



2022 Handbook for Parents

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

Further parent resources are available at our website in the Parent Centre. Please note, this handbook is only valid for the 2022 school year and may be subject to change. Any changes will be uploaded directly to the Parent Handbook made available online.

“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 7 campus

Principal Dr Christopher Prior

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, 8:15am 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 Yvonne Harvey

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.

Table of Contents

Melton Quick Facts	1
Werribee Quick Facts	1
Know our Staff	6
Senior Leadership Team.....	6
Key Leadership Melton Campus	6
Key Leadership Werribee Campus	6
Heads of Learning Modules	6
Learning Team Leaders - Primary	6
Year Level Coordinator - Secondary	6
Student Pastoral Carers	6
How to contact Staff	7
Child Safety	7
Emergency Management.....	7
Signing In/Out	8
Emergencies, including Evacuation	8
Attendance and School Absence	8
Term Dates.....	8
School Hours	8
Primary Student Supervision	8
Werribee Secondary Student Supervision	9
What to do if your child is absent?	9
What to do if your child arrives late to school?.....	9
What to do if your child needs to leave school early?	9
Communication.....	9
Community Development.....	10
Parent Involvement	10
Mobile Phone and Electronic Devices at school	10
Making Phone Calls at School	11
Receiving Phone Calls	11
Bringing Valuables to School.....	11
Traffic Safety	11
Student Drivers	12
Accounts Information	12
Financial Difficulties	13
Uniform Requirements	13

General Guide:	13
Health and First Aid.....	14
Communications	14
Allergies and Conditions	14
Becoming Unwell at School	15
Medication at School	15
Additional Clothing Solutions	16
SunSmart.....	16
Excursions and Incursions	16
Other Excursions	16
Personal Property	16
Private Music Lessons	17
Canteen – Werribee and Melton	17
Library	17
Borrowing Books	17
Overdue Book Procedure for Students.....	17
Specific Information for Primary students.....	19
Beginning the School Year	19
Prep Students.....	19
Lunches	19
Forgotten Lunch	19
Special Celebrations.....	20
Collection of Children.....	20
Waiting for Parents/Guardians at Home Time	20
Waiting for Siblings	20
Bus Travellers.....	20
Delayed at Home Time.....	20
Positive Restoration in the Classroom	20
Homework.....	21
Diary	21
Canvas	21
Out of School Hours Child Care Program – BIG Childcare	21
Student Free Days & Holidays.....	22
Specific information for Secondary Students	23
Homerooms	23
Diaries	23

Canvas	23
Subject Selection Process for Werribee Secondary	23
Assemblies	24
Melton Campus	24
Werribee campus	24
House Activities	25
Extracurricular Camps and Exchanges for 2022	25
Compulsory camp program at Year 7 and Year 12	25
Discipline and Detentions	25
Homework	26
Common Procedures for Secondary Students	26
Additional Resources	28
College Calendar	28
College Newsletter	28
Grievance Management	28
Social Media	28
Parenting Ideas	28
Kids Nation Magazine	28
Quick Uniform Guide	29
General Uniform Notes	29
Hair	29
Nail Polish and Make-up	29
Tattoos	29
Jewellery	29
Medical Bracelet:	29
Medical problem alternatives	29
Hats	29
School Bag or Backpack	30
Students Out of Uniform	30
Fundraising Out of Uniform Days	30
Lost Clothing	30
Foot Injury	30
Changes of Uniform	30
Kindergarten Uniform	30
Primary Uniform	31
Girls	31

Summer	31
Winter	31
Sport.....	31
Boys.....	32
Summer	32
Winter	32
Sport.....	32
Secondary Uniform	33
General Notes	33
Girls	33
Summer	33
Winter	33
Sports	33
Boys.....	34
Summer	34
Winter	34
Sports	35

Know our Staff

Senior Leadership Team

Executive Principal	Mr Ross Grace
Director of Business Services	Mr Matthew Kirk
Principal of Primary - Werribee	Mrs Yvonne Harvey
Principal of Secondary - Werribee	Mrs Deborah Letcher
Principal - Melton	Dr Christopher Prior
Director of Student Wellbeing	Mrs Kris McClelland
Director of Learning & Teaching	Mr Graeme Hallett

