



2021 Handbook for Parents

Heathdale Christian College
www.heathdale.vic.edu.au

Further parent resources are available at our website in the Parent Centre.

“Whoever receives one of these little children in my name, receives me; and whoever receives me, receives not me, but Him that sent me” Mark 9:37.

Melton Quick Facts

102-112 Centenary Avenue, Melton 3337

Prep to Year 8 campus

Principal Mrs Yvonne Harvey

Reception Phone 03 8746 3100

Email meltonreception@heathdale.vic.edu.au

Student Absence absent@heathdale.vic.edu.au

Office Hours Monday to Friday during school terms, 8:30am to 4:00pm

Please check our calendar on our website for opening hours during school holidays and student free days

Werribee Quick Facts

175 Derrimut Road, Werribee 3030

Kindergarten to Year 12 campus

Principal Primary Mrs Lyn Moffett

Principal Secondary Mrs Deborah Letcher

Reception Phone 03 9749 1522

Email werribeereception@heathdale.vic.edu.au

Student Absence absent@heathdale.vic.edu.au

Office Hours Monday to Friday during school terms 8:15am to 4:30pm

Please check our calendar on our website for opening hours during school holidays and student free days

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Know our Staff

Senior Leadership Team

Executive Principal / CEO	Mr Ross Grace
Principal Werribee Primary	Mrs Lyn Moffett
Principal Werribee Secondary	Mrs Deborah Letcher
Principal of Melton	Mrs Yvonne Harvey
Director of Business Services	Mr Matthew Kirk
Director of Learning Enhancement	Mrs Kris McClelland
Director of Teaching & Learning	Mr Graeme Hallett

Key Leadership Melton Campus

Principal Melton	Mrs Yvonne Harvey
Lead Teacher	Mr Robert Court

Key Leadership Werribee Campus

Principal Werribee Primary	Mrs Lyn Moffett
Deputy Principal Primary Werribee	Mr Daniel Lee
Principal Werribee Secondary	Mrs Deborah Letcher

Heads of Learning Modules

Early Years (K-2)	Mrs Cathy Ward
Years 3-6	Mr Joe Haworth
Years 7-9	Mr Daniel Deroon
Years 10-12	Mr Peter Lamprecht

Learning Team Leaders - Primary

Prep	Mrs Retha Esterhuizen
Year 1	Mrs Nari Dent
Year 2	Mrs Ankia Esterhuizen
Year 3	Mrs Yelena Kunesevic

Year 4	Mrs Carolyn Henshaw
Year 5	Ms Megan Dalton
Year 6	Mrs Bridget Guglielmo

Year Level Coordinator - Secondary

Year 7	Mr David Supek
Year 8	Mr Stephen Kilpatrick
Year 9	Mrs Mary Tass
Year 10	Mr Jonathan Abagia
Year 11	Ms Justine Watson
Year 12	Mr Fritz Neethling

How to contact Teachers

Do you have a query for a Teacher? You can simply send a short note to their email address or make an appointment to see them.

Teachers must give their full attention to their classes and therefore we ask that parents/guardians DO NOT engage a Teacher in discussion at the beginning of the school day. It is also important that parents/guardians understand that quite often staff have meeting commitments after school and are therefore unavailable for impromptu appointments.

Please arrange a time with them through the relevant sub-school office, or via their email address.

If there is an immediate issue, please call the relevant sub-school office to advise them. They will direct your call to either the relevant Principal, Head of Learning Modules, Learning Team Leader or Class Teacher.

Please do not email any immediate issues, as whilst Teachers are in front of a class, they are unable to read or respond quickly. We also encourage Teachers not to check emails over weekends or whilst on leave, to maintain a good work-life balance.

Student Pastoral Carers

We have a number of student pastoral carers that work across campuses and sub-schools for the benefit of our students.

If you need to contact our Student Pastoral Carers for your primary aged child, please speak with your Teacher or relevant Principal who will assist you with this. Secondary students can contact the Pastoral Carers directly through their office or email chaplains@heathdale.vic.edu.au

Therapy Dog – Werribee Campus

At our Werribee campus, we currently have a lovely Labrador, Ziva, who is in training to become our school dog, primarily interacting with Secondary staff and students.

This work is taking place with Therapy Animals Australia to train to provide comfort and support to students and staff. There are protocols around what Ziva can and cannot do to ensure we manage her behavior well and ensure not only the health and safety of staff and students, but also her own doggy wellbeing in all situations.

Ziva is not allowed to go out and about the school yard without a lead or without staff supervision. That would not be safe for Ziva or for students. When Ziva is out of the office, it is for specific duties – sometimes classroom visits but other times working with individual groups or students. At the moment, Ziva is still in training so her interactions with students are minimal and mainly to build her confidence.

Some students might not be comfortable interacting with Ziva for a variety of reasons, and that is fine. If you would rather your child did not engage with Ziva, could you please let us know by filling in this [online form](#).

Please feel free to contact the Werribee Secondary office if you need to discuss any questions or concerns about Ziva's presence at school.

Child Safety

The care, safety and well-being of our students is of prime importance at Heathdale Christian College (the 'College'). Consequently, all members of the College community have an obligation to ensure that the College environment is a safe place for all students no matter their cultural or heritage background. The College is committed to ensure all students are free of child abuse, discrimination, harassment, sexual harassment/abuse (including grooming), vilification, victimisation and bullying. The College takes a strong and active stand on the protection of the students.

As a faith-based Christian School, we believe we are called to be faithful and just, ensuring the school leadership has the authority and obligation to ensure that the College environment is a safe place for all students and is considerate of cultural and heritage background, especially those of Aboriginal and Torres Strait Island descent.

The College is committed to promoting and protecting the interests and safety of all students which is alignment to Ministerial Order 870. We have zero tolerance for child abuse.

All employees, volunteers and contractors working with children in our care must abide by these policies and practices. Our aim is to protect children from abuse and embed a culture of safety. We completely reject any action or behaviour that results in the abuse of a child who is part of our community.

Heathdale Christian college has a zero tolerance of child abuse. We have developed a Child Protection Policy, Procedure and Code of Conduct. These are available to be accessed at any time on our website.

Our Child Safety Officers work together with our staff, students and parents/guardians around any child safety concerns. They are:

Mrs Linda Timmermans

Mr Caleb Folkes

Mr David Baird

Mrs Jasine Chue

Mrs Yvonne Harvey

Mrs Lyn Moffett

Mrs Deborah Letcher

Mrs Kris McClelland

Mr Graeme Hallett

Emergency management

The College has policies regarding the monitoring of visitors and the supervision of students, playgrounds and the College grounds during the course of the day. As part of this, we run both lock down and evacuation drills with the students each year.

Signing In/Out for visitors, parents/guardians

All visitors or parents/guardians or other family members who come to the College during school hours to perform services such as playground assistance, reading or other agreed volunteer work, MUST sign in and out at the main school campus office and wear the appropriate badge.

Please note that sign in and sign out procedures are subject to change in line with government requirements.

