



Heatherton

Christian College

SECONDARY INFORMATION HANDBOOK

2020

Executive Principal: Peter Cliffe
316-322 Kingston Road, Clarinda 3169
Phone: 8551 6650 Fax: 8551 6690
Email: office@hcc.vic.edu.au
<http://hcc.vic.edu.au/>

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INTRODUCTION

We welcome you and your child to Secondary School at Heatherton Christian College. We look forward to working in partnership with you to ensure your child's time with us is as successful as possible and that God's purposes and plans for your child become clearer as they grow and mature.

As parents/guardians, we hope that you will work closely with the teachers and staff in the spiritual, academic, emotional, physical and social development of your child.

The Secondary staff of Heatherton Christian College are committed to the growth and wellbeing of every Secondary student. It is the desire and the prayer of each teacher that students will reach their highest potential in every area. Teachers want to help students identify the gifts and abilities God has given them and to encourage and assist in the development of these talents. They will also work to help students overcome and improve in academic, social and emotional areas in which they need assistance.

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

HEATHERTON CHRISTIAN COLLEGE SENIOR LEADERSHIP

Executive Principal:	Mr Peter Cliffe
Head of Campus:	Mr Phil Eastman
Head of Senior School	Mr Bevan Hung
Assistant Head of Senior School	Mrs Annette Betts
Head of Middle School (Years 7-9)	Mrs Jacky Gupta
Year 9 Year of Challenge Coordinator	Miss Christy Marshall
Head of Primary: (Head of Teaching/Learning & Curriculum)	Mr David Holloway
Chaplains:	Mrs Rebecca Gaskell Mr Chris Davis

Contact Details

Site Address:	316-322 Kingston Road Clarinda VIC 3169
Telephone:	8551 6650
Email:	office@hcc.vic.edu.au
Website:	http://hcc.vic.edu.au/

2019 SECONDARY TEACHING STAFF

Mr Nowell Abraham	VCE VET Hospitality and Kitchen Operations
Mr John Arbuckle	Christian Life
Mrs Mary Berlangieri	Humanities/History/Geography
Mrs Annette Betts	Careers/Law elective
Mr Shawn Martin	Physical Education/Healthy Choices
Mrs Tonia Burgess	Art/Visual Communications
Mr Phil Bergen	Biology/Christian Life
Mr Phil Eastman	Head of Campus
Mrs Jenny Fairweather	Art
Mrs Rebecca Gaskell	Gravitate/Chaplain
Mrs Melanie Gover	Mathematics
Mrs Jacky Gupta	Mathematics/Science
Miss Rebecca Harvey	English/Physical Education
Mr David Holloway	Physical Education
Mr Bevan Hung	VCE Chemistry/Science
Mr Darren John	Mathematics/Outdoor Education/Physical Education
Mr Phong Le	VCE Physics/Business Entrepreneurial Studies
Miss Christy Marshall	Physical Education/Year of Challenge/Healthy Choices
Mrs Carolyn Mclean	Science/Psychology
Mrs Fairlie Marsland	Business Management/Legal Studies
Mr Jeremy Richards	English/Humanities
Mr Elbert Salim	Mathematics/Digital Technology
Mrs Pamela Sanderson	English
Miss Claire Sim	Mathematics/Digital Technology
Mrs Julianne Sim	Music
Mrs Shireen VanBuskirk	Mathematics/STEAM
Mrs Laurene Weichman	Drama/Design Technology
Mrs Diane Patron	French

OFFICE STAFF

Mrs Rebecca Bunyon	Office Supervisor
Mrs Heather Harrison	PA to Executive Principal
Mrs Leanne Johnson	Bursar
Mrs Angeline Pinkster	Attendance Coordinator
Mr Dishan Rajaratnam	Business Manager
Mrs Sharmila Raymond	College Administration/Reception
Mrs Mylene Ryan	College Administration/VASS
Mrs Lee Sugianto	College Administration/Yearbook
Mrs Kelsey Richards	Events Coordinator/Enrolment Officer
Mr Rob Ward	Marketing/Communications Officer