Key Leadership Melton Campus

Principal - Melton	Dr Christopher Prior
--------------------	----------------------

Key Leadership Werribee Campus

Principal of Primary - Werribee	Mrs Yvonne Harvey
Principal of Secondary - Werribee	Mrs Deborah Letcher

Heads of Learning Modules

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

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 Daniel Tepace
Year 8	Mr David Supek
Year 9	Mr Jonathan Abagia
Year 10	Mr Vincent Trinh
Year 11	Mr Stephen Kilpatrick/Mrs Kirstyn Mernone
Year 12	Ms Justine Watson

Student Pastoral Carers

We have 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 child, please speak with your Teacher, Year Level Coordinator, Heads of Learning Module or relevant Principal, who will assist you with this. Older students can contact the Pastoral Carers directly through their office or email pastoralcare@heathdale.vic.edu.au

How to contact Staff

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 staff to not check emails over weekends and annual leave, to maintain a good work life balance.

Child Safety

Heathdale Christian College has a zero tolerance of child abuse. We have developed a Child Protection Policy, Procedure and a Code of Conduct. 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. We believe that each person is an image-bearer of God and this underpins our commitment to see every student flourish in all aspects of life as well as feel valued for who they are. As we work in partnership together, this responsibility and commitment needs to be owned by the entire College community.

The College has appointed Child Safety Officers who are available to students, staff and community members who have child safety concerns.

If you are aware or have witnessed a situation where you feel a child is at risk and wish to contact the College in a confidential manner, please email our Senior Child Safety Officers at seniorcso@heathdale.vic.edu.au to express your concern. Alternatively, you can call the College directly on (03) 9749 1522 and ask to speak to a Child Safety Officer, this can be done anonymously.

If a child is in immediate danger, please contact 000 immediately.

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 school day. As part of this, we run both lock down and evacuation drills with our staff and students each year.

Signing In/Out

All 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 relevant campus reception and wear the appropriate badge.

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

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.

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 3.40 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.

Werribee Secondary Student Supervision

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 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 to the absent email.

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.

**Werribee and Melton Primary students must be accompanied to the office by a parent/guardian, and taken to their classroom by the parent/guardian.

**Werribee Prep students can be signed 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 early including your child's name, year level, reason and expected time of departure.

Prep to Year 4 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 5 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

Our College values providing informed communications to parents. Upon commencement at Heathdale, your parent email will be automatically added to our eNewsletter. This is produced once a fortnight and includes recent happenings, important dates and Principal blogs. News items and calendar events are always accessible on our website heathdale.vic.edu.au

The main communication channels are:

Targeted email – for important parent information that requires standalone communication.

eNews – for blogs from the Principals, news stories, information and diary dates.

Social Media channels – for happenings and events occurring across both campuses.

SMS – for urgent communications, First Aid notifications or unexplained student absence.

Parent Portal – for reports and parent/teacher conversation bookings.

One to one email – for communication between staff and parents regarding the individual progress of a student.

Canvas Learning Management System – for parents to remain informed about their student's learning progress and deadlines.

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

The College also seeks feedback through surveys. Once each year, the College invites all parents/guardians to submit their feedback on different aspects of the school over the last 12 months. In addition to this, randomly selected parents/guardians may be invited to participate in additional surveys about specific topics. Participants can opt out of these surveys at any time by selecting 'unsubscribe' on the survey invitation.

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.

Community Development

The Community Development Team manages a range of activities, including fundraising, marketing, media relations, alumni and production of the annual Aurora publication. For enquiries relating to these, please contact the team at marketing@heathdale.vic.edu.au

Parent Involvement

We welcome parents to play an active role in their child/ren's education as well as 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 (Selected Primary years only)

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 are not necessary during school hours and procedures exist for sign and sign out of these devices for all students.

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 contact the relevant Head of Learning Module, or Principal to discuss the matter further.

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.

Bringing Valuables to School

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 the College cannot be held responsible.

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 may have it confiscated and such items will be kept by the relevant Head of School for safe keeping during the day.