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 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.

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

Attendance and school absence

Term Dates

Our College term dates can be found in our Heathdale website in the footer area, as well as in our Calendar in the Parent Centre. Go to www.heathdale.vic.edu.au

School Hours

Students are expected to attend each school day, during school terms during the following hours.

Kindergarten – as per group scheduled

Werribee Primary: 8.35 am to 3.10 pm

Werribee Secondary: 8.40 am to 3.20 pm

Melton Primary: 8.30 am to 3.10 pm

Melton Secondary 8.30 am to 3.10 pm

To ensure the safe supervision of our students, we ask that parents/guardians organise their routines so that their child(ren) arrive at and depart from the College within these supervised times.

Primary student supervision

Our staff provide student supervision from 8.10 am until 3.30 pm in Melton and Werribee Primary areas. 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.

Secondary student supervision (Werribee only)

Our staff provide student supervision from 8.10 am until 3.40 pm in Werribee Secondary areas. Students should not be arriving or departing the college grounds outside of these times, unless they are attending extra-curricular activities such as tutoring, sports training or extra classes.

What to do if your child is absent?

Email absent@heathdale.vic.edu.au by 9am (to avoid an absent notification) with your child's name, year level, date of absence and reason of absence.

A medical certificate can also be supplied as a photo or pdf via this link.

What to do if your child arrives late to school?

Email the relevant sub school office with the student name, class and expected arrival time.

meltonprimary@heathdale.vic.edu.au

meltonsecondary@heathdale.vic.edu.au

werribeeprimary@heathdale.vic.edu.au

werribeesecondary@heathdale.vic.edu.au

When your child arrives late to school, they must:

1. Sign in at the relevant office, using their student card **
2. Collect the receipt
3. Give the receipt to their teacher when they arrive at their class.

**Melton students in Prep to Year 2 must be accompanied to the office by a parent/guardian, or an older sibling, and taken to their classroom by the parent/guardian/older sibling.

**Werribee Prep students can sign in at the ELC Foyer Student Kiosk.

What to do if your child needs to leave school early?

Parents / guardians must email the relevant sub-school office one day prior, if your child needs to leave.

Prep to Year 6 students: Parents proceed to the relevant office, for staff approval. A receipt is issued for you to collect your child from class and provide the receipt to the relevant Teacher.

Year 7 to Year 12 students: Students proceed to the relevant office, for staff approval at the Student Sign out terminal. A receipt is issued for the student to retain for the day.

Communication from the College

Our College values providing informed communications to parents/guardians.

Each parent/guardian email that we receive registration for is automatically added to our eNewsletter. This comes out once a fortnight and includes recent happenings, important dates and Principal blogs. News items and calendar events are always accessible on our website www.heathdale.vic.edu.au

The main communication from our College you may receive are:

- Targeted year level or sub-school email – for important parent information that requires standalone communication.
- eNewsletter – for blogs from the Principals, news stories, information and diary date reminders.
- Social Media channels – Facebook and Instagram, for happenings and events occurring across both campuses. The closed Facebook Parents group which was established to provide quick communications and enable two-way conversations between the College and parents is provided for a source of information and not complaints.
- SMS – for urgent or high-impact communications, First Aid notifications or unexplained student absence.
- Parent Kiosk – for booking Parent Teacher interviews and accessing student reports.
- One to one email – for communication between staff and parents regarding the individual progress of a student or the College.

Further information about notifications from First Aid can be found in our 'Health' section.

Student progress reports are sent to parents once a semester. This coincides with an opportunity to have a parent teacher conference in relation to your child's progress. Additional parent teacher meetings are available on request directly to the teacher or via the relevant sub-school office.

Parent Involvement

We welcome parents to play an active role in our community. Parents are encouraged to attend special assemblies, school sporting fixtures, Drama and Musical performances, Awards/Celebration nights and other functions held during the year.

Parents also have an opportunity to volunteer within the College at times. This can be through assisting with:

- Excursions and special events
- Incursions
- Sporting events
- Reading programs

Contact our office to find out how to become involved.

Mobile Phone and Electronic Devices at school

The College has strict guidelines for the management of mobile phones and electronic media usage by students. The reason for this is that we do not want electronic media and mobile phones to interfere with the valuable learning and social development that is our primary concern each day.

Mobile phones and electronic devices (including smart watches with cellular ability) are not necessary during school hours and procedures exist for students to sign in and sign out of these devices.

Parents/guardians of Primary students who feel that their child(ren) need to have access to a mobile phone or electronic device, such as may be the case with students who travel on the school bus or use public transport, must email their child's teacher giving permission for a mobile phone or electronic device to be brought to school. The child must hand the phone or device into the Primary office at the beginning of each day and collect at the end of the day. Please contact the relevant Head of Learning Module, or Principal to discuss further if required.

The College will not be held responsible if mobile phones are misplaced or stolen on school grounds.

For more information about the College's Mobile Phone and Electronic Media Guidelines, please see our College Parent Centre on our website. Specific Secondary student guidelines can be found in the Secondary student diary.

Making Phone Calls at School

Our Administration Staff are sometimes asked to make calls, especially when equipment or lunch has been left at home. Administration staff will allow students to make a call when the matter is deemed necessary by staff.

Primary students are not permitted to make phone calls; a staff member will telephone on their behalf.

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 relevant sub-school office no later than 2.15 pm. This will allow time for messages to be distributed to the student's Home Room. We cannot guarantee that messages left later than 2.15pm will reach the student.

Traffic Safety

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 Prep to Year 6 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.

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 Head of Learning Module 10-12.

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 Principal of Secondary.

Accounts Information

From 2021 all accounts must be paid by Direct Debit. You may choose to do this from either a bank account or a credit card. Payments are no longer accepted at the College or by direct credit.

Every family must complete an Annual Fee Payment Option form indicating the payment frequency that suits you best. The payment options are each:

- Fortnight (20 instalments)
- Month (10 instalments)
- Term (4 instalments)
- Semester (2 instalments) or
- Year (1 instalment).

Each of these options have specific due dates, as shown on the Payment Options form, and these are the dates we will process the Direct Debits. Please ensure funds are available for payments. You will be emailed a statement approximately one week prior to your scheduled direct debit. Any dishonoured payments may incur a late fee charge being applied to your account. Your chosen Payment Option will remain in place for consecutive years unless you request a change in writing to our Accounts Team accountsreceivable@heathdale.vic.edu.au

Your Enrolment Agreement includes the following Terms and Conditions relating to Fees and Charges.

