



Wyndham
Christian College

Primary **HANDBOOK**

2021



www.wyndhamcc.vic.edu.au



Our **Vision**

Growing in Christ

Striving for Excellence

Influencing the World



TABLE OF CONTENTS

HISTORY, MISSION & VALUES

Welcome to Wyndham Christian College	5
History of Wyndham Christian College	6
The Vision of Wyndham Christian College	6
The College Emblem and Motto	6
Democratic Principles	6
The Mission of Wyndham Christian College	7
Five Foundations for a Whole Child	8
The House System at Wyndham Christian College	10

ADMINISTRATION & MANAGEMENT

Contacting the College	11
Administration Hours	11
Schedule	11
Wyndham Christian College Executive Staff	11
Office Staff	11
Support Staff	12
Pastoral Staff	12
Wyndham Christian College Board	12
Information Sessions	12
Parent Teacher Interviews 2021	12

TEACHING & LEARNING

Term Dates 2021	12
Curriculum	13
Reporting	13
Homework Policy	13
Failure to Complete Homework	14
Home Reading Program	14
Discovery Learning (Library)	14
Attendance and Absences	14
Assembly	15
Additional Programs	15
Music Bus	16
Up & Go Program	16
Camps and Excursions	16
Student Free Days	16
Student Leadership Roles	16

COLLEGE INFORMATION

Arrival and Departure Times	17
Signing In and Out.....	17
Family Holidays Outside of Term Breaks	17
Returning to School after Absence.....	17
Student Promotion from One Year Level to the Next.....	17
Procedure for Exiting Wyndham Christian College	17
Before and After School Care (TheirCare)	18
Food	18
Canteen	18
Valuables and Sporting Equipment.....	18
Mobile Phones.....	18
Making/Receiving Phone Calls at School	19
School Banking	19
Parent Volunteer Hours.....	19
Parents and Friends Association	20
Working with Children Check.....	20
Car Pooling	21
Crossing the Road.....	21
Riding to School	21
Traffic and Car Park Management.....	21
Breakages	21
Property	22
Photographs.....	22
Toilets.....	22

COMMUNICATION

Email.....	22
Website	22
Facebook.....	22
Contacting Teachers.....	23
Changes In Circumstances	23
SeeSaw	23
Parent/Teacher Meetings	24
Parent Etiquette	24
Public Relations.....	24
Sharing Images and Videos.....	24
Feedback.....	25
Guidelines for Dealing with Others	25
Bullying	25



Discipline	26
Policies	27

HEALTH & SAFETY

First Aid and Medication	27
Medication at School	27
Borrowed Clothes	28
Medical Action Plans (Allergies, Anaphylaxis, Asthma Management)	28
Infectious/Contagious Diseases	28
Immunisation Status	30
Head Lice	30
Health Hints	31
SunSmart	31

FINANCE

Application Fee	31
Enrolment Confirmation Fee	31
General Tuition Fee	31
Sibling Discounts	32
Resource Levy	32
Outstanding Accounts	32

STUDENT PRESENTATION

College Uniform	33
Seasonal Changes in Uniform	33
Sports Uniforms	34
Wet or Cold Weather	34
Year 6 Jacket	34
Approved School Bags	34
Swimwear	34
Additional Uniform Expectations	34
Out of Uniform Events	36
Footwear	36
Uniform Shop	36





Wyndham Christian College

Welcome to Wyndham Christian College

Dear Parents/Guardians,

We welcome you and your children to Wyndham Christian College. The College is a campus of Heatherton Christian College. Together we are building two great schools.

The staff at Wyndham Christian College are dedicated, enthusiastic professionals who are committed to providing a stimulating and challenging learning environment. The children are encouraged and supported in achieving their personal best.

We strive to make our College a place where every child feels safe and where they are encouraged to develop 21st century learning skills such as, critical thinking, creativity, collaboration and communication.

As a parent/guardian, we hope you will partner with the teachers in the development of the academic, social, emotional, physical and spiritual life of your child. We encourage you to participate wherever you can in the life of the College.

This Parent Handbook has been developed to provide you with a single document containing information relevant to the operations of the College. We are sure that you will find this extremely useful and we encourage you to use this document regularly to clarify items of policies and procedures.

Please do not hesitate to contact the College to discuss any matters concerning your child.

Peter Cliffe

Executive Principal

Jennifer Trodden

Head of Campus

HISTORY, MISSION AND VISION

History of Wyndham Christian College

In 2015, key leaders from Kingston City Church, embarked on a process of gaining the approval to launch a new campus of Heatherton Christian College on the site of Wyndham City Church. The approval was obtained from Wyndham City Council in 2018 and on Thursday 31 January 2019, Wyndham Christian College opened with 100 students from Prep-Grade 4. Whilst the 'history' of Wyndham Christian College is still quite young, the future is incredibly bright as we are positioned in a major growth corridor. Mrs. Jennifer Trodden was appointed as the inaugural Head of Campus and Mr. Peter Cliffe transitioned from being the Principal of Heatherton Christian College to Executive Principal, overseeing both Heatherton and Wyndham Christian College.

The Vision of Wyndham Christian College

OUR VISION: "Growing in Christ, Striving for Excellence, Influencing the World."

OUR PURPOSE: The Christ-centred purpose of Wyndham Christian College is to partner with parents and the church in raising and discipling children, in a learning environment that develops character and inspires every student to excel in their unique gifts and talents, to realise their God intended potential.

The College Emblem and Motto

OUR MOTTO: Learning, Integrity, Vision

FISH DOVE: Represents the blending of the Christian symbols for Jesus the Saviour and for the Holy Spirit and is the Emblem of Kingston City Church

OPEN BOOK: Represents education and the Bible

FLAME: Represents integrity, character and enthusiasm

SOUTHERN CROSS: Represents Australia and the need to be responsible citizens

THE BROAD CROSS: Represents Jesus who is the head of the family, church and College



Democratic Principles

Wyndham 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.

Each person has the right to:

- » Learn without interruption through the actions and words of others
- » Justice and recognition of endeavour and personal difference
- » Personal acceptance, privacy, respect, courtesy and opportunity to develop
- » Freedom from abuse, danger and harassment
- » Security with personal property and equipment.



The Mission of Wyndham Christian College

Wyndham Christian College is a high quality, contemporary Christian school where we seek to honour God in all we do. It is our aim is to teach students about the love of Jesus Christ.

Students learn to care for others, for themselves and for God's creation. They seek to be people of integrity and a positive and Godly influence in the world around them.

Here at Wyndham, all that we do is built from our 'Five Foundations of a whole, healthy child' framework. This framework is based on Jesus' answer to the Pharisees in Mark 12:29-31,

Jesus answered him, "The first of all the commandments is: 'Hear, O Israel, the Lord our God, the Lord is one. And you shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.' This is the first commandment. And the second, like it, is this: 'You shall love your neighbour as yourself.' There is no other commandment greater than these."

We believe that our role is to work in partnership with families to encourage their children to become lifelong learners who grow spiritually (heart), emotionally (soul), academically (mind), physically (strength) and socially (neighbour) through strategic and intentional teaching methods and programs. We provide every individual with opportunities to identify, develop and use their God given potential, so that their passions can be discovered and nurtured.



Five Foundations for a Whole Child

Spiritual

The Spiritual foundation is based on our belief that all people are created by God for relationship with Him, as evidenced through a personal relationship with Jesus Christ. The 'fruit' of this relationship should be visible in our interactions with others.

Student characteristics: Joyful, Faithful, Prayerful, Secure in Christ

Academic

The Academic foundation is based on the premise that everyone is enabled to achieve to the best of their ability in their academic studies, both in learning skills and information, and in gaining understanding and wisdom.

