
Middle and Senior School students must come to and return home from school in full uniform, even if the first or last lesson is PE/Sport. For Senior School students this includes the official Blazer. Junior School students are permitted to wear their sports uniform to school on the days that they have regular PE/sports lessons or they have swimming lessons, PMP or other sporting events. Middle and Senior School students may be permitted to wear their sports uniform to school on designated College athletics and swimming carnival days or if they are representing the College in an external sporting event. Senior Staff will advise of the appropriate uniform. It is extremely important that parents/guardians assist the College in ensuring that these requirements are observed. Extenuating circumstances must be approved by Senior Staff.

7.2. Approved College Emblem or Badges
No badges or motifs may be worn on any part of the College uniform, including hats and coats, apart from the approved College emblem or badges.

7.3. Approved School Bags
The official College school bag is a uniform requirement and students must have this bag. The official College sports bag must only be used for PE/sport related activities and not for carrying academic materials. No other school or sports bags are permitted.

7.4. Foot or Ankle Injury
If a student has an injured foot or ankle and they are unable to wear a regular approved school shoe, the uninjured foot or ankle must still be clad in the approved school shoe, even if the injured foot or ankle is bandaged, strapped or plastered.

7.5. Formal College Occasions
Every student must have at least ONE (1) white, long sleeved shirt and school tie to be worn at formal College occasions. Girls Summer formal socks are plain white, short, fold-down anklet socks. Short or long sleeved polo shirts and girl’s slacks are NOT to be worn on formal College occasions, such as school photographs.

7.6. Girls Dress Length
All girls Summer uniform dresses and Winter pinafore or skirt must be worn just below the knee.

7.7. Hand Knitted Jumpers
A V-neck, raglan sleeved jumper may be knitted using Patons Colour 205, 5-ply or 8-ply wool. These jumpers must have a woven College logo attached, which must be purchased from the College Uniform Shop.

7.8. Lost Clothing
The College takes no responsibility for lost clothing. At the end of each term, all unnamed uniform items will be given to the Uniform Shop to be sold second hand. All non-uniform items will be donated to a charity.

7.9. Borrowed Clothing
The First Aid Room has a limited supply of uniform items to assist students who may require a change of clothing during the day. Any items used in this way must be laundered and returned to the First Aid Room the following day. A change may be incurred if any items are not returned.
7.10. **Medical Problem Alternatives**  
Should a medically diagnosed skin condition make it impossible for the official College uniform to be worn, parents/guardians will be asked to discuss with a member of Senior Staff a suitable close alternative.

7.11. **Jewellery**  
With the exception of earrings for girls, jewellery is not permitted to be worn.  
Girls may wear only ONE pair of simple plain gold/silver studs or sleepers. There must only be one earring per ear and it must be worn in the lobe. Nose rings are not permitted. This includes out of uniform events.  
Boys are not permitted to wear earrings at any time. This includes out of uniform events.  
Jewellery not permitted by the uniform code will be confiscated at least until the end of the current half semester. It is the student’s responsibility to collect any confiscated jewellery.  
Medical bracelets or similar may be worn as long as Senior Staff are consulted and advised. A Doctor’s recommendation may also be required.

7.12. **Nail Polish and Makeup**  
Nail polish, coloured lip gloss and/or makeup are NOT a part of the official College uniform and are not to be worn by any student whilst they are in school uniform.  
Should a student come to school wearing nail polish, coloured lip gloss and/or makeup, they will be requested to remove it and a small cost will be debited to the family account.  
Finger nails must not be excessively long and must be kept clean. Students will be asked to cut their finger nails if they are unreasonably or dangerously long. Artificial finger nails are not permitted.

7.13. **Tattoos**  
Students are not permitted to have or exhibit any visible tattoos, whether temporary or permanent, at any time. This includes out of uniform days.

7.14. **Out of Uniform Events**  
Sometimes students have permission to wear casual clothes to school, either for an excursion or a special event.  
In keeping with the College policy, it is expected that students will dress modestly, neatly and suitably to reflect the values of our Christian faith and the College.  
Please keep in mind that the following are unacceptable:  
- Revealing clothing, including short skirts and tops with spaghetti straps.  
- Inappropriately high heels.  
- A dishevelled appearance.  
- Inappropriate motifs or language printed clothing.  
- Makeup and jewellery, except as specified by the Uniform Policy.  
- Untidy and coloured hair.  
The College expects parent/guardian cooperation in ensuring that students dress appropriately for the occasion.

7.15. **Students Out of Uniform**  
The College expects that every effort will be made to avoid a situation where a student is out of uniform. In cases where a student is out of uniform, a note from their parents/guardians must be provided, explaining the circumstances.  
In exceptional circumstances only, a student may be allowed up to three (3) days to remedy a uniform problem.  
After that, or in cases of repeated infringements of the uniform code, the student will not be allowed to attend classes until they are wearing the correct uniform.

8. **FOOTWEAR**  
The following diagram shows the selection of both acceptable and non-acceptable footwear in regards to the official College uniform.
ACCEPTABLE FOOTWEAR

Strong, substantial, durable. Heel should not exceed 2.5cm in height

Strap shoe - for JUNIOR SCHOOL GIRLS ONLY – buckle or Velcro fastener, heel should not exceed 2.5cm

Pull-on boot for boys only (not to be worn by Middle/Senior Schools students wearing shorts)

NOT ACCEPTABLE

Any T-bar sandals like this are not acceptable

Court shoes are not acceptable - low sided insubstantial. See acceptable lace-up shoes above.