- Where there is more than one Applicant, both/all persons will be equally responsible jointly and severally for the school fees and any other charges.
- All fees are due and payable in full as dated on the fee invoice/statement. The payment option form provided in the Enrolment pack states the various payment frequencies available and their due dates. When the College has not received your chosen option, your payment option will default to monthly instalments.
- The Applicant shall be liable for payment of an Enrolment Fee at the current rate in order to confirm enrolment. This fee is neither refundable nor transferable and does not form part of the annual tuition fees and levies.
- College activities included in the learning programs such as excursions, curricular activities and related items, form part of the Resource Levy. The Applicant is/are also responsible for fees and charges relating to any elective activities (e.g. Camps, Overseas Camps, Volleyball, Private Music Tuition, special end of year events, damaged/lost library books etc.) The College can deduct these charges via direct debit in addition to regular instalments.
- If the Student commences at the College part-way through a term, tuition fees will be charged on a pro rata basis.
- No refund of fees paid or waiver of any fees outstanding will be made if the Student is withdrawn from the College during a term or is absent for any reason.
- If a student is withdrawn at the insistence of the College (e.g. in line with the Student Code of Conduct), the Applicant is/are liable for all fees and charges up to the date of notification of the Student's enrolment at the College being terminated.

- The Director of Business Services is authorised to take such action deemed necessary to recover unpaid fees or charges, including any debt recovery costs.
- Any outstanding accounts may result in late fees, suspension of enrolment, the exclusion of the Student/s from certain activities or the permanent exclusion from the College. Any recovery via legal action shall require both payment of the unpaid fees, together with charges and costs of recovery, being charged to the Applicant. A decision under this clause is at the sole discretion of the Director of Business Services and any waiver of this clause does not indicate an ongoing waiver.
- If a student is to be withdrawn from the College, one term's notice MUST be provided in writing to the Community Development Team at enrol@heathdale.vic.edu.au. Failure to provide this will result in a charge of one terms' fee in lieu of notice to the Applicant. Verbal notification given to a staff member or teacher is not accepted.
- In the event of a parental relationship breakdown, both parties remain equally responsible, jointly and severally for the school fees and all other charges unless a court (legal) document is provided to the College stating varied responsibility.

Financial Difficulties?

If at any time, a College family experiences financial difficulties, we encourage you to contact the Accounts Team to request assistance. We may be able to work with you to structure a payment plan to assist in providing relief during temporary difficulties. We cannot offer this assistance if we are not made aware of the circumstances. Email accountsreceivable@heathdale.vic.edu.au for more information or visit our Parent Centre.

Uniform Requirements

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 and adhere to the Uniform Policy available online.

General Guide:

- Term 1 and Term 4 are summer uniform with compulsory school hats.
- Term 2 and Term 3 are winter uniform
- Primary school students come to school in their PE uniform on days they have Sport or PE.
- From 2021, secondary students will wear their PE uniform to school (for the full day) on the day that they have a PE class. They will no longer be using the change rooms to change into their PE uniform.

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.

Our College uniform provider is Noone Imagewear. More information about purchasing uniforms can be found at www.noone.com.au

Second-hand uniform sales and purchases are available free of charge to Heathdale parents/guardians at the Sustainable School Shop. www.sustainableschoolshop.com.au

Please see the end of this document for our College Uniform guide for Summer and Winter uniforms.

Health

The College has multiple policies and procedures in relation to the Health of students at our College.

These are communicated each year through annual family forms sent to families prior to beginning a new school year. You are also able to request a copy of a policy through our First Aid team.

On the offer of a place, families will receive a Family Student Data Form on which parents/guardians will record information that is important for the College to know. This form must be completed and returned prior to commencing with the College.

Each year, families confirm that the student health information we have on file is correct through completion of a Medical Update Form. If any medical or health issues arise during the course of the year, contact First Aid directly to update the information via firstaid@heathdale.vic.edu.au

Communications

Parents/Guardians may receive the following communications from First Aid.

- Phone Call – First Aid notifications that require parent/guardian action or approval. For example, a pickup of a child who is not well, administration of medication (Primary students and as required Secondary students) and notification of an emergency situation. In some urgent situations, if the primary care givers cannot be reached First Aid will then contact the emergency contacts for action or approval.
- Text Message – Notifications in relation to administration of medication (Secondary students only), where a head injury has occurred and may require monitoring after school, expiring medications for existing student conditions.
- Email – General notifications in relation to general health of students, seasonal health issues, class notifications and/or reminders of expiring medications.

Allergies and Conditions

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 an ASCIA Allergy form from the doctor on how to best care for the child(ren).

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.

Students with life threatening allergies are not permitted to attend the College until a current ASCIA 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.

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.

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.

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. Chronic asthmatics are required to provide Ventolin to First Aid for use in managing asthma. Seasonal and asthmatics will be treated with Ventolin provided by the college if required. The college has disposable spacers for use when using Ventolin to treat symptoms.

Becoming Unwell at School

If children are clearly unwell before school, they should remain at home for the day in the interest of themselves and the wider school community.

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 First Aid Room if necessary.

First Aid Staff will assess the situation, and if it is decided that the child needs to go home, parents/guardians will be contacted to collect their child. If they are unable to contact the parents/guardians, the emergency contact list will be used.

Students should be picked up from the First Aid Room and signed out at First Aid or as directed.

Medication at School

No medication or drugs are to be brought onto the College grounds by any student without informing First Aid Staff beforehand at firstaid@heathdale.vic.edu.au

If a student is taking a course of medication and needs a dose during the day, where possible we encourage parents/guardians to organise this schedule for outside of school hours. If a student must receive medication during the school day, please contact firstaid@heathdale.vic.edu.au for more information.

Additional Clothing Solutions

In the event that a child's clothing becomes soiled or dirty, the First Aid Room has a selection of spare uniform items for the child to change into. A note will be sent home with the soiled clothing, stating which uniform items have been borrowed.

Parents/guardians are kindly asked to wash and return the items to the First Aid Room as soon as possible. Any items not returned, will be charged to the family account.

SunSmart

Heathdale encourages SunSmart behaviour and have particular expectations of students to act in a SunSmart manner. The UV Index is available on our website in the Parent Centre.

During Terms 1 and 4, all 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 Physical Education 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.

Excursions and Incursions

Excursions and Incursions are planned with a particular educational focus and are a valuable tool in children's learning. Excursions are held off the College's grounds, whereas Incursions are held within the College grounds.

On the offer of a place, families will receive a GENERAL PERMISSION FORM which parents/guardians must complete and return prior to the Student beginning with the College. This form allows students to attend excursions that involve walking from the College grounds, for example, walking to the Werribee Baptist Church.

Other Excursions

A specific NOTICE OF EXCURSION FORM will be sent home via email or class, before any planned excursion and will need to be completed by parents/guardians and returned before any student will be allowed to leave the College grounds.

If students do not return the necessary EXCURSION CONSENT FORM, and no valid reason has been provided, they will not be permitted to attend the excursion, but will remain at school.

The GENERAL PERMISSION FORM filled out at the beginning of the year does not cover students on this type of excursion.

Personal Property

School bags must be zipped up and neatly arranged on the bag racks provided out the front of the students Home Room or as directed. On hot days lunchboxes may be kept in the classrooms at the discretion of the class Teacher.

Please ensure all items of personal property, including clothing and books, are appropriately named. Children are encouraged not to bring toys or sports equipment to school. If such items are brought, please ensure they are clearly labelled. If items are lost, while we will do all we can to find the item, the College cannot be responsible for the loss.