Traffic Safety

The safety and well-being of all students and staff is our first priority. In all of our carparks and roads around schools, please slow down and give way to all pedestrians.

Parents/guardians who bring their child(ren) to school and/or collect them by car are requested to pay particular attention to **road safety**, **10km speed limits** and **all traffic signs** on our campuses.

We request all Prep to Year 6 students are 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 stop in traffic flow areas.

Student Drivers

Students who are 18 years old and have obtained their Probationary Licence are allowed to drive cars to school, only after they have registered their car and driver details with the Principal of Secondary.

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 (& approved) with the Principal of Secondary.

Accounts Information

All accounts must be paid by arrangement with the College via Direct Debit only. 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 who has not previously made these arrangements, must complete an Annual Fee Payment Option form indicating the payment frequency that suits you best and a Direct Debit form.

The payment options are each:

- fortnight (22 instalments),
- month (11 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. You will be emailed a statement approximately one week prior to your scheduled direct debit. Please ensure funds are available in the nominated account for payments. 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 current **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 Offer of Enrolment pack states the various payment frequencies available and their due dates. When the College has not received your chosen frequency 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, camps, 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. 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 Business Services Manager 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 Business Services Manager 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 Business Services Manager 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.

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. Please see the end of this College Handbook for a quick guide for uniform requirements.

General Guide:

- Term 1 and Term 4 are summer uniform

- 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.
- Secondary school students must come in their normal uniforms and change into PE uniform on days they have Sport or PE

In cases where the Uniform Policy has been interpreted to the letter but has deviated from the spirit of it, staff from the Senior Leadership Team will have the discretion to interpret the Uniform Policy as it was intended and have the final say on what is acceptable.

In 2022, we are in the process of undergoing a uniform change. Therefore, until the time of launch, it is acceptable for students to wear a uniform to school that is appropriate for their day. This can be either Summer, Winter or Sports uniform, but not a combination of them.

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

Health and First Aid

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

These are communicated each year through our 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.

Upon the offer of a place at Heathdale, 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 instructions 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 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.

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

Sometimes students require medication at school for a period of time. All medication is held in the relevant First Aid Room and will be administered only by First Aid Staff. The ADMINISTRATION OF MEDICATION POLICY is available from our College First Aid Rooms.

Please note: 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, it must be provided in its original packaging, with clear written instructions as to its administration, with completion of a MEDICATION ADMINISTRATION FORM (available from First Aid).

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.

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 outside 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 our student'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. 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.

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 an item is found but not labelled, it will be kept for a

maximum of one (1) term. Please refer to the 'Bringing Valuables to School' section for further information.

Private Music Lessons

We are keen to encourage the God-given musical gifting's of our students. The College contracts a number of private 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. These music teachers are further supported by our Head of Instrumental Programs. If you are interested in music lessons for your child, please visit the Parent Centre and register your interest by completing the PRIVATE MUSIC LESSON FORM.

Canteen – Werribee and Melton

At both of our campuses, the College has canteens which operate 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 4 students may order lunch through the QuickCliq 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 5 to Year 12 students may order lunch through the QuickCliq website, or alternatively, bring money to make a purchase during Recess 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 an *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 6 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

Below is listed the overdue procedures for our students.

Please note, the Library Management computer system is user-friendly, but not infallible. If a student genuinely feels they are not responsible for books which are lost or overdue, please contact the staff in the Library so that they can help clarify the situation.

Prep to Year 4

- *First Notice [when a book is 14 days overdue]:* given to the class teacher to advise the student.
- *Second Notice [when a book is 4 weeks overdue]:* an email is sent to parents to inform them of the overdue item
- *Third Notice [when a book is 6 weeks overdue]:* an email is sent to parents to remind them of the overdue item/s.
- *Fourth Notice [when a book is 8 weeks overdue]:* a letter is sent to parents/guardians advising of the situation and requesting return of the book(s). A replacement cost plus \$5 accounting fee is also charged to the family account, at the discretion of the librarian/teacher, if the book(s) is/are not returned within 7 days.