Student Characteristics: Effective Communicator, Lifelong Learner, Creative Thinker, Diligent

Social

We believe that God has created us as social beings who have a need to love and be loved, to belong in social groups and to feel connected to others in positive relationships. This is closely aligned with the Emotional foundation

Student characteristics: Empathetic, Generous, Just, Missional

Emotional

We believe that emotional wellbeing involves being aware of your emotions, knowing and being able to use your strengths rather than just focusing on fixing problems or weaknesses, and being able to make positive choices and learn to be more in control of your emotions.

Student characteristics: Resilient, Humble, Confident, Honest

Physical

The Physical foundation involves any activities that develop a child's ability to use and control their body in a coordinated and physical manner – leading to honouring God through expressing themselves in a physical way. This Foundation can be shown in such activities such as the Performing Arts (Music, Drama, Productions), Visual Art (Studio Art, Visual Communication), Technology subjects (Food technology), Hospitality subjects, physical activity (Sport, Physical Education) and even physical play.

Student Characteristics: Disciplined, Determined, Courageous, Collaborative



Spiritual

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The Physical foundation involves any activities that develop a child's ability to use and control their body in a coordinated and physical manner – leading to honouring God through expressing themselves in a physical way.

Academic

The Academic foundation is based on the premise that everyone is enabled to achieve to the best of their ability in their academic studies, both in learning skills and knowledge, and in gaining understanding and wisdom.

Emotional

We believe that emotional wellbeing involves being aware of your emotions, knowing and being able to use your strengths rather than just focusing on fixing problems or weaknesses, being able to make positive choices and learning to be more in control of your emotions.



The House System at Wyndham Christian College

All students are assigned to a House upon commencement at WCC. The House structure allows students to build friendships across year levels. The house teams offer students opportunities to seek positions of leadership, as well as develop relationship-building and teamwork skills.

The four houses are Carmel, Zion, Tabor and Bethel, all of which are named after prominent places in the Bible.

Carmel (Green): Fruitful – God is Our Joy

Mount Carmel is a coastal mountain range in northern Israel stretching from the Mediterranean Sea towards the southeast. The word Carmel means 'God's vineyard'. According to the Old Testament, Elijah defeated the priests of Baal at Mount Carmel.



Zion (Red): Fortress – God is Our Shield

Mount Zion is a hill in Jerusalem just outside the walls of the Old City. The word Zion occurs over 150 times in the Bible. It essentially means 'fortification' and has the idea of being 'raised up' as a 'monument.'



Tabor (Blue): Heights – God is Our Power

Mount Tabor is located in Lower Galilee, Israel. Mount Tabor is believed to be the place of the transfiguration of Jesus Christ, where Jesus began to radiate light and conversed with Moses and Elijah.



Bethel (Yellow): House of God – God is Our King

Bethel, ancient city of Palestine, is located just north of Jerusalem. Bethel means 'House of God'. Bethel was important in Old Testament times and was frequently associated with Abraham and Jacob.





ADMINISTRATION AND MANAGEMENT

Contacting the College

Great communication is a priority of our College. Problems can result from poor communication between the parties involved. With increased communication, fewer problems are likely to arise. One source of communication is via the College newsletter – The Wyndham Connection, please read it! The newsletter is emailed to families on a fortnightly basis.

WCC's information management system is Compass. The Parent Portal is used as one of the primary means of communication between the College and home with information about such things as, current College news items, parent/teacher interview bookings, excursion details and student information such as your child's attendance, work tasks and results. It is the primary tool the College office uses for sending communication to parents specifically regarding the student. Compass can be accessed via <https://wyndhamchristiancollege-vic.compass.eduation/> using individual login details that will be provided to you by the College on commencement. If you have misplaced your login details, please contact Reception.

Your child's classroom teacher should be the first point of contact for matters of information, clarification or concern. All teachers can be contacted through SeeSaw. Concerns relating to curriculum or assessment should be directed to the Head of Teaching and Learning. All other concerns should be directed to the Head of Campus and only after attempts have been made to resolve an issue at class level or with the cluster leaders.

Parents/guardians are asked to contact the College on office@wyndhamcc.vic.gov.au to arrange an appointment with the Head of Campus should this be necessary. Parents/guardians will be asked to explain the steps that have been taken at the preceding levels to resolve the matter.

Administration Hours

The Administration office hours are Monday to Friday 8:30am to 4:00pm.
The office is closed on weekends, school curriculum days, public holidays and school holidays.

Schedule

8.15am	Yard Duty commences
8.45am	School commences

Finish times are currently under review and will be staggered finish times for Prep, Year 1-2, Year 3-6. These times will be provided to families closer to the commencement of the school year.

Wyndham Christian College Executive Staff

Executive Principal	Mr. Peter Cliffe
Head of Campus	Mrs. Jennifer Trodden

Office Staff

Mrs Mandi Hutton	Office Administration Supervisor
Mrs Candida Nadar	College Administration
Mrs Rebecca Dadhwal	Registrar and PA to Head of Campus
Mr Dishan Rajaratnam	Business Manager

Support Staff

Mr John Vilar	ICT Manager (Clarinda)
Mr Justin Clarke	IT Coordinator (Wyndham)

Pastoral Staff

Ps Dan Parker	Kingston City Church
Ps Roland Tankard	Wyndham City Church

Wyndham Christian College Board

The College Board meet twice per term. The College Board ratifies College policies, oversees the finances of the College and sets strategic priorities and future direction for the College.

Member:

Mrs Rachael Prince (Board Chair)	Ps Dan Parker
Mr Grant Scott-Hayward	Mr Shane Austin
Dr Dinu Daniels	

Ex-officio

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

Information Sessions

Information evenings will be held early in Term 1 for each year level. Please make it a priority to attend. These evenings are designed for Parents rather than children. Dates to be advised. We request that, where possible, you find care for younger children.

Parent Teacher Interviews 2021

TERM 1	Tuesday 16 March
TERM 3	Tuesday 27 July

Term Dates 2021

TERM 1	Friday 29 January	Thursday 1 April
TERM 2	Tuesday 20 April	Friday 25 June
TERM 3	Wednesday 14 July	Friday 17 September
TERM 4	Tuesday 5 October	Tuesday 7 December

NOTE: All College events and dates will appear in the Compass Calendar and be published in the Wyndham Connection newsletter.

For the month of **FEBRUARY** Preps will only attend a full day at school on Monday, Tuesday, Thursday and Friday.

NO SCHOOL FOR PREPS ON WEDNESDAY IN FEBRUARY



TEACHING AND LEARNING

Curriculum

In accordance with the requirements of the Victorian Curriculum, students study English, Mathematics, Science and Integrated studies which include Geography, History, Civics and Citizenship, Economics and Business. Students will also undertake specialist classes in Physical Education, Art, Performing Arts, Music, LOTE (Language Other Than English), Christian Studies, Health, Sport, ICT (Information and Communication Technologies) and Clubs (STEM, Sustainability, Outdoor Explorer and Robotics/Coding). While all subjects have been written with a biblical perspective in mind, Christian Studies and Chapel teach Christian character and values. Students are expected to take part in all aspects of the programs provided.

We offer a broad inclusive curriculum that is traditionally academic in nature with students completing subjects from all Key Learning Areas from Prep to Year 12. The College will offer VCE and other flexible learning options in Year 11 and Year 12. The Curriculum offered at WCC is a unique alignment of:

- » Our Christian Ethos and Biblical Worldview
- » The Melbourne Declaration on Educational Goals for Young Australians
- » Victorian Early Years Learning and Development Framework
- » The Victorian Curriculum
- » Victorian Certificate of Education

The timetable is spread across a two-week period, Week A and Week B. Different timetables apply to each week. If students have a Physical Education class, Sport class, Outdoor Learning or Up and Go during the day, they are required to attend school wearing their PE uniform. Class teachers will inform classes of their unique class timetable.