All Secondary students are provided with a locker and a school-approved combination lock. We strongly advise students not to bring valuables to school but on the occasion that they need to do so, they should be stored in their locked locker, not their school bag. Students must ensure that they do not share the number combination for their lock and alert the teacher immediately if they think someone else knows their combination. Laptops and mobile phones should never be stored in school bags as these are not able to be locked.

If an item is lost, the procedure is to notify the teacher and the relevant sub-school office. The item will be entered into the 'Lost Property' book. Normally if an item is found and is appropriately labelled, it will be returned to the owner. If it is not labelled, it will be kept for a maximum of one (1) term.

Private Music Lessons

We are keen to encourage the God-given musical giftings of our students. The College contracts a number of music teachers who assist in providing this program. These music teachers are not employed by the College but are given time and space to conduct private lessons during class time. The cost of these lessons is in addition to College fees and levies and are an arrangement between yourself and the private music teacher. If you are interested in music lessons for your child, please visit the [Parent Centre](#) and indicate your interest by completing the PRIVATE MUSIC LESSON FORM.

Canteen – Werribee Campus

At Werribee Campus the College has a canteen which operates each weekday during term time.

Please note that the Canteen ordering system is available for Prep students, one day per week or as instructed by the relevant Teacher.

Prep to Year 6 students may order lunch through the FlexiSchools website. The link is available on our website at www.heathdale.vic.edu.au/parent-centre Students are not able to bring money to purchase items directly from the canteen, including before or after school. Please ensure food is brought to school for Recess, as the canteen does not supply orders at Recess time.

Year 7 to 12 students may order lunch through the FlexiSchools website, or alternatively, bring money to purchase a Recess snack or Lunch. Students who have pre-ordered a lunch must collect their order from the Canteen at lunch time.

Please note that in instances of an excursion or special event, the canteen may not be available. This will be communicated in the event communication notice to parents.

Canteen – Melton Campus

At Melton Campus the College utilises a nearby canteen to offer lunch orders for students each weekday during term time.

Prep to Year 8 students may order lunch through the FlexiSchools website. The link is available on our website at www.heathdale.vic.edu.au/parent-centre Students are not able to bring money to purchase items directly from the canteen. Please ensure food is brought to school for Recess, as the canteen does not supply orders at Recess time.

Please note that in instances of an excursion or special event, the canteen may not be available. This will be communicated in the event communication notice to parents.

Library

Our aim is to provide all students with quality, up to date, curriculum material. Our procedures are designed to ensure the constant availability of needed resources. This is done by encouraging students to borrow and return books correctly and quickly. Parents/guardians can always help with the return of materials, by checking the Date Due slips inside the borrowed books.

Borrowing Books

The College has a large Library with a collection of books available for use from the second week of Term 1. Years 1 to 12 students will be able to commence borrowing from the School Library from that time. Prep classes will commence borrowing later in the term.

Care of Library materials and borrowing in the approved manner is expected from each student. Primary students must carry books in a library bag. These may be home-made or purchased from the College. A charge may be entered on your school account for damaged or lost books. All procedures used to recover missing books are costly.

Overdue Book Procedure for students

The overdue book procedure is available on our Parent Centre. In essence, the procedure is that the first notice is given to the Class Teacher to advise the student. A second and third notice are issued at 4 and 6 weeks respectively, to advise the student (year 5-12), the parent/guardian and the Teacher of the overdue resource. *Students are unable to borrow further resources until this is resolved.*

If the overdue resource is still not returned, the College reserves the right to issue an invoice for the replacement cost plus \$5 accounting fee, which may be charged to the family account, at the discretion of the librarian/teacher

In the case of damaged books/library resources, the College reserves the right to issue an invoice for the replacement cost of the book/resource.

The Library Management computer system used is user-friendly, but not infallible. If parents/guardians genuinely feel that their child is not responsible for lost or overdue books, please contact our Library Staff so they can clarify the situation.

Overdue class set resources

- The student is notified of the overdue resource via their Home Room teacher.
- No borrowing of further class set resources until outstanding book is returned.
- If the resource is two (2) months overdue, parents will receive an email notifying them of the situation and requesting immediate return or the student(s) account may be charged with the replacement and account keeping costs (as per above).

Damaged or Lost books: These must be reported to the library teacher via an email, note or phone call. The decision to charge for a damaged or lost book is at the discretion of the library manager.

Specific information for Primary students

Beginning the School Year

Primary School students will have an opportunity to meet their teacher at the beginning of the School year. As advised, this short time is to see where your classroom will be and for the parents and students to meet the class teacher.

Prep Students

It has been our experience that Prep children become very tired in the first weeks of school. Early nights and a good sleep are recommended! The College has implemented a special transition program for the first month for our Prep students:

- Week 1: first day of school begins on Tuesday 2nd February 2021.
- Week 1 to 4: For the first four full weeks of school, Prep children will attend full days on Monday, Tuesday, Thursday and Friday. The Prep students will then have Wednesdays off to rest at home (February 3, 10, 17 & 24).
- From Week 5 onwards: Full days every school day, including Wednesday.

All Prep students require a water bottle, snack AND lunch each day. Please note that the Canteen ordering system is NOT available for Prep children until parents/guardians are notified later in the Term.

Lunches

We all play an important role in teaching children about good eating habits. Therefore we:

- Encourage healthy foods including fruit and vegetables
- Discourage unhealthy foods
- Encourage sustainable, no-spill water bottles for students
- Encourage children to consider our environment by asking parents/guardians to use Waste Free Packaging for snacks and lunch
- Encourage a nut free environment in particular for Prep to Year 6 students, advising that nuts and nut products should be consumed at home. Where a specific child has severe allergies or anaphylaxis, requirements for food for the particular class will be communicated to the class parents at the beginning of the year. We thank parents for considering other student's needs.

Forgotten Lunch

Whilst it is not the College's responsibility to provide a child's lunch, we recognise that in the event a child loses or forgets their lunch or lunch order, it is important that the student has adequate food and drink throughout the day.

If a child comes to school without provision for lunch, the procedure is as follows:

1. The child informs their class teacher.
2. The parent/guardian is phoned to confirm the missing lunch.
3. The parent is asked to bring lunch in from home OR if not convenient, small items such

as a piece of fruit and/or crackers will be provided.

Special Celebrations

At Heathdale Christian College, we celebrate Christmas and Easter from the Christian biblical foundation.

If parents/guardians would like to celebrate their child's birthday, they are asked to speak with the Class Teacher for any classroom procedures. We advise that food or gifts for students will not be received nor are we able to distribute invitations via the Classroom Teachers.

Collection of Children

Parents/guardians are responsible for the collection of their child(ren) after school. If there are changes to the person who would usually collect your child, you need to inform the child(ren)'s class teacher(s) via email in advance.