Students are unable to borrow further resources until this is resolved.

Year 5 to Year 12

Overdue notifications are emailed to students via their school email address, with a list also provided to the Home Room teacher.

- *First, second and third reminder notices* are automatically emailed to students. These notices occur when a book is 2, 4 and 6 weeks overdue.
- *A reminder notice* is also sent to parents when item/s are 4 and 6 weeks overdue.
- *Final Notice [8 weeks overdue]:* If the item is still overdue, parents/guardians will receive an email advising them of the situation and requesting immediate return of the book or payment of the cost to replace it, plus \$5 accounting fee which is also charged to the family account if the book is not returned within 7 days.

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/s is/are 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 will be charged with the replacement and account keeping costs (as per above)

Damaged or Lost Books

Please report 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 staff.

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. This is a short visit arranged 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. 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 **Thursday** 3rd February 2022. *Week 2 to 5:* 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.
- *From Week 6 onwards:* Full days every school day, including Wednesday.

All Prep children 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 by the Teacher.

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, where NO nuts are allowed to be brought to school. Where a specific child has severe allergies, requirements for food will be communicated to the specific class parents at the beginning of the year.

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 by the College.

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 procedures. No food or presents for the class are able to be distributed 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 designated supervised areas. Parents/guardians stopping in the College car parks must escort their children to and from the car. Children are not permitted 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 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 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 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 all primary students are 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 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 they have made.

It is College practice to encourage children to develop good revision and study habits at an early age. The following homework guidelines have been established and should be no longer than:

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 included in 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 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.

Canvas

Year 5 & 6 students 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 to 8.25 am in the morning and 3.10 pm to 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. Big Childcare also operate a holiday program during student free days and term holidays.

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 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.

Specific information for Secondary Students

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

Our Melton campus has begun Year 9 in 2022 and will continue to grow each year through to Year 12 in 2025.

Our Werribee campus operates from Year 7 to Year 12. There are two Learning Modules in our Werribee Secondary years: Year 7 to 9 and Year 10 to 12.

Homerooms

Our homeroom time 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, 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 dairy. 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, assignments 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.

Subject Selection Process for Werribee Secondary

For the non-core subjects (Languages other than English, Geography/Commerce at Years 9 and 10, and Arts and Design Technology subjects) students are able to select these subjects at Years 8 to 10. In Secondary, students select their subjects online via Web Preferences. The Timetabler will email each Secondary student in Year 7 to Year 11 their Access Guide to their Web Preferences student portal.

The subject selection process is as follows for each year level in Werribee Secondary:

- Year 7: Students are placed in arts and design technology subjects in groups. For Werribee campus, during Term 4 Year 7 students select their Language other than English (LOTE) subject, Chinese or French, for the following year.
- Year 8: Students are placed in arts and design technology subjects in groups. In Term 3, Year 8 students select their arts and design technology electives for the following year. Students choose either a LOTE subject or Cultural Communication and either Latin or Commerce/ Geography for the following year.
- Year 9: Students are allocated* to their arts and design technology subjects, their LOTE/Cultural Communication and Latin/ Commerce/Geography selection. In Term 3, Year 9 students select their subjects for Year 10. Students have a choice of a PE elective – either Mainstream Physical Education or VET Sport and Recreation (Unit 1 & 2). Students choose either a Language other than English or Commerce/ Geography as their academic elective. Also, students choose two arts and design technology electives for each semester.
- Year 10: Students are allocated* to their academic, Physical Education and arts and design technology electives. In Term 3, Year 10 students select six VCE subjects for the following year.
- Year 11: Year 11 students are allocated* to their chosen six VCE subjects. In Term 3, students select five Unit 3 & 4 subjects for the following year.
- Year 12: Year 12 students are allocated* to their five chosen VCE subjects.

There are further details that outline the process of subject selections and information about each subject in the Subject Handbooks located on the College website.

** Subject to blocking arrangements.*

Assemblies

Melton Campus

Our Year 7 students will combine with the Year 3-6 module each fortnight during 2022. Opportunities to input and run the assemblies will be provided during the year as part of the leadership programs for our Year 7 students.