Reporting

Reporting enables the teacher to communicate with parents/guardians regarding a student's academic progress, personal development and behaviour. At Wyndham reporting is a continuous, ongoing process consisting of a mix of verbal and written communications, including:

- » Compass parent portal
- » Seesaw
- » Feedback from assessment
- » Teachers telephoning, emailing or meeting with parents/guardians
- » Parent Teacher Interviews
- » Two end of Semester Reports
- » Individual Learning Plans (if required)
- » Student Support Group Meetings (if required)

Homework Policy

The following homework times are suggested for each year level from Monday to Thursday. If students are unable to complete their homework one evening, this can be made up on another evening. The times below are a guide only, nevertheless, teachers will aim to adhere to it. Students in Primary must complete a minimum of 10 additional minutes of reading before bed.

Year Level	Allotted Time (Daily)	Year Level	Allotted Time (Daily)
Prep	10 min	Year 7	45 mins
Year 1	15 min	Year 8	60 mins
Year 2	15min	Year 9	75 mins
Year 3	20 min	Year 10	90 mins
Year 4	20 min	Year 11	2 hours +
Year 5	30 min	Year 12	2 hours +
Year 6	30 min		

Failure to Complete Homework

It is the responsibility of parents/guardians to support their child/ren to complete the homework. If students have not completed homework by the due date, a suitable consequence will be issued by the teacher. If homework is not completed on a regular basis parents/guardian will be contacted by the teacher. Further information, including the homework policy can be found on the College website.

Home Reading Program

At Wyndham Christian College students in Prep–Year 4 are involved in the take-home reader program. We are presently using the PM benchmark number levelling system to ensure that students are taking home appropriately levelled books. The purpose of home reading is to build fluency, comprehension, vocabulary, word-solving skills and a love for reading. Books can be borrowed before and after school, during discovery learning and at lunchtime.

Discovery Learning (Library)

Wyndham Christian College has a school library, currently the focus is upon setting up the home reading program and providing resources for guided reading in the classroom. Students also use their time in the library to conduct research and investigate topics and borrow books that interest them.

Attendance and Absences

Attendance at school is compulsory for all students between the ages of 6 and 17. We encourage parents/guardians to ensure that any absences are for unavoidable reasons such as illness. Parents/guardians are requested to note their child's absence via an attendance note accessed via the Compass Parent Portal <https://wyndhamchristiancollege-vic.compass.education> or telephone the absentee line on (03) 8740 4779 before 8:45am on the day of the absence. In the event of an unauthorised absence, an SMS will be sent to parents/guardians alerting their child's absence. A response is required from the parents/guardian on the day. If your child/ren arrives at school later than 8:45am, you are required to sign in using the kiosk in the College Reception. Your child/ren will then receive a late slip which they will give to their class teacher.

Students who are clearly unwell before school should remain at home for the day in the interest of themselves and others. Students who are unwell and present with vomiting and diarrhoea are suggested to remain home for 24 hours or until fever free for 24 hours WITHOUT medication.

Assembly

We begin two mornings a week (Monday and Friday) with an assembly in the main Church auditorium for all primary students at 8:45am sharp. Monday is our formal assembly for the whole school where we sing the national anthem and share a devotion on a theme from the Five Foundations, we also discuss the activities for the coming week. Friday is a worship time where we sing together and celebrate the Fruit of the Spirit awards. Certificates are presented to each award recipient. Families are notified via email if their child is receiving an award and are invited to be part of the assembly. Parents are welcome at all school assemblies.

Additional Programs

Co-Curricular Opportunities:

- » Camping Program Years 3-6
- » Outdoor Learning Excursions (You Yangs/Eynesbury State Forest)
- » Gardening Excursions
- » House Athletics Carnival
- » House Cross Country Carnival
- » Performing Arts Club
- » Student Leadership
- » SSV Swimming
- » SSV Cross Country
- » SSV Athletics
- » Basketball Development program
- » Clean Up Australia Day
- » Hoop Time Championships
- » Swimming Lessons
- » Maths Competitions
- » Science Competitions
- » Writing Competitions
- » G.A.T.E.WAYS program
- » Operation Christmas Child
- » AV/Sound Assistant for Assemblies, Chapel, Worship.
- » Chapel musical items
- » Musical Concerts and Productions
- » Music Bus



Music Bus

The Music Bus provides instrument tuition in 30-minute small group lessons for Wyndham Christian College students every Friday. The students learn to play both popular and classical songs on their chosen instrument as well as music theory. In addition, the Music Bus makes lessons fun with group songs, class activities and competitions like the Mi-Tunes song writing competition and the BandSlam tournament. Parents are invoiced per term directly from The Music Bus.

Bookings may be made for keyboard, guitar, ukulele, singing or drums through the Music Bus website: <http://www.themusicbus.com.au/find-your-school/wyndham-christian-college> or by calling 1300 168 742.

Up & Go Program

Prep and Grade 1 students will start selected days with 20 minutes of physical activity from 8:45am. All class levels will also participate in Physical Education or Sport classes during the week. PE uniform is required for these activities.

Camps and Excursions

Throughout the year students will attend several educational excursions with their class. Teachers will inform parents of these in advance. Parents/guardians will be required to sign one excursion form that will allow the child/ren to attend ALL excursions throughout the year.

The purpose of College excursions is to empower students to make positive choices in their lives and to give them the opportunity to develop independence, life skills and social skills away from familiar school and home environments. It also gives students the opportunity to deepen their understanding of curriculum areas, through participation in hands-on activities.

Students will attend camp from Year 3 onwards. Year 2 students will enjoy a sleep over at the school. We encourage parents to arrange sleep overs at friends' houses in preparation for the College sleep over and camp. Specific permission forms and camp packs will be sent to parents. Information sessions will also be provided.

Student Free Days

The College will have student free curriculum days from time to time to cater for term preparation, professional development for staff and the like, these will be notified in advance. The before and after school care provider, 'TheirCare' is frequently available on curriculum days. Bookings are essential.

Student Leadership Roles

Two students will be appointed as School Captains each year. As part of their role, Captains address families and students at special events such as assemblies, information evenings, Chapel or the opening of new buildings. Two students are appointed as Vice-Captains. Their role is to develop leadership skills and support the School Captains. Four students will be appointed as House Captains, they work to promote participation in sporting and extra-curricular activities. To apply for leadership positions, students must submit an application and participate in an interview. These students are elected by class teachers.

The Student representative Council (SRC) comprises of two students from each class. The role of the SRC is to advocate for their fellow students to ensure that the school is a positive environment. They also have opportunities for leadership training and development. The SRC will work with our School Captains and House Captains to coordinate student led events.



COLLEGE INFORMATION

Arrival and Departure Times

As a College, we commence yard supervision from 8:15am. Students must be picked up immediately after school or booked into TheirCare. Students should not be arriving or departing the College outside of the supervised times, unless they are enrolled into the outside school hours program (TheirCare) or are attending extra-curricular activities such as sports training or special excursions. To ensure the safety of our children, we ask that parents/guardians do not leave children unattended in the school grounds outside of these hours. If a student is dropped before 8:15am or not collected within 10 minutes of their designated year level finish time, they will be signed into the after-school care program at the cost of the Parent. If your child/ren arrives at school later than 8:45am, you are required to sign in using the kiosk in the College Reception. Your child/ren will then receive a late slip which they will give to their class teacher.

Signing In and Out

A student who is required to leave the College during the day for personal reasons, such as being unwell, or attending a medical appointment, must be signed out via College Reception by a parent or guardian. In an emergency, the College must account for everyone on site. If a student has an appointment during the school hours which requires them to leave the College grounds, they must provide a note from their parent/guardians to the teacher when they arrive in the morning. Any visitor who is on College grounds, must sign in and out through the Compass Kiosk at Reception.