Waiting for Parents/Guardians at Home Time

At home time, Primary students should be waiting for parents/guardians in supervised areas. Parents/guardians stopping in the College car parks must escort their children to and from the car; as children are not to walk through any car park unescorted at any time.

Waiting for Siblings

Primary students waiting for Secondary siblings are required to do so in designated teacher supervised areas until they are met by their siblings.

Staff supervision is provided until 3.40 pm and all children should be picked up prior to this time. Primary students not picked up by this time should go to the relevant sub-school office so that action can be taken.

Playgrounds and equipment are out of bounds to ALL children after school, as there is no College provided supervision of these areas.

Bus Travellers

Primary School bus travellers are required to wait in designated supervised areas until they board the bus and leave the campus.

Werribee Prep students may not travel on the school buses by themselves. They must be with an older sibling who can walk them to and from our ELC area each day. If this poses a problem for you, please contact the Principal of Primary at Werribee.

Delayed at Home Time

Parents/guardians who are delayed for any reason on a particular day or unable to pick up their child(ren) because of an unforeseen emergency, must contact the relevant Sub-School Office, preferably before 2.45 pm.

Parents/guardians unable to pick up their Primary School child(ren) must inform their class teacher(s) via email letting them know of any alternative arrangements that have been made.

Parents/guardians of Prep to Year 6 students who cannot collect their child(ren) on time are encouraged to use the Out of School Hours Program.

We recommend that all primary students be enrolled with Big Childcare, so that, in the case of an emergency, children will be adequately cared for until their parents/guardians arrive.

Positive Restoration in the Classroom

It is our intention to consistently partner with parents on all matters including student behaviours. All procedures and behaviour expectations are based on the Student Code of Conduct, which can be found on our College website and is communicated each year to families.

For our Prep to Year 2 students, each class operates with the Traffic Light System. This helps encourage positive reinforcement of good behaviours and a standard of expectations of students in each class – ask your child or Teacher for more information.

Parents/guardians will be informed should issues arise and invited to participate in establishing positive restorative behaviour.

Homework

Homework in the Primary School during the school week is designed to assist children's learning by having them practise skills and revise concepts that are being taught at school. It provides a means of involving parents/guardians in the education process, thereby reinforcing the link between the family and the school. Parents/guardians have the opportunity to see what their child is doing, and the progress made.

It is College practice to encourage children to develop a love for learning and discovery and good revision and study habits at each stage of their learning. The following homework guidelines have been established and should be capped at:

Prep: 10 minutes per night

Years 1 and 2: 15 minutes per night

Years 3 and 4: 20 minutes per night

Years 5 and 6: 30 to 60 minutes per night

Please note that reading is always encouraged and is not part of the above time allowances.

If a student is unable to complete homework on a given night OR, even though focused on the task, is consistently taking much longer than the stipulated time to complete homework, an email or note to their class teacher is required.

Diary

Students in Year 3 to 6 will use a School Diary. This will be used as a learning guide and tool. Here students will record important information, reminders and dates throughout the year. They will be encouraged to take notes of lessons and learnings weekly and set and reflect on individual interests and learning goals they are aiming to achieve. The Diary should be a helpful tool for parents to have learning conversations with their child.

Canvas

All students (excluding Kinder) have access to Canvas, Heathdale Christian College's Learning Management System. This online system connects students to digital resources set by their teacher. Canvas is used as a reporting system for students and parents, as assignment feedback and subject grades will be released through Canvas. Parents are able to access their child/ren's feedback and results through a parent observer account. More information about this is found on our website.

Out of School Hours Child Care Program – BIG Childcare

Register online at www.bigchildcare.com

The Outside School Hours Program (OSHP) is provided by an external provider Big Childcare. It operates between 6.30 am and 8.25 am in the morning and 3.10 pm and 6.30 pm in the afternoon on school days, to cater for our Prep to Year 6 students. This is subject to change and we suggest checking with Big Childcare prior to registration.

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 asks that parents/guardians register all their primary aged children in case an unexpected family emergency arises. Please note however, that if the program is full, students may not be able to be accommodated.

Student Free Days & Holidays

OSHP childcare is generally available on student free days and during school holidays (excluding public holidays). Please note times are subject to change and we recommend you contact Big Childcare directly for this information.

If parents/guardians wish to discuss any issues or concerns, they can contact the OSHP Manager through the Big Childcare website. Any ongoing concerns can be raised through the relevant Principal or Head of Learning Module.

Specific information for Secondary Students

Our Secondary years commence at Year 7 and continue through to Year 12.

Our Melton campus has begun Year 8 in 2021 and will continue to grow each year through to Year 12. Our Werribee campus runs from Year 7 to Year 12. There are two Learning Modules in our Werribee Secondary years: Years 7 to 9 and Years 10 to 12.

Homerooms

Our homerooms provide students with a place to be known and to feel connected as well as receive pastoral care and monitoring by their homeroom teacher.

At our Werribee campus, in Year 7 & 8, students will generally have a different homeroom teacher each year. In Years 9 & 10 and 11 & 12, students remain with one homeroom teacher where possible for a two-year cycle.

Diaries

In Secondary School, diaries are used to record homework, lessons, student reminders and upcoming events. This can also be used to record important dates and information throughout the year, take note of lessons and learning during the week as well as a place to set and reflect on learning goals they aim to achieve.

The diary also contains important student information such as the ICT and mobile phone policies, campus map, homework guidelines, student wellbeing notes and detention record.

There is a plastic pocket provided for the safe storage of their student card within the diary. Students are responsible for ensuring the correct use and care of their diary including ensuring that it is not lost and that the front of the diary is not graffitied or damaged.

Canvas

Canvas is the College's online Learning Management System. This enables effective communication of expectations and understanding of curriculum requirements, between teachers and students.

Each subject is allocated an online space which contains copies of handouts, work requirements, assignment and digital resources. Student assessment feedback and results are posted to Canvas. Parents are able to log on to a parent observer account to see all of their child's Canvas subject information including feedback and results. More information about this is found on our website.

Assemblies

Melton Campus

Our year 7 & 8 students will combine with the year 3-6 module each fortnight during 2021. Opportunities to input and run the assemblies will be provided during the year as part of the leadership programs for our Year 7 & 8 students. We are excited to be planning our Secondary students to host separate assemblies during 2021.

Werribee campus

The Assembly times are held alternately with our student wellbeing programs each fortnight and occur within the relevant learning module for your child. This will mean that your child will have an Assembly once per month. On the alternate fortnight, this time will be spent running student wellbeing programs, house events or year level specific programs.

Assemblies usually include worship time and Bible teaching as well as student performances, awards, contributions from House leaders and participants, and opportunities to deliver key information about the life of the College to students as a Learning Module.

House Activities

When students begin with our College, they are assigned to a vertical house group of Stanway, Judson, Taylor or Carey. You can read more about these missionaries on our website or in the diary.