Other unacceptable shoes include; black canvas “runners”, chromed metal sections or lace holes on black shoes, or black suede shoes.
9. **OFFICIAL SPORTS UNIFORM**

9.1. **Junior School**
The official Junior School sports uniform is as follows:

- Navy blue sports shorts with red piping down the side, worn at the waist. Length to be from the crotch and no longer than the top of the knee. Football shorts are not acceptable.
- Girls may wear a navy blue pleated wrap skirt OR navy blue skort.
- Plain long or short sleeved polo shirt in house colour.
- Official College tracksuit pants.
- Official College fleecy polar top.
- Appropriate plain white sports socks.
- Suitable, light coloured, non-scuff, white soled sports shoes, which support the heel and ankle.
- Official College hat in Terms 1 and 4.

Please note that for any Interschool or external sports competitions, students are required to wear the official college tri-coloured polo shirt.

9.2. **Middle and Senior Schools**
The official Middle and Senior School sports uniform is as follows:

- Navy blue sports shorts with red piping down the side, worn at the waist. Length to be from the crotch and no longer than the top of the knee. Football shorts are not acceptable.
- Girls may wear a navy blue pleated wrap skirt OR navy blue skort.
- Official tri-coloured College polo shirt.
- Official College tracksuit pants.
- Official College fleecy polar top.
- Appropriate plain white sports socks.
- Suitable, light coloured, non-scuff, white soled sports shoes, which support the heel and ankle.
- Official College hat in Terms 1 and 4.
- Official College sports bag.
- Plain long or short sleeved polo shirt in house colour, to be worn for house competitions only.

10. **GENERAL SPORTS UNIFORM NOTES**
All students must wear the official sports uniform as specified when participating in PE/sports classes or sporting events.

10.1. **Junior School Students**
Junior School students are permitted to wear their sports uniform to school on the days that they have regular PE/sports lessons or they have swimming lessons, PMP or other sporting events.

10.2. **Middle and Senior School Students**
Students in Years 5 to 12 are permitted to wear their sports uniform to school on designated College athletics and swimming carnival days or if they are representing the College in an external sporting event. Senior Staff will advise of the appropriate uniform.

10.3. **Sports Bags**
Students may only use the approved College sports bag for PE/sport related activities and not for carrying academic materials.

10.4. **External Sports Competitions**
Where the College fields a team(s) in a given sport for an interschool or local competition, the required sports uniform will be specified by the College, for example navy blue swimsuit, cricket whites and the official basketball or netball uniforms.

10.5. **Netball Skirts**
The wearing of the official College sports uniform shorts or any other mid-thigh shorts under the approved College netball skirt is NOT permitted.
The accepted attire to be worn under a netball skirt is the approved black sports brief.

10.6. **Footwear**
The type of footwear to be worn for PE/sports activities must suit the purpose of the sport(s) played. Should the footwear be worn inside a sports stadium/complex, the sole will need to be of a type which is designed NOT to mark, scuff or damage the stadium/complex floor.
Students will not be allowed to participate in PE/sports classes and events unless they have the appropriate footwear.
10.7. **Swimwear**
Swimwear worn by girls in PE/Sport should have a modest cut and be conservatively fashionable, as judged by Senior Staff.
Boys swimwear will be boxer style bathers. Speedo style bathers will only be acceptable for swimming competitions.
Students may be required to wear the official College sports uniform shorts if Senior Staff judge any swimwear as inappropriate.

11. **HAIR**
Hair and how it is worn is a part of the College uniform. Students must attend to appropriate and practical maintenance of the way they style and care for their hair.

11.1. **Hair Principles**
Hair styles which may be within the letter of this section, but are beyond what is conservatively fashionable or draw special attention to the student, are not appropriate. Senior Staff will be the judge of what is and is not acceptable.
The following hair principles must be observed by all students:
• All students should care for their hair so that it is clean and groomed appropriately. Parents/guardians will need to collect and treat students that are found to have nits or a cleanliness issue.
• All students must be able to work without their hair being a danger to them and their fellow students. Students must be safe in the science laboratories, home economics areas, in the Metal and Woodworking areas and whilst participating in PE/Sport. Students may need to use hair nets, tie their hair back or cut their hair to conform to the safety requirements of the College.
• All students must have a hair style that does not impede their work both in and out of the classroom, for example hair that falls over their face.
• Hair should not be a distraction to students. All students must wear their hair in a neat and respectable manner. Hair styles should be conservatively fashionable and should not draw any special attention to the student.
• Any colouring should be within the student’s own natural colourings and conservatively fashionable. Any bright or unorthodox colourings and/or styles are not acceptable and will require the student to leave the College until the colour and/or style is changed. Any hair colour experimentation tried during school holidays must be removed before the beginning of a new term.
• Senior Staff will be the judge of what is and is not acceptable. If parents/guardians or students are uncertain, they must first consult with Senior Staff before having the hair coloured and/or styled.

11.2. **Boys Hair**
Boy’s hair must be cut and styled so as to conform to the previous mentioned Hair Principles. Their hair must be of an acceptable length, being no longer than at the collar of their shirt. Their hair must not fall over their face and fringes must not be below the eyebrows.
Boys are to be clean shaven and their hair should be able to be kept tidy at all times.

11.3. **Girls Hair**
Girl’s hair must be cut and styled so as to conform to the previous mentioned Hair Principles. Their hair must not fall over the face and fringes must not be below the eyebrows.
If a girl’s hair is shoulder length or longer:
• It needs to be controlled so that it complies with the Hair Principles.
• Junior School girls must have their hair tied back.
• Middle and Senior School girls must have the top third of their hair tied back and off their face.
• Any hair ties used must be placed towards the back of the head and must be either navy blue or red in colour.
• Any hair clips used must be simple and unadorned and if coloured, either navy blue or red.