Family Holidays Outside of Term Breaks

We strongly discourage families from taking holidays outside of the official school holiday period, as it significantly impacts student learning. Parents who wish to withdraw their child from College, outside the official holiday period for 5 consecutive days or longer, must complete an extended leave application to be reviewed by the Head of Campus. Students must meet the required learning standards and 90% attendance rate each year.

Returning to School after Absence

When a student returns to school after a period of absence, the parents/guardian must provide a note advising of the reason for the absence. A medical certificate or statutory declaration is also an acceptable form of absence notification.

Student Promotion from One Year Level to the Next

For a child to be promoted to the next year level, students must:

- » Demonstrate through his/her behaviour and attendance, a commitment to the College. This includes attendance and participation at official College functions.
- » Attend the College on a regular basis, which should not be less than 90% of class time unless a medical certificate has been provided or approval has been granted by the Head of Campus.

Procedure for Exiting Wyndham Christian College

Wyndham Christian College requires (1) one full terms notice in writing to the Registrar if a child is not returning to the College. Failing this, (1) one full term fee or 10 weeks equivalent, will be payable. This will be invoiced via FACTS on departure.

Parents/guardians must notify the College in writing via email after which an exit form will be sent for completion. The date the completed form is received at Reception, will be considered the date of notice of withdrawal.

Before and After School Care (TheirCare)

This service is provided Monday to Friday from 6.30am – 8.30am and after school until 6:30pm. The program, managed by TheirCare, is fully accredited by the government and access to government rebates applies on fees. Parents/guardians can enrol their primary school aged child/ren as either a permanent or casual booking. Children must be registered before they are able to access the program. Registrations can be made at <http://theircare.com.au>. Please contact College Reception for more information.

The College suggests that parents/guardians casually register their primary aged children in case an emergency arises. Please note, if the program is full, students may not be able to be accommodated. It is College policy that primary children not collected by 3:45pm are placed in after-school care, without exception, and costs charged to the parent.

Food

Students are to bring to school each day:

- » A drink bottle with water only please
- » A piece of fruit or vegetable for 'fruit break'
- » Food for recess (light snack for first break)
- » Lunch in a named lunch box to be kept in their school bags.

Please note that:

- » Lunch, recess food and a piece of fruit for 'fruit break' will be eaten inside.

As part of our commitment to sustainability and conservation we are a 'nude food' school. This means we strongly encourage the use of lunch boxes and the avoidance of disposable packaging wherever possible.

Canteen

On Tuesday and Thursdays, Students can order a selection of food and drinks through the Ultimate Schools App. Healthy food options are provided and delivered by a private vendor. The Vendor understands the importance of properly catering for food allergies and intolerances. Parents can visit www.ultimateschools.com.au to create an account. Orders can be processed using a credit or debit card.

Food delivery services are not permitted (e.g. UberEats, Deliveroo).

Valuables and Sporting Equipment

The College cannot be held responsible for valuable items, from home, that go missing or are damaged at school. This includes jewellery outside our uniform guidelines, money, mobile phones or other devices, any toys or personal items from home. Sporting equipment brought from home must be clearly labelled. The College can not be held responsible for lost or stolen items.

Mobile Phones

The College has strict guidelines for the management of mobile phone usage by students. Mobile phones are not necessary during the school hours and will be confiscated for a period of time if a student is found in possession of a phone during the day. Phones must be dropped off at the College Reception upon arrival to school and can be collected at the end of the day. Students are not permitted to use any personal devices or mobile phones during the school day. Electronic devices and mobile phones are not permitted to be taken on excursions or camps. The use of



smart watches is banned. Teachers carry phones and can be contacted in emergencies. Under no circumstances can a child use their personal phone to call their parents from school or camp.

If a student is found inappropriately using a mobile device during the school day, it will be confiscated. On the first offence, the phone will be labelled with the student's name, placed in a storage bag and returned to the student at the end of the day. A repeat offence will result in the College contacting the student's parents regarding the use of mobile devices. Parents will be asked to collect the device from Reception.

Any student found using electronic devices inappropriately, such as for the purpose of bullying (including cyber bullying), filming others without permission, accessing offensive material on the internet, or taking inappropriate/unsolicited photographs, will receive serious consequences as outlined in the Behaviour Management Policy.

Making/Receiving Phone Calls at School

Students may not make or receive calls whilst at school. Our administration staff will pass on any URGENT messages when parents contact the main Reception. Students can be summoned to Reception to speak to parents if required.

School Banking

Students are encouraged to take part in the school banking program provided by the Commonwealth Bank. Children can bank as little or as much as they wish. It is the process of putting aside some money each week and watching their bank balance grow, that encourages lifelong positive saving habits. Please see the College Reception for further details.

Parent Volunteer Hours

Parent involvement at Wyndham Christian College is encouraged as it provides many benefits:

- » Increase awareness of the needs of the College.
- » Established sense of belonging to the wider College community.
- » Provides an opportunity to build relationships with other College families.
- » Results in significant reduction toward maintenance and other staffing costs, in turn, assisting to minimise fees.

Families are encouraged to complete a minimum commitment of 10 volunteer hours for the year. The PV hours fee of \$350 will be included on your initial invoice at the beginning of each year. We will provide a "Parent Volunteer Hours" form for each family and this can be signed off by a staff member each time hours are served. This form must be lodged on completion of hours and families will then be credited the full amount of \$350 to their FACTS account at the end of term. Families are welcome, of course, to complete additional volunteer hours. All completed forms are to be submitted no later than the 30th November to Reception and signed off in order to be processed as completed. Forms submitted after this date will not be accepted. Should you prefer, you may opt to pay \$350 in lieu of the 10 hours of service commitment.

Some of the various ways that a family can contribute include:

- » Assist with College Community events
- » Practical assistance, working bees, maintenance etc.
- » Resource preparation, book covering, laminating etc.
- » Attendance at excursions and camps.
- » Sports & special events and incursions participation.
- » Administrative assistance, copying, collating, booklet preparation.

There will be a wide range of opportunities to serve the College during the year. Family members of the same household over the age of 18 are eligible to participate in this program. Wyndham Christian College is committed to the safety of our students, therefore, a Working with Children Check is required for all participants completing volunteer hours near

College students. Please note that some jobs cannot be completed whilst attending to small children or babies. The College will try it's best to provide appropriate volunteering opportunities to all parents and their individual situations. Please see the College Reception for more details.

All visitors to the College during school hours MUST sign in and out at the College Reception through the Compass KIOSK and wear the appropriate visitor's badge. This includes all parents/guardians and volunteers.

Parents and Friends Association

The College has a Parents and Friends Association in which we encourage and welcome all parents to be involved. The role of this group is to welcome new families, support existing families, organise special events to build community spirit and assist with fundraising for special items, such as soccer goals, a piano etc.

Special Events include:

- » Mothers/Father's Day stalls
- » Morning Teas
- » Election Day BBQ
- » School Disco
- » New Families Welcome Day

Please contact the College Reception if you would like to be involved.

Working with Children Check

We strongly recommend that all WCC parents and guardians apply for a Working with Children Check prior to commencing at the College. Wyndham Christian College is dedicated to providing a safe environment for all our students and the Working with Children Act 2005 requires that all volunteers supply their Working with Children Check (WWCC) before they commence as a volunteer. People volunteer for a variety of reasons, not only do they simply enjoy helping others and building relationships, but many volunteers also want to learn new skills and gain experience. Volunteering can help people build confidence, self-esteem and meet new people.

The application for a volunteer WWCC is free of charge. Applications can be made via the following link: <http://workingwithchildren.vic.gov.au> and can take up to 6 weeks to be processed. The card will be valid for 5 years. Should a parent/guardian be a volunteer or employee elsewhere, they will need to update their WWCC details to include Wyndham Christian College as an additional volunteer organisation. Address changes and other personal information must be updated as they occur, and this can be done via the WWCC website. Parents/guardians who do not have a valid WWCC are unable to assist in volunteering for any classroom activities or attend excursions or camps.