The House competition is diverse, encompassing opportunities to compete in academic, sporting and musical pursuits. It may include activities such as Swimming, Athletics, Cross-Country, Musical feats, General Knowledge, Debating and more. This is an opportunity to participate in either specific learning modules or combined years to earn points toward the House Shield at the end of the year. This program encourages teamwork, participation, confidence as well as student involvement in a variety of situations.

Extracurricular Camps and Exchanges

French Exchange

Primarily offered to students in Years 10 & 11, the French exchange program matches participating students with a student from France. French students are hosted by our students in the middle of the year, while Heathdale students travel to France at the conclusion of their exams in November for approximately 3.5 weeks to experience life in France and extend their language skills.

Tyndale Exchange (Werribee campus)

The Tyndale-Heathdale program is a week-long activity of student exchange with students from Tyndale Christian College in Adelaide. Students selected for teams in the competition, usually in Years 9 and above, compete for the Tyndale Heathdale Shield through a range of both sporting and academic challenges.

Compulsory camp program at Year 7 and Year 12

The compulsory camp program is aimed at developing our students' independence and resilience.

Year 7 Camp provides students aims to develop students' independence and deepen their relationships with one another, while also providing time for exploring key issues for young adolescents.

Year 12 Camp facilitates a crucial time of reflection and bonding as students begin the final year of their school life. Along with activities, sessions include the provision of VCE/VCAL information, pathways for managing stress and study and spiritual encouragement.

Discipline and Detentions

We expect students to act toward one another with kindness and respect, and to obey the rules and procedures in place for the safety of our students and staff and to provide an environment which encourages learning. A productive learning environment requires the cooperation and respectful behaviour of all students and behaviour which disrupts the learning of others is not acceptable. Clear expectations for behaviour are set out in our Student Code of Conduct and it is expected that all students will uphold the values of the College and show respect to teachers, self and others.

Students who do not act appropriately towards others, fail to cooperate with teachers or who fail to engage appropriately with the work set for them, will be asked to rectify the situation immediately. If this is not done, or if there are repeated instances of the same behaviour, further consequences may be applied and the relevant year level coordinator, subject teacher or homeroom teacher will communicate with the student's parents.

On occasion, students may face a lunchtime detention if they have not fulfilled homework expectations without a valid or reason or in cases where their behaviour has not been acceptable. Attendance at lunchtime detentions is recorded in student diaries as well as an electronic role. A student who accrues a significant number of lunchtime detentions in a semester will be asked to attend an afterschool detention. Afterschool detentions are held from 3:30 – 4:30 on Thursday afternoons. Parents will be notified at least two days prior if a student needs to attend an afterschool detention. Student may also receive an afterschool detention instead of a lunchtime detention if the behavioural incident is deemed more significant.

Homework

Much of the process of learning is started in the classroom, the Science lab, library, sports field or excursion. Deep understanding, however, is a process that develops over time and is aided by students reviewing their work, testing their understanding, extending their knowledge, reflecting on feedback and summarising their thoughts. This includes engaged learning in the classroom but also independent learning that is done as homework.

As a guide, Year 7 and 8 students should expect to do around an hour to an hour and a half of work each weeknight. Students may find that some nights have more and some less, especially if students are also accommodating extra-curricular activities such as sports or clubs.

Year 9 students should aim for around 90 minutes a night or 7.5 hours per week. Year 10 students should be doing 2 hours a night or around 10 hours per week. Year 11 students should expect to be doing around 2.5 hours a night or around 12.5 hours per week. Year 12 students should expect to be doing 3 hours a night or 15 hours per week. These times are indicative of the time that needs to be set aside for homework, study and revision.

Homework needs to be completed by the due date and is regularly checked by teachers. If it is not possible to complete homework due to circumstances beyond the student's control, such as illness, parents should communicate with the class teacher and due dates can then be renegotiated. Students are expected to write their homework tasks in their diaries and use their diary as an aid to their personal organisation. Students who do not have homework completed by the required date may be required to complete the work during a lunchtime homework detention.

Common Procedures for Secondary Students

What to do if your child...

...Is absent from school

If your child is going to be absent for the day, please email absent@heathdale.vic.edu.au
Students who are absent are expected to catch up class and homework they have missed.

...Arrives late

Students proceed to the relevant sub-school office and sign in at the Student Terminal using their student card. The terminal will issue a late arrival docket to give to your Teacher at your next class. It will automatically notify your Teacher and parent/guardian via email that you have arrived at the College. Please ensure your child has their student card with them at all times.

...Is leaving the school premises during the day

No student may leave the school during the day without signing out at the relevant sub-school office. We require parent notification if your child needs to leave school early. Simply email your relevant sub-school office one day prior, including child's name, year level, reason and expected time of departure.

...Feels ill or injures themselves

If a student feels unwell or sustains an injury during class, they should report first to the class teacher who will then direct them to the First Aid if appropriate. At other times students should go directly to the First Aid. Students are not to contact their parents by phone to notify of sickness before reporting to the First Aid. If it is necessary for students to go home, staff will contact the parents and the students will be signed out from Sick Bay once parents have arrived.

... Finds or loses property

Any lost property should be handed in to the First Aid (Melton) or Staff Aides (Werribee). If it is named, it will be given to the student's Home Room Teacher. If it is unnamed, it will be kept in the lost property box and it is the student's responsibility to come and check and recover their items. Valuable items such as glasses or mobile phones will be sent to the main office. Please ensure all items, including lunch boxes, drink bottles, glasses etc. are clearly named.

...Is out of uniform

Any uniform irregularity must be supported by a note from a parent or guardian which is to be presented to your homeroom teacher or coordinator. This does not automatically make the irregularity acceptable and students may find themselves excluded from class until the problem is corrected.

...Is unable to participate in physical education

A note from home is necessary to excuse a student from vigorous activity, but students still need to attend class and join in where possible.

Additional Resources

Most information for our Parents/ Guardians is available online at heathdale.vic.edu.au/parent-centre

College Calendar

See your relevant Campus information by viewing our College Calendar (online) for upcoming events.

College Newsletter

Parent/Guardian emails are automatically added to our College Newsletter. This is sent each second week during Term time.

Grievance Management

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 is available in our Parent Centre.

Social Media

Follow Us on our Social Media channels – giving you a glimpse at daily life in the College.

Facebook: Search for our official page @HeathdaleChristianCollege

Instagram: Search for our official page @HeathdaleChristianCollege

Our photography and video policy details what types of photos and videos are allowed on these sites. You can view this in the Policy and Guideline section of our Parent Centre.

Parenting Ideas

We are a 'Parenting Ideas' school. This is a free resource available to our Parents. Simply contact the College to obtain your login and password.

Kids Nation Magazine

This free resource is a child focussed magazine – for your child to contribute to and read.

<https://kidsnationmag.com>

Quick Uniform Guide

General Uniform Notes

Term 1 & 4 summer uniform is to be worn. If the weather is unseasonably cold (under 20 degrees Celsius) during Term 1 & 4, winter uniform may be worn.

Term 2 & 3 winter uniform is to be worn. If the weather is unseasonably warm (over 20 degrees Celsius) during Term 2 & 3, summer uniform may be worn. Students need to follow the requirements for either summer or winter uniform, not a combination of both.