SUPPORT STAFF

Mrs Ilodi Jacobs	Head of Learning Support
Mrs Marlize De Beer	Learning Support
Mrs Ronel Holloway	Learning Support
Mrs Corinna Guy	Learning Support
Mrs Caroline Panazio	French Assistant
Mr Chris Davis	Chaplain
Mrs Rebecca Gaskell	Chaplain

Mrs Mary Morris	Library Technician
Mrs Pauline Nathaniel	Library Technician/After School Care Coordinator
Mr John Vilar	ICT Manager
Mr Tom Wan	ICT Assistant
Mr Mike Clark	Grounds and Maintenance
Mr John Beasy	Hospitality Assistant
Mrs Sarah Bergen	Lab Technician
Mrs Melanie Nunes	Primary Chaplain

KINGSTON CITY CHURCH PASTORAL STAFF

Ps Danny Parker (Senior)
Ps David Harrison

HEATHERTON CHRISTIAN COLLEGE BOARD

Member:

Mr Gary Lisbon (Chairman)
Ps Danny Parker
Mr Grant Scott-Hayward
Mr Shane Austin
Mrs Rachael Prince

Ex-officio

Mr Peter Cliffe
Mr Dishan Rajaratnam
Mr Phil Eastman
Mrs Jennifer Trodden

The College Board meet twice per term. The College Board formulates College policies, oversees the finances of the College and sets strategic goals and future directions for the College.

PARENTS AND FRIENDS ASSOCIATION (PFA)

Mrs Renee Carter (President)

The PFA meets regularly and organises social and fundraising events in the College calendar. It also occasionally provides pastoral care, such as meals to College families in need. The PFA also runs a café for parents after the whole school assembly on Wednesdays.

TERM DATES 2020

TERM 1	Thursday 30 January	Fri 27 March
	NOTE: (Secondary students start Friday 31 January)	
TERM 2	Tuesday 14 April	Friday 26 June
TERM 3	Wednesday 15 July	Thursday 17 September
TERM 4	Monday 5 October	Tuesday 8 December

NOTE: All College events and dates appear in the Compass Calendar.

COLLEGE HOURS AND BELL TIMES

8:45am	Homeroom/Assembly
9:00am	Period 1
9:50am	Period 2
10:40am	Recess
11:10am	Period 3
12:00pm	Period 4
12:50pm	Lunch
1:40pm	Homeroom
1:45pm	Period 5
2:35pm	Period 6
3:25pm	Dismissal from classrooms

WHAT TO DO IF YOUR CHILD IS ABSENT FROM COLLEGE

- Parents/guardians should contact the Attendance Coordinator, Mrs Angeline Pinkster, via the dedicated attendance line 8551 6630 by 9:30am to report their child's absence. Or parents can send an attendance note through Compass (Open in browser/click on students profile/Profile/Add/Attendance Note)
- Parents/guardians should inform the College in advance where possible, if a student is on an extended absence for any reason.
- Work missed while absent may be accessed through Compass.

STUDENT EXPECTATIONS

Students are expected to:

- build positive relationships with other students
- respect, support and create a positive learning environment for all students
- be punctual for each period/lesson and line up outside the classroom
- enter the classroom only when a teacher is present
- be fully prepared with all learning materials required
- be polite and considerate to others
- participate to the best of their ability in all learning activities
- be good stewards of the facilities, including taking care of furniture, fittings and leaving the classroom neat and tidy
- follow all instructions issued by teachers
- complete all work to the highest possible quality and by the due date

A-Z OF HEATHERTON CHRISTIAN COLLEGE LIFE

ABSENCE

Absenteeism contributes significantly to student failure at school. Please do not let your child stay home from school for frivolous reasons. Education is a sequential process and absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult. Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary. Parents have a further responsibility to provide a written note to the College explaining why an absence has occurred. If your child is absent please call the Attendance Coordinator on 8551 6630 by 9:30am to report their absence.