Visitors to Classrooms

Parents should not enter the rooms at the end of the day, but rather wait for the children at a reasonable distance away from the room. We need to ensure that class time is undisturbed and that all children have the best possible chance to learn. From time to time, classes will hold events where parents/guardians will be invited to attend. Families will receive an invitation from the teacher to participate. This invitation will include the activity details and any items you may need to bring. Entry into the classrooms is strictly by invitation only and at the teacher's discretion. Conversations with other parents should occur away from the classrooms as this is distracting for students.

Car Pooling

Where students/guardians wish to consider carpooling arrangements, the College is prepared to provide mutual introductions to parents/guardians of families who live in the same area.

Crossing the Road

All students who cross major roads on their way to school MUST cross at the designated school crossing. As the College is located on a major road, our school crossing is directly in front of the school and is to be the only method used to cross. A school crossing supervisor will assist our students to cross safely.

Riding to School

Students are welcome to ride their bicycles to school but must only use the approved routes when on the College grounds. Students may only push their bikes when inside the school grounds. During the day, bicycles must be kept in the bicycle bay and remain there until home time. The bike bays are located behind the administration building. All bicycles should be secured with a bicycle lock. Government approved helmets must be worn whilst riding any form of wheeled transport to and from the College.

Traffic and Car Park Management

Parents/guardians who bring their child/ren to school and or collect them by car are requested to pay particular attention to our car park rules including speed signs and directional signs. Parents/guardians are advised to ensure that all students are supervised when walking through the car park to ensure the children are always safe. Cars are to be parked in the parking parallel bays only. Families must use the footpaths and designated crossings.

The College carpark has a pick up and drop off zone which is to be utilised by parents/guardians who are dropping or picking up their children quickly and do not wish to park the car and leave their vehicle. These bays are situated out the front of the administration building. If you are stopped in this zone, the driver is not to leave the car. This is a drop off and pick up zone **only** and cars should not occupy this car space for more than 3 mins.

Breakages

Any College items broken or damaged by students will need to be replaced. The discretion of the Head of Campus will be applied regarding the proportion of the replacement value to be sought. In general, breakages resulting from negligence or irresponsible behaviour would result in the student family paying the full replacement cost. The College is not responsible for personal items of value brought to school. Items lost or stolen will not be replaced.

Property

All items of personal property, including clothing, textbooks and stationery should be clearly labelled with the student's name to make it easier to identify and return to the correct student. All named items found will be handed to the student's teacher for return. A lost property cupboard is located at College Reception.

Photographs

The College requires that parents/guardians provide specific details regarding permission for their child to be photographed during their time at the College, at time of enrolment, whether it be for school or media purposes. There is an understanding that if it is for media purposes, no personal details, such as the child's name, are given without parental consent. If at any time a parent/guardian wants to rescind permission, the parent/guardian is to notify the college in writing via the College Reception. Please make the College aware if your child cannot be photographed for safety or personal reasons.

The College will hold a photograph day each year for all students (class and individual). These photos are for College records and family memories.

Toilets

For safety reasons primary children are always sent to the toilet area in pairs. At recess and lunch, children are not allowed to play near these spaces. Teachers complete regular yard duties around these spaces to ensure students safety.

COMMUNICATION

Email

All College notices and letters are sent home via email. Please ensure that the office has your correct email address. You may provide the office with more than one email address for correspondence purposes. It is very important that parents notify the College Reception of any change in home address, telephone or email contact details as soon as possible.

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

Website

The College's website can be found at <https://www.wyndhamcc.vic.edu.au> and contains lots of useful information about the College. Wyndham Christian College can also be found on Facebook.

Facebook

Wyndham Christian College has a Facebook page that contains current day to day information related to life at the College. This features College function reminders, photos and other College resources, services and highlights. We encourage families to follow the page.

Contacting Teachers

The College encourages Parent-Teacher communication. Families are asked to maintain a respectful and positive relationship with staff. Parents can contact teachers or student leaders in the following ways:

By Email: Teachers emails are available on Compass. Teachers will respond to emails within two working days of receiving them.

By Telephone: This can be difficult as teaching staff are not readily accessible. Staff are not able to take phone calls when teaching or when they are required to do supervision. In most cases the office staff will need to take a message and the teacher will try to call you back when they are available.

By SeeSaw: Teachers can be contacted quickly through SeeSaw.

Changes In Circumstances

Please advise the College as soon as possible if there is any change in your family's circumstances. For those families where legal custody is an issue, it is imperative that the College is advised so that we may assist with compliance. Supporting documents MUST be supplied to the Head of Campus.

SeeSaw

Seesaw is a student-driven digital portfolio that replaces the traditional school diary. Seesaw will serve as a means of communication between parents and the school. Along with the fortnightly newsletter and other information letters, it will convey information to parents about occurrences in the College. It will also encourage students and parents to discuss what goes on at school.

Teachers empower students to create, reflect, share, and collaborate. Students 'show what they know' using photos, videos, drawings, text, PDFs and links. It's simple to bring all the students work together in one place and share with families. Nothing is shared without teacher approval. Parents can install the Seesaw app on their phones and will receive notifications when items are posted. Parents can also log in using a PC at <https://web.seesaw.me>.

Portfolios follow the students throughout their schooling so it's possible to track progress over time and build a complete record of learning. Comprehensive portfolios are easily accessible to administrators, teachers, students and families.



Parent/Teacher Meetings

Contact between home and College is greatly encouraged. Opportunities for parent-College contact and meetings include:

- » Parent Information Evening Term 1
- » Parent Teacher Interviews Term 1 and Term 3
- » Other requested times throughout the year.

Parents/guardians are welcome to make an appointment with the teacher at any time during the year to discuss aspects of their child's progress as they feel necessary. Discussions with teachers, immediately before and after school, should be limited to minor matters as teachers must prepare for the days lesson or may be on yard duty.

Parent Etiquette

The College greatly values relationships with its parents/guardians and actively encourages parental involvement in College activities, 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 should not approach teachers to deal with difficult issues before class commences. Please make an appointment via email.

Parents are most welcome to attend Chapel services, Friday worship or College assemblies. Parents must sign in and out of the Compass kiosk. In the afternoon, parents should not enter school buildings. Students will be delivered to parents outside in the playground. Outside of drop off and pick up times, parents are not permitted to enter the school gate without signing in and without a current Working With Children Check.

Public Relations

What parents say about the College, whether positive or negative, has a huge effect. We encourage parents to talk to others about the positive experiences at Wyndham Christian College. Word of mouth is a major source of new enrolments for the College. If there is something that is concerning about any aspect of the College, please tell us about it and we will endeavour to remedy the situation. Avoid putting negative comments or concerns on social media. Posting inappropriate or harmful communication may result in a meeting with the Head of Campus.

Before you post something online about the College ask yourself:

- » Am I being a good role model for my child?
- » Will this information reflect badly on me?
- » Does the school community or individual really need to know this information?
- » Is this information relevant, helpful and positive?
- » Will this information upset or embarrass the school community or an individual?
- » Am I making the situation worse?
- » Have I followed the appropriate channels to resolve this matter?

If things do get heated online, consider logging out and taking time to distance yourself from negative communication.

Sharing Images and Videos

Remember that the legal implications around sharing personal information applies to images and video presented online. As the parent/guardian of your child, you have the right to choose who sees your child's personal information, including their image online. You also have a responsibility to not share the personal details or images of other children. If you upload photos on social media of school events, be aware of who is in the background. Some parents do not



want themselves or their children on social media. The College has a policy on when it is appropriate to use cameras for filming or photographing school events. Parents will be clearly informed at each event.

Feedback

Families are encouraged to provide feedback on how things are developing at the College. Wyndham Christian College greatly values emails and phone calls from parents. All comments are taken 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. From time to time, the College will seek feedback from our Community – Please take these opportunities to have your say.