Werribee campus

The Assembly times are held alternately each fortnight and occurs 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 Secondary 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 for 2022

Compulsory camp program at Year 7 and Year 12

The compulsory camp program is aimed to develop 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 roll. 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. A copy of our school discipline policy is available through our website.

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 First Aid 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. Parents can opt out or unsubscribe to this at any 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 plan is available in our Parent Centre on our website.

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

Facebook Buy Swap Sell for secondhand uniform and textbooks: (Membership questions applicable for this group).

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 Kid Focussed magazine – for your child to contribute to and read.

Quick Uniform Guide

General Uniform Notes

In 2022, we are in the process of undergoing a uniform change. Therefore, until the time of launch, it is acceptable for students to wear a uniform to school that is appropriate for their day. This can be either Summer, Winter or Sports uniform, but not a combination of them.

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 time to talk with their child(ren) about our uniform requirements in order to encourage a more harmonious relationship between staff and students.

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

Students are not permitted to have any visible jewellery, including bracelets, anklets or necklaces of any kind.

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.

Hats

Students must wear College navy blue legionnaires (Primary) or wide brim (Primary or Secondary) hats to and from school, as well as during outdoor activities (recess, lunch) and sport lessons

during Term 1 and Term 4. We recommend two hats, one kept at school, and one worn to and from school.

School Bag or Backpack

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

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 the relevant Head of Learning Module or Principal, 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 appreciate parents'/guardians' cooperation in ensuring 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 and compulsory in Term 1 & Term 4. Beanies are to be plain red or blue, without adornment, during Term 2 & Term 3. 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 anklet with top folded down. Long knee high white socks may be worn for additional sun protection on campus only.

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.

Formal Summer Uniform Variant

No variation to summer uniform. Note, short plain white anklet socks must be worn.

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 4 to Year 6).

Navy Blue Slacks (Optional): Navy blue College slacks (Surrey Clothing, Style No 206 or 2028). Not to be worn as Formal Winter uniform.

Top: Plain red coloured, long-sleeved polo shirt (Prep to Year 4)

Long-sleeved white collared shirt with College logo (optional), worn with official College tie. (Year 5 to Year 6).

Coat: Navy blue Rainbird Japara OR navy-blue duffle coat.

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

Socks/Stockings: Navy blue knee length socks (available from Noonies) 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/adornments)

Formal Winter Uniform Variant

No red polo.

Add plain white long-sleeved collared shirt and College red tie with winter dress (Prep to Year 4) or skirt (Year 4 to Year 6).

Sport

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

Pants: Plain navy blue tracksuit pants.

Top: Prep to Year 4 require plain house-coloured, short-sleeved or long-sleeved polo shirt.

Year 5 and 6 require a College Tri-Colour sport shirt (short sleeves)

Jumper: Official College polar fleece top (Prep to Year 4), or official College rugby top (Year 5 to Year 6).

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

Shoes: Suitable runners for active games.

Boys

Summer

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

Shirt: Red short-sleeved polo shirt (Prep to Year 4)

White short-sleeved collared shirt with College logo (Year 5 to Year 6)

Socks: Grey socks with College stripes.

Jumper: Official College 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.

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

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

Shirt: Red long-sleeved polo shirt (Prep to Year 4).

White long-sleeved collared shirt with College logo and College tie (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 Rainbird Japara OR navy blue Duffle Coat.

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 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: Prep to Year 4 require plain house-coloured, short-sleeved or long-sleeved polo shirt.

Year 5 and 6 require a College Tri-Colour sport shirt (short sleeves)

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

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

Shoes: Suitable runners for active games.

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.

Travelling to and from College: Students in Years 7 -12 must come to and return home from College in full school uniform, not PE uniform, even if the first or last lesson is PE.

Girls

Summer

Dress: Official blue checked dress to be worn just below the knee.

Socks: Official short, fold down, plain white socks. Knee-high plain white socks for campus wear only. Short socks must be worn for formal occasions.

Jumper: Years 7 & 8 official V-neck jumper with College logo. Years 9 to 12 official V-neck jumper with striped V and College logo.