APPOINTMENTS

Your child's head of school or subject teacher should be the first point of contact for matters of information, clarification or concern. More serious concerns should be addressed with the Head of Middle School, Jacky Gupta and the Head of Senior School, Bevan Hung.

Please note: parents are asked to contact the Head of Campus's Personal Assistant (Mrs Rebecca Bunyon) to request an appointment with the Head of Campus (Mr Phil Eastman) should this be necessary, rather than approaching his office area unannounced.

The Head of Campus should normally only be addressed after the first two steps have been taken. If the above two people (subject teacher/head of school) have been consulted and you feel that your concerns have not been adequately addressed, please feel free to contact the Head of Campus via Mrs Rebecca Bunyon.

ASSEMBLIES

We begin each day at 8:45am sharp. Middle and Senior School assembly is on Monday morning. Homeroom and devotions are on Tuesday and Thursday. Whole school assembly is on Wednesday morning and Secondary assembly is on Friday morning.

BREAKAGES

Any items broken or damaged by students will need to be replaced. The discretion of the Executive Principal or Head of Campus will be applied regarding the proportion of the replacement value to be sought from the student concerned. In general though, breakages resulting from negligence or irresponsible behaviour would require the student to pay the full replacement cost.

BULLYING

Bullying is considered a very serious matter. Parents are asked to notify the relevant head of school as soon as they are aware of any bullying issues. We will work with all parties to

resolve issues promptly and effectively according to our 'Hi5' and 'Student Behaviour Management Procedures'.

CAMPS/MISSION TRIPS

The camps and mission trips are a vital part of the development of the 'whole child' and provide so many memorable shared experiences (think back to your own school years!), so everyone is encouraged to attend. There will be a Year 7/8 camp, a Year 9 wilderness camp, Years 10, 11 and 12 mission trips and a VCE camp held every year.

CANTEEN

Canteen will be available on Thursdays. A canteen price list will be sent home early in Term 1. Orders need to be placed on Wednesday if using the QKR app, otherwise orders can be placed on the day, with food collected from the Salt Café.

CHAPEL SERVICES

Secondary chapel services are held once a week for all students from Years 7 to 12. The format of the chapel services includes praise and worship (led by the student chapel band) and a message from a visiting speaker or staff member. All students are required to attend chapel.

COLLECTING YOUR CHILD DURING SCHOOL HOURS

If your child has an appointment and needs to be collected early from school, an advanced notification should be sent to the relevant Head of Sub School and the Attendance Coordinator (angeline.pinkster@hcc.vic.edu.au). You are required to come in to the College office to sign out your child/ren at the Compass Kiosk.

CONTACT DETAILS

It is very important that parents notify the College office of any change in home address or telephone contact details. We also need to have your updated email address, as all College correspondence, including the e-newsletter, are emailed home.

COMMUNICATION TO PARENTS FROM THE COLLEGE

Communication is a vital aspect of any school or other community of people. Problems can often be diagnosed as resulting from poor communication between the parties involved. With increased communication, fewer problems are likely to arise. The main source of communication is the e-newsletter, the 'College Connection'; please read it! The e-newsletter is emailed every second Friday and is also placed on the College website.

Please communicate regularly with your child's teachers.

COMMUNICATION WITH TEACHERS AND HEADS OF SUB SCHOOL

Parents are encouraged to contact teachers via email, to write a note in the student's diary or telephone the College office on 8551 6650. Or, parents may make an appointment with their child's subject teacher to address any matters of concern. In a teacher's busy and often hectic schedule, it is helpful to have parents communicating with them, alerting them and drawing their attention to the needs of an individual student. The student diary and email system are useful communication devices for this.

Teachers will aim to respond to emails within 24 hours but please do not expect teachers to be replying to emails after 5:00pm.

COMPASS

This is our College's electronic school management system. All student timetables, class work, key dates, events, Parent Teacher bookings and College information is accessed through Compass. Parents will be provided with login information at the beginning of the school year.