The College has a Grievance Management Policy to help resolve any issues that may arise. The policy can be requested from the College office.

When families have a concern or issue, the following information is encouraged;

- » Email the class teacher with your concern. They are the first port of call.
- » Arrange an appropriate time to discuss further.
- » If you feel uncomfortable, speak to someone you feel comfortable with. This might be another teacher.
- » If the issue is unresolved, email the College Reception and they will direct your concerns to the appropriate leader.

Guidelines for Dealing with Others

Our approach should be aligned with Matthew 18:15, Love must be primary. We should lovingly, gently and personally approach one another, seeking to understand before making an accusation. Where there is genuine repentance, forgiveness ought to be accorded in the same manner in which Christ forgives us. When the approach outlined above has not resolved the matter, the individuals concerned are encouraged to seek the involvement of another person to assist or to advocate on their behalf. For staff or parents, this may be a matter of involving the relevant Year Level Cluster leader, Head of Teaching and Learning, Head of Campus or Executive Principal. Matters should NOT be escalated straight through to the Head of Campus or Executive Principal. If this occurs, they will be passed back to the preceding level.

Bullying

What is Bullying

Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious or hidden. Bullying of any form or for any reason can have long-term effects on those involved, including bystanders. Bullying is considered a very serious matter. Parents are asked to notify the child's teacher if they become aware of any bullying issues. Single incidents and conflict between equals, whether in person or online, are not defined as bullying. It is important that students and parents understand that bullying and an isolated unkind action is different.

There are many different types of bullying that can be experienced by children and adults alike, some are obvious to spot while others can be more subtle. Wyndham Christian College does not tolerate bullying of any description including:

Physical bullying

Physical bullying includes hitting, kicking, tripping, pinching and pushing or damaging property. Physical bullying causes both short term and long-term damage.

Verbal bullying

Verbal bullying includes name calling, insults, teasing, intimidation, homophobic or racist remarks, or verbal abuse. While verbal bullying can start off harmless, it can escalate to levels which start affecting the individual target.

Social bullying

Social bullying, sometimes referred to as covert bullying, is often harder to recognise and can be carried out behind the bullied person's back. It is designed to harm someone's social reputation and/or cause humiliation.

Social bullying includes:

- » Lying and spreading rumours
- » Negative facial or physical gestures, menacing or contemptuous looks
- » Playing nasty jokes to embarrass and humiliate
- » Mimicking unkindly
- » Encouraging others to socially exclude someone
- » Damaging someone's social reputation or social acceptance.

Cyber bullying

Cyber bullying can be overt or covert bullying behaviours using digital technologies, including hardware such as computers and smartphones, and software such as social media, instant messaging, texts, websites and other online platforms. Cyber bullying can happen at any time. It can be in public or in private and sometimes only known to the target and the person bullying.

Cyber bullying can include:

- » Abusive or hurtful texts, emails or posts, images or videos
- » Deliberately excluding others online
- » Nasty gossip or rumours
- » Imitating others online or using their log-in.

Discipline

A high standard of personal responsibility and behaviour is expected of students at Wyndham Christian College. A more detailed explanation of our discipline/bullying policy and procedures is available on the College website. Students that are not acting within the College expectations will be managed within the Behaviour Management Plan. The College is dedicated to maintaining discipline, which is firm, consistent, fair and tempered with love. The staff are involved in training young people to attain good Christian character, with an emphasis on the positive aspects of student conduct. Staff maintain standards of behaviour in the classroom through consistency, professionalism and a genuine regard for the student. If discipline becomes necessary, it is firmly carried out, strengthened by good judgement and understanding. There are several levels of effective behaviour management. These levels reflect the seriousness of the offensive and repetitive behaviour. The consequences for breaches of discipline will include one or more of the following:

- » Stop, Think, Do
- » Conduct Card 1 – 2 weeks (White and Red)
- » Daily litter patrol
- » Replacing damaged property
- » Time out
- » Interview with parents/student
- » Internal or external suspension
- » Written apology to the victim and College
- » Referral to Allied Health services
- » Referral to College Chaplain
- » Police involvement
- » Expulsion if severe behaviour continues unabated and/or if the nature of the incident warrants this level of response.



For students with serious or ongoing concerns regarding attitude, behaviour and actions, the College has a progressive Conduct Card system whereby students are held accountable and directed towards more positive outcomes. Conduct cards are issued by the Head of Campus. If a student can satisfactorily modify their behaviour, the process allows them to resume their normal schooling. In a minority of circumstances, if these measures are unsuccessful, a formal meeting with the student and parents is held to consider the termination of a student's enrolment.

Policies

The College Board has formulated and ratified a range of policies for Wyndham Christian College. A number of policies are available on the College website. Further information may be obtained upon request by contacting the College Reception.

HEALTH AND SAFETY

First Aid and Medication

In circumstances where a student becomes unwell or suffers an injury during the school day, they are to inform the appropriate teacher, who will send them to the office for first aid treatment if necessary. Our first aid room is staffed by caring attendants who are qualified in school first aid.

Students are not permitted to phone their parents or guardians and request them to collect them from school. This decision is to be made only by the teacher or first aid officer. These staff, acting as "Loco parentis", will use their discretion as to whether the child should remain at school in the first aid room or whether the parent/guardian should be contacted, and arrangements made for the child to be taken home.

In the event that neither parent/guardian cannot be contacted, first aid staff will contact an emergency carer, so it is important that their details are always kept up to date. Naturally all reasonable attempts will be made to contact one of the parents or guardians. It is expected that the request will be attended to immediately. It is the responsibility of the parents/guardians to make alternative arrangements if they cannot personally come to the College and collect their child promptly.

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

Please note that sometimes it is imperative that our teaching or first aid staff call an ambulance. The cost of this will be met by the family, so for this reason the College strongly recommends that families consider taking out Ambulance Victoria membership. In the event of an emergency where an ambulance needs to be called, and a parents/guardian or emergency carer is unavailable, a staff member will accompany the child to hospital in the ambulance.

Medication at School

According to regulations, first aid staff cannot administer medication to any child without written permission from their parent/ guardians. If, upon doctor's orders, ongoing medication is required whilst the child is at school, parents need to complete a 'Medication Authority Form' available at Reception.

All medication will be held in the first aid room and be administered ONLY by the first aid staff. No medication is to be brought on to the College grounds by any student without our first aid staff being informed beforehand. In cases where a student is required to take some form of medication, either temporarily or regularly, it is important that the parent/guardian inform the College including the name of medication, dosage required and reason for taking. It is preferable

that only the number of tablets required for the day, or for the course of the treatment, be provided to the first aid staff.

If deemed necessary, medication such as paracetamol or antihistamines may be administered to students, only if parental permission has been provided. Children's medication, such as Ventolin, will be sent on excursions with the class teacher.

Borrowed Clothes

The First Aid room has a limited supply of uniform items to assist students who may require a change of clothes during the day. Any items used in this way must be laundered and returned to the First Aid room the following day. A borrowing charge may be incurred if items are not returned.

Medical Action Plans (Allergies, Anaphylaxis, Asthma Management)

In cases where a student is known to suffer from a condition, such as epilepsy, allergies, asthma etc, it is essential that the parents/guardians complete an action plan which is available from the College office or a medical practitioner. If a parent/guardian suspects that their child/ren has an allergy, families must visit their family doctor to gain diagnosis and create a plan moving forward.

Once diagnosed, First Aid staff MUST be supplied with instructions from the doctor on how best to care for their child. If a child has been diagnosed with a life-threatening allergy, it is VITAL that first aid staff are provided with an emergency medical kit, complete with the doctors written instructions on how best to deal with any reaction. Parents/guardians are to provide the College with an up to date action plan regarding the child's medical condition. The College requires an Action Management Plan from the family doctor to enable the correct procedure to be followed if an asthma attack occurs. Valuable time may be lost in caring for a student if our First Aid staff do not have the proper instructions. Parents/guardians must provide the College with an Epi-pen if the student is anaphylactic.