College Blazer: Year 9 to 12 official College blazer

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

Formal Summer Uniform Variant

No variation to summer uniform

Winter

Shirt: Long or short-sleeved white collared school shirt with College logo (optional), worn with official College tie.

Jumper: Years 7 & 8 official V-neck jumper with College logo. Years 9 to 12 official V-neck jumper with striped V and College logo.

College Blazer: Year 9 to 12 official College blazer

Skirt: Years 7 to 12 girls must wear official school skirt. Must be worn just below the knee.

Socks: Long knee length navy-blue socks or (but not both) opaque navy-blue stockings are to be worn with the skirt.

Navy Blue Slacks (Optional): Navy-blue slacks may be worn as an alternate to skirt (Surrey Clothing, Style No 206 or 2028). Navy-blue socks. Please note that slacks are optional for Winter and for on campus wear only. The official uniform on formal occasions such as excursions is the skirt.

Coat: For Years 7-10: Navy blue rainbird japa OR Navy blue duffle coat.

Optional Scarf & Gloves: Navy blue or red; Plain navy blue beanie (no pom pom)

Formal Winter Uniform Variant

No variation from Winter uniform

Sports

Pants: 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) OR College navy blue tracksuit pants.

Top: Tri-colour College polo-shirt.

Jumper: Official College Rugby top (optional) or Official College tracksuit jacket (optional).

Socks: Appropriate white ankle sports socks only.

Shoes: Suitable light coloured, non-scuff white soled sporting shoes that are supportive of the heel and ankle.

Hat: College navy-blue wide brimmed hat, compulsory in Terms 1 and 4.

Bag: Official College sports bag.

House Competitions Only: Plain house coloured long or short sleeved Polo-shirt (i.e. no pattern or motif), instead of tri-colour polo-shirt.

Boys

Summer

Shirt: Long or short-sleeved white collared school shirt with College logo.

Trousers or Shorts: Long College grey trousers (cuff less), worn at the waist is no longer than the top of the heel of the shoe. Shorts: College grey (cuff less) shorts style, worn at the waist and no longer than the top of the knee. Football type shorts are not acceptable.

Jumper: Years 7-8 official V-neck jumper with College logo. Years 9 -12 official V-neck jumper or vest with striped V and College logo.

College Blazer: Year 9 to 12 official College blazer

Shoes: Plain black leather lace up school shoe.

Socks: Plain grey or official striped socks under trousers or grey socks with official stripes if socks are worn.

Formal Summer Uniform Variant

Add College red tie.

Winter

Shirt: Long or short-sleeved white collared school shirt with College logo, worn with official College tie.

Jumper: Years 7-8 official V-neck jumper with College logo. Years 9 -12 official V-neck jumper or vest with striped V and College logo.

College Blazer: Year 9 to 12 official College blazer

Trousers or Shorts: Long College grey trousers (cuff less), worn at the waist is no longer than the top of the heel of the shoe. Shorts: College grey (cuff less) shorts style, worn at the waist and no longer than the top of the knee.

Football type shorts are not acceptable. Shorts are not a uniform option for Year 10-12 students in winter.

Shoes: Plain black leather lace up school shoe.

Socks: Plain grey or official striped socks under trousers or grey socks with official stripes if socks are worn.

Coat: For Years 7-10: Navy blue Rainbird Japara OR navy blue duffle coat.

Optional Scarf & Gloves: Navy blue or red; Plain navy blue beanie (no pom pom)

Formal Winter Uniform Variant

No variation from winter uniform.

Sports

Pants: 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) OR College navy blue tracksuit pants.

Top: Tri-colour College polo-shirt.

Jumper: Official College Rugby top (optional) or Official College tracksuit jacket (optional).

Socks: Appropriate white ankle sports socks only.

Shoes: Suitable light coloured, non-scuff white soled sporting shoes that are supportive of the heel and ankle.

Hat: College navy-blue wide brimmed hat, compulsory in Terms 1 and 4.

Bag: Official College sports bag.

House Competitions Only: Plain house coloured long or short sleeved Polo-shirt (i.e. no pattern or motif), instead of tri-colour polo-shirt.