COMPLAINTS

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

COMPUTERS

All students will be expected to sign a computer/internet use contract whereby they guarantee that they will use the College computers, computer network and associated hardware and software, responsibly. Failure to do so may involve students being banned from the use of these facilities for a period of time as well as receiving other appropriate consequences. Students are expected to pay for all printing that is not directly required and supervised by teachers.

DEMOCRATIC PRINCIPLES

Heatherton Christian College is committed to teach and model the principles and practices of Australian democracy, including a commitment to:

- the elected government
- rule of law and equal rights of all before the law
- freedom of religion and speech
- the values of openness and tolerance

DIARY

Students will receive a hard copy diary to record work information and key dates but will use Compass for receiving and recording all work tasks and due dates. Parents will also be able to access Compass to see work that has been set and student assessment results.

DISCIPLINE

A high standard of personal responsibility and behaviour is expected of students at Heatherton Christian College. A more detailed explanation of our student behaviour management procedures can be found in Compass under “Student Behaviour Management Procedures” and on the College website.

EMAIL

To enhance communication between the College and home, parents are encouraged to email staff when appropriate. Please note, email should not be used for urgent or emotive matters. Please allow three working days for a staff member to respond to your email. Staff email addresses can be found on Compass.

E-NEWSLETTER

The e-newsletter, the College Connection, is a very important source of information and communication and is emailed home every second Friday. Please read the e-newsletter carefully and note any dates of forthcoming events. Note that we do not send home printed newsletters. The e-newsletter is also available via the College website.

EXCURSIONS

Every Secondary class is involved in an excursion program. Parents are advised of the details of the excursion via an ‘Excursion Notice’. This is usually sent home via email two weeks prior to the excursion. Parents will also be reminded to ensure their child’s medical information and emergency contact details are up to date on **CareMonkey**.

Please note: Students normally wear full school uniform on excursions but when students wear casual clothes on excursions, clothing should be modest, with jewellery and hair standards as per uniform requirements.

FEEDBACK

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

FIRST DAY FOR 2020

All Secondary students will meet in the main auditorium at 8:45am on **Friday 31 January 2020**. (The Primary students begin the previous day.)

During Year level assemblies the students will have their bags with them. A locker with a combination padlock will be allocated to all students to store their belongings. Please ensure **ALL** items of clothing and belongings are clearly named.

This is a very exciting and special day for everyone so please feel free to stay for assembly. At the conclusion of assembly you are welcome to stay for a cup of tea or coffee, which is a good time to meet the other parents. Toddlers and babies are welcome.

Most importantly, don't forget to pick up your child at 3:25pm!

HATS

An official College hat must be worn by all students in Terms 1 and 4 during recess and lunch when outside. This is an important part of the students practicing healthy habits of caring for their skin.

HCC WEBSITE

The College website can be found at <http://hcc.vic.edu.au/> and contains lots of useful information about the College, including links to Compass and Office 365.

HOMEROOM

The first fifteen minutes of the day, on 2 days of the week, will be spent in homerooms with homeroom teachers. The class will participate in prayer, Bible readings and discussions and these activities will complement the Healthy Choices Program. There will be opportunity for Year 12 students to provide leadership to junior Secondary classes during these times. The class roll will be marked in homeroom.

HOMEWORK

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

Assignment work is set throughout the term, with teachers recording the date when the work is required to be handed in, well in advance. Parents are encouraged to advise their child that, on nights when there is no specific homework to be completed, to work on assignments, general revision and reading. Doing this should help avoid any 'last minute panic' prior to due dates or to tests and examinations.

The following is a guideline for homework time, although this will vary at different times throughout the year.

Year 7	1 hour
Year 8	1¼ hours
Year 9	1½ hours
Year 10	2 hours
VCE	More than 2 hours as required.

As a general guideline, the amount of homework given in any subject will be proportional to the amount of time that that subject occupies in the timetable. An exception will be LOTE, and French, where repeated practice is essential for mastery of the subject. Homework helps to reinforce concepts taught at school and, therefore, all students are expected to do any homework prescribed and to record this homework in their diary. A parental note should be brought explaining any difficulties with the completion of any homework. Students should not spend their entire homework time allocation on one subject at the expense of other subjects. The week prior to examinations will contain revision homework relating to examination preparation, except for students catching up.