Infectious/Contagious Diseases

Primary schools have a responsibility under the Public Health and Wellbeing Regulations 2019 to exclude students from school if unwell.

Note: *The regulations require the parent or guardian to inform the College as soon as practicable if the child is infected with any of the diseases listed in the table below or has been in contact with an infected person. It should be noted that in cases of diphtheria, typhoid and paratyphoid fever, exclusion and determination of recovery would be matters for the municipal medical officer of health.*

'Contact' means child of school age or preschool age living in the same house as the patient, 'patient' includes carrier and 'school' includes any preschool centre, kindergarten, primary school or secondary school. A patient or contact shall be prevented from attending school unless they comply with the conditions here-under prescribed.

It should be noted that during outbreaks of diseases described in the table below, the Head of Campus is to direct parents of students who are not immunised to keep their children at home for the recommended period.

Parents/guardians are asked to inform the College if their child/ren is/are suffering from an infectious/contagious disease. We have a current COVID 19 management plan in place and will operate under the direction of the DHHS as



appropriate. The following are some guidelines regarding infectious/contagious diseases:

Number	Conditions	Exclusion of cases	Exclusion of Contacts
1	Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
2	Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
3	Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
4	Diarrhoeal illness*	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
5	Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Chief Health Officer
6	Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
7	Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
8	Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
9	Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
10	Hepatitis B	Exclusion is not necessary	Not excluded
11	Hepatitis C	Exclusion is not necessary	Not excluded
12	Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
13	Human immuno-deficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
14	Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
15	Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
16	Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
17	Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
18	Meningitis (bacterial –other than meningococcal meningitis)	Exclude until well	Not excluded
19	Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
20	Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded

21	Molluscum contagiosum	Exclusion is not necessary	Not excluded
22	Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
23	Poliovirus infection	Exclude for at least 14 days from onset. Re admit after receiving medical certificate of recovery Not excluded	
24	Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
25	Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
26	Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
27	Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded
28	Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
29	Tuberculosis (excluding latent tuberculosis)	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
30	Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

Immunisation Status

We are required by law to obtain information about the status of a child's immunisation. This does not mean all students must be immunised, but the College does need to know if the child has been immunised or not. A current immunisation status certificate MUST be submitted to the College on confirmation of a child's enrolment, regardless of the child immunisation status. If a child's immunisation status certificate is not supplied, the student may be asked not to attend school until their immunisation status can be confirmed. A copy of a child's immunisation record can be obtained from the Australian Childhood Immunisation Register or from Medicare

In the event of a disease outbreak, the students that are not immunised can be quickly identified via the immunisation status certificate and excluded from attending school until the risk of infection has passed.

Homeopathic treatment is not a legally recognised form of immunisation and cannot be listed on an immunisation status certificate.

Head Lice

Students with Head Lice must stay home until treatment has been carried out; the next day is usually an appropriate time to return to school. Parents/guardians must inform the College so that a note can go home via the class that a head lice outbreak has occurred asking the parents/guardians to check their child(ren)'s hair that evening to minimise any further spread.



Health Hints

Absences inhibit a child's progress, but home is the place for a sick child. The following points should be noted:

- » The importance of a good night's sleep and regular bedtime.
- » A nutritious breakfast eaten in a relaxed atmosphere makes a good beginning to a school day.
- » Monitor the amount of time and type of shows children watch.
- » Set aside family time for prayer, Bible reading, family games and quiet time.
- » Limit time spent on technology.
- » Where possible, eat meals together.

SunSmart

Our SunSmart Policy has been developed to ensure that all students and staff attending Wyndham Christian College are protected from skin damage caused by the harmful ultraviolet rays of the sun. It is to be implemented throughout the year but with emphasis in Term 1 and 4. During Term 1 and 4, students are required to wear College approved hats at recess and lunch time.

This can also apply to other times when the students are outside for extended periods of time such as Physical Education or sports carnivals. Students are also encouraged to apply sunscreen before coming to school in the morning and will re-apply if necessary, throughout the day. Further information regarding College approved hats is provided in this handbook under the uniform section.

FINANCE

Application Fee

An application fee of \$100 per child must be paid when applying for enrolment with the College. This fee is paid when the application form is submitted with supporting documents and can be paid via cash, eft or credit card at the College Reception. This is a non-refundable fee.

Enrolment Confirmation Fee

Once a place at Wyndham Christian College has been offered, an enrolment confirmation fee must be paid within 14 days of the date on the letter of offer, to secure a place for the child/ren. The fee is \$400 per child and can be paid via cash, EFT or credit card at the College Reception. This is a non-refundable fee.

General Tuition Fee

The College board determines the fees set out for each year. Fees are due and payable within 14 days of issue of the invoice issued in January. Families will receive an email with login details and are required to register with FACTS to arrange their payment. There are a variety of payment options available. Some provide early discount incentives whilst other options allow parents to pay periodically. Fee payments are managed online via <https://online.factsmgmt.com>. Further information regarding payment of fees is provided on the yearly invoice that is sent to parents before the commencement of the school year.

The following items are not included in the general tuition fees:

- » Fundraising activities
- » The Music Bus
- » College Uniform
- » The Resource Levy

- » Device payment for Secondary
- » General non-compulsory activities
- » Transport to and from school
- » School Camps
- » Math or Science Competitions

Student's taking extended holidays are not entitled to receive any form of refund for the portion of leave from the College.

Wyndham Christian College requires (1) one full terms notice in writing to the Registrar if a child is not returning to the school. Failing this, (1) one full term fee or 10 weeks equivalent, will be payable. This will be invoiced via FACTS on departure

Sibling Discounts

The College offers the following discounts for siblings:

- Second Sibling 15% Discount
- Third Sibling 25% Discount
- Forth Sibling 25% Discount

Resource Levy

The levy is chargeable at the beginning of the school year and will appear on their FACTS account. The following items are included in the resources levy:

- » Fee indemnity insurance
- » General compulsory activities
- » Excursion costs
- » Compulsory sports activities
- » Electronic devices
- » General school resources, stationery and books

Outstanding Accounts

If there are outstanding accounts at the end of an academic year, the college reserves the right to inform families that their child/ren will be unable to return for the following school year. The College also reserves the right to instigate appropriate debt collection processes, at the expense of the family in question. Debts will incur interest.





STUDENT PRESENTATION

College Uniform

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 Wyndham Christian College is compulsory. Parents/guardians are asked to read this section very carefully and refer to it often to ensure that the uniform is worn correctly. All students are expected to conform to all College uniform requirements. If in breach of a requirement, students may be excluded from attendance at the College and participating in excursions.

PRIMARY GIRLS UNIFORM	PRIMARY BOYS UNIFORM	PRIMARY SPORTS UNIFORM
Summer		
<ul style="list-style-type: none"> • White, navy and maroon check dress with contrast piping • Navy or black sports underpants or fitted shorts • Plain white turn down ankle socks • Black leather, lace-up or Velcro school shoes (no t-bar or baby doll shoes) • Maroon jumper with school logo • Maroon bucket/slouch hat 	<ul style="list-style-type: none"> • Navy shorts • White short sleeved cotton shirt (tucked in) • *Navy turn down ankle socks (not anklets) • Black leather lace-up or Velcro school shoes (no boots, sneakers or steel caps) • Maroon jumper with school logo • Maroon bucket/slouch hat 	<ul style="list-style-type: none"> • Navy interlock shorts • School maroon polo shirt with navy sleeves and school logo • White sports socks • Sports sneakers
Winter		
<ul style="list-style-type: none"> • Check tunic & bow tie (Prep-Grade 4) • Check skirt & tie (Grade 5 onwards) • White long-sleeved shirt with Peter Pan collar • Navy tights/stockings or Navy knee • high socks • Black leather lace-up or Velcro school shoes (no t-bar or baby doll shoes) • Maroon jumper with school logo 	<ul style="list-style-type: none"> • Navy trousers • Tie • White cotton long sleeved shirt • Maroon jumper with school logo • Navy socks • Black leather lace-up or velcro school shoes (no boots, sneakers or steel caps) 	<ul style="list-style-type: none"> • Navy tracksuit and jumper with school logo • School maroon polo shirt with navy sleeves and school logo • White sports socks • Sports sneakers

Seasonal Changes in Uniform

Please note the following regarding seasonal changes in uniform:

- Terms 1 and 4: Official Summer uniform
Terms 2 and 3: Official Winter uniform

There is a 2 week cross-over at the beginning of Term 2 and 4, where students may wear winter or summer uniform.