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.

From 2021, Secondary students will wear their PE uniform to school (for the full day) on the day that they have a PE class. They will no longer be using the change rooms to change into their PE uniform.

Hair

Boys: Should not fall over the face. Fringes are not to be below the eyebrows. Hair should be of an acceptable length and no longer than at the collar. At least half of the ear should be visible, and hair should be able to be kept tidy at all times. Faces should be clean shaven.

Girls: Hair should not fall over the face. Fringes are not to be below the eyebrows. Hair at shoulder length or longer needs to have the top and side third tied back.

Hair ties may only be College coloured elastics and/or ribbons. Hair clips must be simple, unadorned and in College colours if coloured.

Nail Polish and Make-up

Nail polish and/or make-up are not to be worn by any student while wearing school uniform. This includes coloured-lip-gloss and tinted moisturisers. Nails must not be excessively long and must be clean. Students will be asked to cut their nails if they are unreasonably and dangerously long. Artificial nails are not permitted.

Tattoos

Students are not permitted to exhibit any tattoos, permanent or temporary, at any time.

Jewellery

Jewellery made of any material, including religious items, is not permitted.

Girls may wear only one pair of simple plain gold/silver studs or sleepers. There should only be one earring per ear, and it must be in the lobe.

Medical Bracelet:

May be worn as long as Senior Staff are consulted and advised. A Doctor's recommendation may be required.

Medical problem alternatives

Should a skin or medical condition make it impossible for the stated uniform to be worn, parents are asked to discuss with the College a suitable close alternative.

School Bag or Backpack

The official Heathdale schoolbag/backpack is a uniform requirement. All students are required to have the Heathdale bag.

Students Out of Uniform

The College expects that every effort will be made to avoid the situation where a student is out of uniform. In every case where a student is out of uniform, a note from a parent explaining the circumstances is required. If the problem is not remedied within a suitable time frame, or in cases of repeated infringements of the uniform policy, at the discretion of Head of School, the student may not be allowed into class out of uniform.

Fundraising Out of Uniform Days

Sometimes students have permission to wear casual clothes to school, either for an excursion or to raise money for a charity. In keeping with the College policy, it is expected that students will dress modestly, neatly and suitably to reflect the values of our faith and our school. Please keep in mind that the following are unacceptable: revealing clothing, a dishevelled appearance, inappropriate motifs/language prints, noticeable make-up, excessive jewellery and/or untidy hair. We would appreciate parents'/guardians' cooperation in ensuring that students avoid these problem areas and dress appropriately for the occasion.

Lost Clothing

The College takes no responsibility for lost clothing. Students are strongly encouraged to ensure their name is clearly written/attached to all uniform items. Students are responsible for checking lost property at Staff Aide's office if they need to recover an item of clothing. Clothing is only kept for one term and is then donated to the second-hand uniform store.

Foot Injury

If a child has an injured foot upon which a regular school shoe cannot be placed, the good foot must still be clad in a school shoe, even if the injured foot is in a runner or is bandaged.

Changes of Uniform

If temperature on a particular day is unseasonably hot or cold near the times where students change from one uniform style to the other, students may choose to wear either the full summer uniform or the full winter uniform to compensate for the temperature extreme. **Mixed combinations of items drawn from both types of uniform are not permitted.** On some days, for a given excursion or photo day, a particular uniform will be specified. Although ties are not generally required with the Summer Uniform, there are formal occasions when boys must wear their ties. Students will be informed of such occasions.

Kindergarten Uniform

Shorts: Navy Blue sport shorts with red piping down the side.

Pants: Plain navy-blue tracksuit pants.

Top: Plain House-coloured, short or long-sleeved polo shirt (weather dependent)

Jumper: plain navy-blue jumper, College rugby jumper or College sport fleece are all acceptable

Coat: plain navy-blue coat or College duffle coat

Beanie / Hat: wide brim or legionnaire's plain navy hats are acceptable. Beanies are to be plain red or blue, without adornment. Hats and beanies are not to be worn inside.

Socks: Short, plain white anklet with top folded down.

Shoes: comfortable sneakers. No noise or lights please.

Primary Uniform

Girls

Summer

Dress: Official blue check dress worn just below the knee.

Jumper: Official blue V-neck jumper with embroidered school badge.

Socks: Short, plain white ankle with top folded down. Long knee high white socks may be worn for additional sun protection.

Shoes: Plain black leather school shoe – lace up, strap with buckle or Velcro straps.

Hat: Navy blue legionnaire cap or navy blue wide-brimmed hat. It is recommended students have two hats – one stored at school and one for arriving and departing from school. This is a compulsory uniform item during Term 1 and Term 4.

Formal Summer Uniform Variant

No variation to summer uniform. Note: Short, plain white ankle with top folded down.

Winter

Dress/Skirt: College winter uniform tunic worn just below the knee (Prep to Year 4)

College winter skirt worn just below the knee (Year 3 to Year 6).

Navy Blue Slacks (Optional): Navy blue College slacks (Surrey Clothing, Style No 202). Navy blue socks. Not to be worn as Formal Winter uniform.

Top: Plain red coloured long-sleeved polo shirt (Prep to Year 6).

(Optional) Long-sleeved white collared shirt with College logo, worn with official College tie (Year 3 to Year 6).

Coat: Navy-blue duffle coat or navy blue thick jacket from Noone.

Shoes: Plain black leather school shoe – lace up, strap with buckle or Velcro straps.

Socks / Stockings: Navy blue knee length socks (available from Noone) or navy blue thick tights.

Hat: Navy blue or red beanie (optional). Only for outdoor wear (no pom pom/adornments).

Optional Scarf & Gloves: Plain navy blue or red (no pom pom/adornment).

Formal Winter Uniform Variant

No red polo.

Add plain white long-sleeved collared shirt and College red tie with winter dress (Prep -Year 4).

Optional: Add plain white long-sleeved collared shirt or white long-sleeved collared shirt with logo, College red tie and skirt (Year 3&4).

Add long-sleeved white collared shirt with College logo, worn with official College tie and skirt (Year 5&6).

Sport

Shorts: Navy blue sport shorts with red piping down the side, or navy blue skort.

Pants: Plain navy blue tracksuit pants.

Top: Plain house-coloured, short-sleeved or long-sleeved polo shirt or Year 3-6 College Tri-Colour sport shirt (short sleeves).

Jumper: Official College polar fleece top, or official College rugby top.

Socks: Short white socks that cover the ankle.

Shoes: Suitable runners for active games.

Hat: Navy blue legionnaire cap or navy blue wide-brimmed hat (same as summer uniform item). This is a compulsory uniform item during Term 1 and Term 4.

Boys

Summer

Shorts: College grey cuff-less shorts no longer than the top of the knee.

Shirt: Red short-sleeved polo shirt.

Optional: White short-sleeve collared shirt (Year 3&4), white short-sleeve collared shirt with College logo (Year 5&6)

Socks: Grey socks with College stripes.