LATE ARRIVAL

We encourage families to develop good morning routines to ensure students arrive before 8:45am. Students arriving late, between 8:45 and 9:00am, should proceed directly to homeroom or assembly. Students who arrive at school later than 9:00am are required to sign in at the Compass kiosk in the College office.

LEAVING THE COLLEGE / CHANGING SCHOOLS

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

LOST PROPERTY

Everything you bring, or wear, to school should be named. If it is and you lose it, there's a very good chance it will be returned to you. Lost property is located outside room F1.

PARENTAL ASSISTANCE

All Secondary parents are encouraged to be involved in some way in the life of the College. Some of the ways that parents may get involved in the College include the PFA, College Board, attending camps and excursions, assisting with covering books and working bees. Please see the coordinator of these groups or speak to Phil Eastman or Peter Cliffe if you would like to get involved. All parent helpers require a current **Working With Children Check**.

PARENT ETIQUETTE

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

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

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

Parents are also requested, particularly at drop off and pick up times, to refrain from noisy conversation immediately outside classroom windows and to obey the carpark speed limits and no right turn sign.

POLICIES

The College Board has formulated and ratified a range of policies for the College. The policies may be viewed on Compass or by request by contacting Phil Eastman, the Head of Campus.

PREFECTS

A number of College prefects are chosen from the Senior school each year. Prefects work alongside the College Captains in matters of leadership within the student body and have specific 'Portfolios' including: Arts, Chapel, Missions, Student Wellbeing, Sustainability and Student Representative Council. Prefects are awarded a special tie that distinguishes them from other students and they meet with the Head of Senior School and Head of Campus on a regular basis. Prefects are elected annually by students and staff, based on their character, achievements and personal qualities.

PRESENTATION NIGHT

Presentation Night is the highlight event of the school year. All new families in 2020 are very welcome to attend the 2019 Presentation Night on Wednesday 4 December at 7:00pm Kingston Arts Centre. Ticketing will be via the Kingston Arts Centre Box Office, details to follow.

PR

What parents say about the College, whether positive or negative, has a huge effect. We do encourage you to talk to others about your positive experiences at Heatherton Christian College. Word of mouth is our major source of new enrolments in the College. (If there is something that is concerning you about any aspect of the College, please tell us about it and not others and we will endeavour to remedy the situation!)

REPORTS OF STUDENT PROGRESS

Numerous studies have concluded that, in order to enhance a student's progress, feedback from teachers needs to be explicit, early and often. Professor John Hattie from the University of Auckland analysed 180,000 studies representing over 50 million students, finding that 'informative feedback' had the greatest effect on student learning.

Thus, HCC uses a system of Progressive Online Reporting (POR). POR is a form of continuous reporting, which means that students and parents are given meaningful feedback in real time and receive assessment results regularly throughout the semester, rather than just at the end.

The benefits of Progressive Online Reporting include:

- Students become more motivated to improve their grades if they have full transparency over their achievements and areas for improvement as they keep moving through the semester. Not only does it allow students to constantly reflect on their progress and make improvements as they go, but parents are also more involved in their child's educational journey as they receive frequent updates on their progress.
- By seeing the criteria for marking, both students and parents can see where they need to improve and necessary action can be taken to ensure that subsequent assessments show progress.
- Timely feedback – the progress report is issued when the task is completed and assessed, enabling the teacher, student and parent to identify, intervene and improve.
- Greater accountability of students' work habits.
- No surprise results coming home at the end of a semester. If there is a problem, parents are notified when it arises.
- Regular dialogue between parents, teachers and students is promoted.
- Access online anywhere via Compass.

In addition to this, formal school reports are also provided at the end of the first and second semesters (June and December).

STATIONERY LIST ITEMS

Student folders, pencil cases and exercise books should not contain any graffiti, stickers or pictures. Plain or modestly patterned self-adhesive covers are, of course, permitted. Folders, books and pencil cases may be checked by teachers at any time. A copy of the year level stationery list may be found on our website.