Sports Uniforms

All students must wear the official sports uniform as specified when participating in PE/Sport, UP and Go and sporting events. When a student is representing the College in an external sporting event, the student will be advised and supplied a uniform specified by the College i.e. cricket whites, basketball or netball uniform.

Wet or Cold Weather

The College navy waterproof jacket is the only approved jacket to be worn in the colder weather. This can be worn all year.

Year 6 Jacket

The Year 6 jacket may be worn on top of the School Maroon Jumper. It does not replace the formal uniform items. Upon request from the teacher or College Leader, the jacket should be removed to reveal the full school uniform for formal assemblies, photos or excursions etc.

Approved School Bags

The official College school bag is a uniform requirement and students must have this bag. No other school/sports bags are permitted.

Swimwear

Swimwear must be a one-piece, modest cut of any colour for girls. Boys must wear speedo style or board shorts of any colour. Rash vests can be worn if desired.

Additional Uniform Expectations

Jewellery	<ul style="list-style-type: none">• Students may wear one wristwatch with any band• Girls may wear one pair of round, plain gold/silver studs or sleeper earrings in the lower lobe. No coloured stones or drop earrings are permitted. Nose rings are not permitted. Plastic fillers may only be worn if they are inconspicuous.• Boys are not permitted to wear earrings.• A necklace can be worn if it is fully concealed underneath the school uniform and removed for practical subjects where student safety may be at risk. Necklaces that are visible will be confiscated. <p><i>*Families can apply for special exemptions in the case of religious or significant jewellery, these exemptions must be approved by the Head of Campus. To apply for an exemption, families must contact Reception for a Uniform Exemption form. This must be completed by the child's place of worship requesting an amendment. With the Head of Campus permission, only one ring of significance may be worn. During Physical Education or Technology based subject, students may be asked to remove or cover these items to preserve safety to themselves and others.</i></p>
Make-up	<ul style="list-style-type: none">• Make-up, coloured nail polish and artificial nails are not permitted. Should a student come to school wearing nail polish or make up, they will be requested to remove it.
Girl's Hair	<ul style="list-style-type: none">• Shoulder length hair and longer needs to be tied back throughout the school day.• Hair accessories must be in the college colours of maroon, navy, black or white.• Hair styles must not draw undue attention to the student. No extremes of style or colour.



Boy's Hair	<ul style="list-style-type: none"> • Hair must be neat, tidy and should sit above the collar. Hair styles must not draw undue attention to the students. No extremes of style or colour, or shaved sections or lines. • Boys must be clean-shaven.
Tattoos	<ul style="list-style-type: none"> • Real or temporary tattoos are not permitted at the College.
Hat	<ul style="list-style-type: none"> • It is compulsory to wear a hat in the playground throughout the first and fourth term.
Coat, Scarves and Head Coverings	<ul style="list-style-type: none"> • The College navy blue spray jacket must be worn, no other jackets will be accepted. • Scarves, beanies or other head coverings must be in school colours and free from patterns. • Beanies and jackets must be removed in class.
Winter skirts & Summer Dresses	<ul style="list-style-type: none"> • Skirts and dresses must be worn just below the knee and should touch the ground while kneeling.
Girls Opaque Tights or Socks	<ul style="list-style-type: none"> • Girls who wear tights must wear a minimum of 50 denier tights during the winter. • Ankle socks can be worn underneath the tights to make the shoe more comfortable, but not over the top. • Navy socks must reach the knee.
Boys Shirts, Trousers Shorts & Socks	<ul style="list-style-type: none"> • Boys must wear a short-sleeved shirt in the summer and a long-sleeved shirt in the winter. No coloured or printed t-shirts are to be worn under the school shirt. • Shorts must be worn in the summer and pants must be worn in the winter. • Blue turn down ankle socks are to be worn with the formal school uniform (not anklets).
Ties	<ul style="list-style-type: none"> • Girls must wear the bow tie with their winter tunic until Year 4. In Year 5 they must wear the check skirt with the College tie. • Boys from Prep onwards must wear the tie. • Ties are available on a loop (this is recommended for younger years), as well as without.
School shoes	<ul style="list-style-type: none"> • Students are to wear black, polished lace up or Velcro school shoes. • For girls, T-bar or baby doll shoes are not permitted. Boys should avoid wearing boots or black sneakers. We encourage parents of middle and upper primary students to buy shoes with laces to help develop fine motor skills. • Students must wear supportive sneakers with their Physical Education uniform, and should avoid soft, slip on shoes.
School Bag	<ul style="list-style-type: none"> • Only the Wyndham Christian College backpack with school emblem is permitted.
Summer/Winter Uniform	<ul style="list-style-type: none"> • Summer uniform is to be worn throughout Terms 1 and 4 and winter uniform is to be worn in Terms 2 and 3. For all school functions, correct seasonal uniform is to be worn. • For the first two weeks of Term 2 and the first two weeks of Term 4 a two-week cross over period applies. Students may wear either summer or winter uniform during these times.
Formal/PE uniform	<ul style="list-style-type: none"> • Students should refrain from mixing the two uniforms. The school jumper must be worn with the formal school uniform and the PE jumper must be worn with the PE uniform.
Labelling	<ul style="list-style-type: none"> • All items of clothing need to be clearly labelled with the child's name.

NB: Nothing worn under the uniform is to be visible either through the fabric or at the neck/arm line.

We appreciate parent and student diligence in maintaining school uniform and the College will contact you if unacceptable items are worn.

At Wyndham Christian College we 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. The College expects that every effort is made to ensure that all students are in the correct uniform. In cases where a student is out of uniform, a note from their parent/guardian must be provided, explaining the circumstances.

Out of Uniform Events

Students are permitted on special event days to wear casual clothes to school. In keeping with the College Uniform Policy, it is expected that students dress modestly, neatly and suitably to reflect the values of the Christian faith and the College.

The following is unacceptable:

- » Revealing clothing
- » Inappropriate footwear including high heels and thongs
- » Make up and Jewellery
- » Inappropriate language or pictures on clothing
- » Untidy or coloured hair

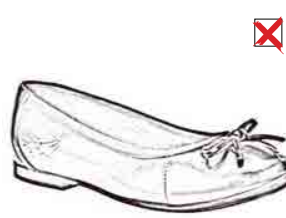
Footwear

Please see below regarding the selection of both acceptable and non-acceptable footwear regarding the formal college uniform. Sneakers can be worn for Physical Education.

Approved Footwear



Non approved footwear



Uniform Shop

Uniforms **MUST** be purchased from **Rushfords Schoolwear** located shop **1/13 Barnes Place, Werribee**. Purchasing from an alternative supplier is not recommended as items are not the same colour quality or design and detract from our uniform, standing out at school, on excursions and during school photos.

We will keep a stock of school hats and boys and girls' ties are available at College Reception for purchase for your convenience.

Uniform prices can be found via our website here: <https://wyndhamcc.vic.edu.au/uniforms>

*Prices are subject to change each year



Wyndham
Christian College

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Head of Campus: Jennifer Trodden

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