Jumper: Official blue V-neck jumper with embroidered school badge.

Shoes: Plain black leather school shoe – lace up, strap with buckle or Velcro straps. Plain black leather boots are also suitable for Primary students.

Hat: Navy blue legionnaire cap or navy blue wide-brimmed hat. It is recommended students have two hats – one stored at school and one for arriving and departing from school. This is a compulsory uniform item during Term 1 and Term 4.

Formal Summer Uniform Variant

No red polo

Add white, short-sleeved collared shirt (with Logo for Year 5 to Year 6) worn with College red tie.

Winter

Pants: College grey long pants or College grey shorts no longer than the top of the knee.

Shirt: Red long-sleeved polo shirt

Optional: White long-sleeved collared shirt with College logo (Year 5 to Year 6).

Socks: Plain Grey socks worn with trousers or College striped socks worn with shorts.

Jumper: Official blue V-neck jumper with embroidered school badge.

Shoes: Plain black leather school shoe – lace up, strap with buckle or Velcro straps.

Coat: Navy blue Duffle Coat or navy blue thick jacket from Noone.

Hat: Plain navy blue or red beanie (optional). Only for outdoor wear (no pom pom/adornments).

Optional Scarf & Gloves: Plain navy blue or Red (no pom pom/adornments)

Formal Winter Uniform Variant

No red polo.

Add plain white, long-sleeved collared shirt (with College logo Year 5 to Year 6) worn with College red tie.

Sport

Shorts: Navy blue sport shorts with red piping down the side.

Pants: Plain navy blue tracksuit pants.

Top: Plain house-coloured, short-sleeved or long-sleeved polo shirt or Year 3-6 College Tri-Colour sport shirt (short sleeves).

Jumper: Official College polar fleece top, or official College rugby top.

Socks: Short white socks that cover the ankle.

Shoes: Suitable runners for active games.

Hat: Navy blue legionnaire cap or navy blue wide-brimmed hat (same as summer uniform item). This is a compulsory uniform item during Term 1 and Term 4.

Secondary Uniform

General Notes

College Blazer: Optional for Year 7 to 8. Compulsory for Years 9 to 12. To be worn to and from the College daily.

From 2021, secondary students will wear their PE uniform to school (for the full day) on the day that they have a PE class. They will no longer be using the change rooms to change into their PE uniform.

Girls

Summer

Dress: Official blue check dress worn just below the knee.

Jumper: Official blue V-neck jumper with embroidered school badge. Students Year 9 and above wear the school jumper with the tri-colour edging neckline.

Blazer: Official school blazer is optional for Years 7 & 8 and required for Year 9 – 12 students.

Socks: Short, plain white with top folded down or long knee-high white socks may be worn. For formal occasions, the short socks are required.

Shoes: Plain black leather school shoe – lace up only. Black runners are not an acceptable substitute unless there is medical condition of the foot.

Hat: Navy wide-brimmed hat. This is a compulsory uniform item during Term 1 and Term 4 and must be worn to and from school.

Formal Summer Uniform Variant

No variation to summer uniform

Winter

Skirt: College winter uniform skirt worn just below the knee or official Navy Blue slacks (available from Noone). Skirt, rather than pants, is required for formal school occasions.

Top: Long-sleeved white collared shirt with College logo, worn with official College tie.

Blazer: Official school blazer is optional for Years 7 & 8 and required for Year 9 – 12 students.

Coat: Navy blue duffle coat or navy blue winter jacket (available from Noone).

Shoes: Plain black leather school shoe – lace up only. Black runners are not an acceptable substitute unless there is medical condition of the foot.

Socks/Stockings: Navy blue knee length socks or navy blue opaque tights (not pantyhose) for the skirt. Plain navy socks of any length can be worn with girls' trousers.

Hat: Navy blue or red beanie (optional). Only for outdoor wear (no pom pom/adornments).

Optional Scarf & Gloves: Plain navy blue or red (no pom pom/adornments)

Formal Winter Uniform Variant

No variation from Winter uniform

Sports

Shorts: Navy blue sport shorts with red piping down the side.

Pants: Plain navy blue tracksuit pants (available from Noone).

Top: Tri-Colour sport shirt (short sleeves); house-coloured polo shirt for House activities

Jumper: Official College rugby top or official College sports jacket

Socks: White.

Shoes: Suitable sports shoes/runners, that are supportive of the heel and ankle, with non-marking soles for when worn indoors.

Hat: Navy blue wide-brimmed hat (same as summer uniform item). This is a compulsory uniform item during Term 1 and Term 4.

School bag

Official school backpack is required.

School sports bag is optional.

Boys

Summer

Shorts/pants: College grey long pants or College grey shorts no longer than the top of the knee.

Shirt: white short-sleeve collared shirt with College logo

Blazer: Official school blazer is optional for Years 7 & 8 and required for Year 9 – 12 students.

Jumper: Official College blue V-neck jumper with embroidered school badge, Years 9 – 12 students wear the jumper with the tri-colour edging neckline.

Socks: Plain Grey socks worn with trousers or College striped socks worn with shorts.

Shoes: Plain black leather school shoe – lace up only. Black runners are not an acceptable substitute unless there is medical condition of the foot.

Hat: Navy blue wide-brimmed hat. This is a compulsory uniform item during Term 1 and Term 4 and must be worn to and from school.

Formal occasions: College tie

Formal Summer Uniform Variant

Add College red tie.

Winter

Pants: College grey long pants or College grey shorts no longer than the top of the knee.

Shirt: White long-sleeved or short-sleeved collared shirt with College logo and College tie

Blazer: Official school blazer is optional for Years 7 & 8 and required for Year 9 – 12 students.

Jumper: Official blue V-neck jumper with embroidered school badge. Years 9-12 wear the jumper with the tri-colour edging neckline.

Socks: Plain Grey socks worn with trousers or College striped socks worn with shorts.

Shoes: Plain black leather school shoe – lace up only. Black runners are not an acceptable substitute unless there is medical condition of the foot.

Coat: Navy blue Duffle Coat or navy blue jacket from Noone

Hat: Navy blue or red beanie (optional). Only for outdoor wear (no pom pom/adornments).

Optional Scarf & Gloves: Plain navy blue or red (no pom pom/adornments)

Formal Winter Uniform Variant

No variation from winter uniform.

Sports

Shorts: Navy blue sport shorts with red piping down the side (available from Noone).

Pants: Plain navy blue tracksuit pants (available from Noone).

Top: Tri-Colour sport shirt (short sleeves); house-coloured polo shirt for House activities

Jumper: Official College rugby top or official sports jacket.

Socks: White short.

Shoes: Suitable sports shoes/runners, that are supportive of the heel and ankle, with non-marking soles for when worn indoors.

Hat: Navy blue wide-brimmed hat (same as summer uniform item). This is a compulsory uniform item during Term 1 and Term 4.

School bag

Official school backpack is required.

School sports bag is optional.