STUDENT CHAPLAINS

Mr Chris Davis and Mrs Rebecca Gaskell are our College Chaplains and Student Counsellors. They are involved in running Chapel and Gravitate (a VET Cert III in

Christian Ministry and Theology). They also provide emotional, social and spiritual support to students, who will typically see Chris or Rebecca after a referral from a Head of Sub School. Parents will be informed or consulted as part of this process.

STUDENT HEALTH

All our student health records and emergency contact details are managed by a secure and private, online, parent controlled program called CareMonkey. You will receive an email at the beginning of Term 1 asking you to complete a profile for your child and share it with Heatherton Christian College. You will receive reminders throughout the year as required to check and update the details if necessary. It eliminates the need for you to complete medical forms every time your child goes on a camp or excursion.

STUDENT REPRESENTATIVE COUNCIL (SRC)

The Student Representative Council offers student representation on matters concerning the daily life of the College. Two representatives are chosen from each year level by students in that year. The SRC Prefects lead the SRC.

TIMETABLE

Your homeroom teacher will give you a copy of your timetable at the beginning of the school year. There is also a copy on the Secondary student notice board and in Compass. It would be wise to also have a copy in your locker. The timetable may undergo minor changes for the second semester. Semester 1 concludes after the mid-year examinations and all work completed after this date will contribute to the end-of-year assessment, which is therefore based upon second semester work only.

UNIFORM - See Appendix A

VISITORS

In the interests of everyone's safety, no student is permitted to have visitors at the College at any time. Visitors to the College need to sign in at the Compass kiosk in the College office upon arrival. Only visitors on legitimate business will be issued with a visitor's pass. A visitor's pass will not be issued to ex-students or friends of students for the purpose of socialising during recess and lunchtimes. Ex-students wishing to visit staff members should have pre-arranged this with the staff member(s) concerned and need to sign in at the office. These procedures have been put in place to ensure the safety and well-being of all students.

WET DAYS

If it is raining you may drop off your child at the front door under the canopy. On wet days, students will have access to the gymnasium, library and Salt Café (Year 10 & 11 students).

WORKING BEES

Working bees are held once a term on a Saturday morning from 9:00am to 11:30am. The first working bee in Term 1 will be for families with surnames from A to K and the second working bee in Term 2 will be for families with surnames from L to Z and so on.

We are only asking for families to commit to 2 working bees per year. If you are unable to attend a working bee, we ask that you attend the alternate working bee the following term. We rely on working bees to complete minor maintenance jobs around the College such as gardening, painting and spring cleaning the classrooms.

Without working bees we would need to charge more in school fees so we are relying on every family to contribute twice a year. As is the custom in most schools, there is a \$75 working bee levy charged per working bee to families that do not attend working bees. This is already included in the fees and refunded if the working bees are attended.

APPENDIX A

UNIFORM POLICY DOCUMENT

The uniform promotes pride in the College and an increase in student self-esteem, as well as a sense of belonging. The uniform is attractive, long wearing and eliminates competitiveness in dress. The wearing of uniform at HCC is compulsory. This includes the wearing of hats during first and fourth terms for sun safety reasons.

GIRLS UNIFORM

Summer

- Blue and white striped dress (to be just below the knee in length)
- *Navy or black sports underpants
- Plain white turn down ankle socks
- *Black school shoes (no boots)
- Maroon jumper with logo
- Maroon bucket/slouch hat
- Blazer (to be worn to and from the College, except if 30 degrees or more)

Winter

- Check Skirt or Navy Slacks – (skirt to be just below knee in length)
- White long-sleeved shirt with Peter Pan collar
- Navy knee high socks or *navy tights/stockings
- *Black school shoes (no boots)
- Maroon jumper with school logo
- School tie
- Blazer (to be worn to and from the College, except if 30 degrees or more)

BOYS UNIFORM

Summer

- Grey shorts or trousers
- White short sleeved cotton shirt (tucked in)
- College tie
- Navy turn down ankle socks
- *Black school shoes/boots (no steel capped boots or sport/casual shoes)
- Maroon jumper with College logo
- Maroon slouch/bucket/baseball hat
- Blazer (to be worn to and from the College, except if 30 degrees or more)

Winter

- Grey trousers (optional in summer)
- *Black belt
- White long/short sleeved shirt
- College tie
- Maroon jumper with College logo
- Black/Navy ankle socks
- *Black school shoes/boots (no steel capped boots or sport/casual shoes)
- Blazer (to be worn to and from the College, except if 30 degrees or more)

SPORTS UNIFORM

- Maroon shorts with school logo
- Polo shirt blue with maroon trim with College logo
- *White sports socks
- Maroon College tracksuit with College logo
- *Sports shoes, suitable for running with correct, supportive soles

*Denotes items to be purchased from a supplier of your choice. ALL other items to be purchased from Dandy Schoolwear, 8/169 Cheltenham Rd, Dandenong or from the online second hand uniform shop, Sustainable Schools Shop.

NB: Nothing worn under the uniform is to be visible either through the fabric or at the neck/arm line, i.e. no t-shirts to be worn under the uniform.

At Heatherton Christian College we would like to see students taking care and pride in their appearance. We anticipate that all students will diligently attend to their personal grooming and that uniforms are clean and in good condition worn in the manner intended. We have set down some guidelines that need to be adhered to, to ensure a high standard is met. We do, however, understand that sometimes a situation may arise that will require special consideration. In this case we would appreciate you consulting the Head of Campus to discuss your special needs.

We appreciate your diligence in maintaining College uniform and we will be advising you if unacceptable uniform becomes habitual.

Jewellery: *Girls:* Watches and plain gold/silver studs or sleeper earrings may be worn.
Boys: Watches may be worn.

No other jewellery is to be worn with the College uniform.

Make-up: Make-up or coloured nail polish is not to be worn at school.

Girls' hair: Shoulder length hair and longer needs to be tied back throughout the school day. Hair accessories are required to be in the College colours of maroon, navy and white.

Boys' hair: Must be neat, tidy and to sit above collar. No extreme styles. All boys must be clean shaven every day.

Tattoos: Please ensure temporary tattoos are removed prior to attending school.

Hat: It is compulsory to wear hats in the playground throughout first and fourth terms for sun safety reasons.

Shoes: *Girls:* black leather school shoes are the requirement for girls.
Boys: may wear black leather school shoes or black boots (NO steel capped toes).

Coat: Any style of coat in navy is acceptable.

School Bag: The Heatherton Christian College backpack with the College emblem and motto is part of the uniform.

Labeling: **All items of clothing need to be clearly labeled with the child's name. This includes hats, coats, bags, etc.**

As a general rule, summer uniform is to be worn throughout Terms 1 and 4 and winter uniform is to be worn in Terms 2 and 3. In extreme weather conditions this rule is waived, ie if the temperature is forecast to be 22 degrees or above, summer uniform may be worn. For all formal College functions, correct seasonal uniform must be worn.

CONTACT DETAILS

Mr Peter Cliffe	peter.cliffe@hcc.vic.edu.au
Mr Phil Eastman	phil.eastman@hcc.vic.edu.au
Mr Bevan Hung	bevan.hung@hcc.vic.edu.au
Mrs Annette Betts	annette.betts@hcc.vic.edu.au
Mrs Jacky Gupta	jacky.gupta@hcc.vic.edu.au
Miss Christy Marshall	christy.marshall@hcc.vic.edu.au
Mr David Holloway	david.holloway@hcc.vic.edu.au
Mrs Rebecca Gaskell	rebecca.gaskell@hcc.vic.edu.au
Mr Chris Davis	chris.davis@hcc.vic.edu.au

Site Address:	316-322 Kingston Road Clarinda VIC 3169
Telephone:	8551 6650
Email:	office@hcc.vic.edu.au
Website:	http://hcc.vic.edu.au/

