

# Victory Christian College Handbook



## TABLE OF CONTENTS

Preamble .....	2
Interpretation .....	2
Introduction .....	2
Statement of Faith .....	3
College Vision .....	4
Philosophy .....	5
College Values .....	5
Aims and Objectives .....	6
College Board .....	8
Digital Platforms for Parent Use .....	9
Administration Matters.....	9
Awards and Achievements .....	13
Curriculum .....	14
Medical Information .....	14
College Policies .....	16
Car Park Management .....	16
Child Safety and Child Protection .....	16
Child Safety Code of Conduct .....	17
Enrolment .....	18
Uniform .....	20
Visitors .....	20
Volunteers .....	20

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Affiliations: Independent Schools Victoria - ISV

Christian Schools Australia – CSA

School Sport Victoria – SSV

## PREAMBLE

Victory Christian College is a Christian organisation. It exists to advance the Christian religion through the provision of education and religious instruction, in a Christ centred environment in which the spiritual, academic, social and physical development of the individual can be fostered in harmony with the home and the church community.

Further, it is essential to the religious purpose for which the College exists that its operations be conducted in accordance with its religious doctrines, beliefs or principles. In the context of Christian schooling, conduct that is inconsistent with the Christian beliefs of the College can impact detrimentally on:

- (a) the ability of the College to be conducted in conformity with its Christian doctrines, tenets, beliefs or teachings;
- (b) its ability to maintain its religious ethos; and
- (c) its ability to model a Christian standard of conduct to each individual student and to the student body.

Such conduct can remove the ability of the College to act in conformity with its doctrines, beliefs or principles and can incur injury to the religious sensitivities of adherents of its religion. Such conduct may also be prejudicial to the interests or reputation of the College.

This Document may be varied from time to time by the College. This Document does not form part of any contract of enrolment.

## INTERPRETATION

All Victory Christian College documents, policies, procedures, guidelines, handbooks, codes of conduct and other documents are to be interpreted in a manner that is consistent with the Statement of Faith. The College may adopt, supplement, vary or rescind its documents, policies, procedures, guidelines, handbooks, codes of conduct and other documents it has adopted at any time in its absolute discretion by the provision of notice.

The College may update, amend, innovate, supplement, vary or replace its policies, rules or procedures at any time by the provision of notice to caregivers. Students will be treated as being bound by the policies, rules and procedures. As a condition of enrolment, caregivers undertake to ensure the student has understood the policies, rules and procedures (including as amended, innovated, supplemented, varied or replaced from time to time). In this document, 'policies, rules and/or procedures' means the College policies, rules and/or procedures available via the College website and/or parent portals and/or in publications that the College makes available, as updated, as amended, innovated, supplemented, varied or replaced from time to time.

If any part of this Handbook, or part thereof, is, becomes or is declared by any judicial or other authority to be invalid, void, voidable, illegal or otherwise unenforceable, the provision, or part thereof, will be either:

- a) severed from this Handbook; or
- b) read down,

in the manner that best achieves the purpose of the College without illegality, and the remaining provisions of this Handbook shall remain in full force and effect unless the College in the College's discretion decides that the effect of such declaration is to defeat the original intention of the College in which event the College may update, amend, innovate, supplement, vary or replace this Handbook by the provision of notice.

## INTRODUCTION

Victory Christian College was opened in 1995, as a ministry expression of Victory Church Bendigo; which is part of Acts Global Churches (formerly, Apostolic Church Australia). The College is an Incorporated Association and is operated independently. It is governed by a Committee of Management, known as the College Board.

Acts Global Churches is a Pentecostal movement, birthed in the early 20th Century in Wales, through the influence of the Welsh Revival of that time. The worship and ministry experienced during College life; for example, in chapel and church services, on camps, etc. reflects this expression.

The College has a balanced approach to fostering Christian values and teaching a Christian worldview. The emphasis on integrity, and the high standards expected of all staff members, allow College families to feel confident in the environment provided.

The College aims to serve the families of our local community and surrounding areas with excellence while sharing the message and example of Jesus.

Victory Christian College is affiliated with State, National and International Education Organisations, which provide accreditation and support (ISV and CSA, outlined on the Contents Page.)

## STATEMENT OF FAITH

Our academic and spiritual program is founded upon the Bible, which is the revelation of God through the written word inspired by the Holy Spirit. The College's beliefs are articulated in its Statement of Faith and are foundational to all that we teach. Those beliefs are detailed in full below.

### 1. Introduction

- Education, at its heart, is about exploring, discovering and embracing truth. Not only must the College impart knowledge, but teachers are called to enlighten knowledge with wisdom to help their students understand the world they live in and their purpose in it. (Psalm 19)
- We believe that the ultimate meaning and purpose of life rests in Jesus Christ and His work on the cross. The College is a beacon of hope, built upon the foundation of the redeeming love of God through Jesus Christ. (Genesis 3, 2 Corinthians 5:19)
- The College plays an important role in the formation of students, at the invitation of their parents - in leading and nurturing them, spirit, mind and body, to lay hold of their unique purpose and potential in God's world, and to equip them for a life of fulfilment and significance. It is the aim of the school that graduating students will be transformational in their future callings and vocations. (Psalm 139:1-18)

### 2. The Bible

- The whole Bible is uniquely inspired by God and is therefore wholly trustworthy and of supreme and final authority in faith and life. (2 Timothy 3:16-17, 2 Peter 1:21).
- We believe that the Bible, comprising the Scriptures in the Old Testament and New Testament, teaches the truth about essential beliefs of the Christian faith including who God is, who Humanity is, what the Gospel is and what response God requires from his people. (Deuteronomy 10:12-13, Psalm 119:105, Mark 1:15; John 20:31, Romans 12:1-2)
- The character and attributes of God; His everlasting power and divinity are shown in the created universe which is consistent with the specific teachings of the Scriptures. (Psalm 19:1, Romans 1:20)

### 3. The Gospel

- The Church is the company of all believers who have received new life through faith in Christ, formed by His Spirit into one body, of which Christ is the Head. The Church is commanded by Jesus to make disciples in all nations. (Ephesians 3: 4-10, Matthew 28: 19-20)
- Until Jesus returns, God calls believers to respond to the Gospel by living as restored disciples of his Kingdom in a broken world with a commission to spread the Gospel, to make disciples and to engage in personal, relational, communal and civic conduct that is transformed by the Gospel, and which serves as an example to the world. (Matthew 28:19-20, Matthew 5:13-16)

### 4. God

- The sovereign God is one, in three co-equal eternal persons, the Father, the Son and the Holy Spirit, who act together in creation, providence, redemption, and restoration. (Matthew 28:19, Colossians 1:12-16)
- The Lord Jesus Christ - His deity, virgin birth, sinless life, His miracles, His atoning death for the sin of the world, His resurrection and ascension to the right hand of the Father and His personal future return to this earth to reign in power and glory. (John 1: 1-14, 2 Corinthians 5:21, Romans 8:34, Colossians 1:9-10, 1 Timothy 3:16)

- We believe in the Holy Spirit who with the Father and the Son is worthy of our worship, who convicts the world of guilt in regard to sin, righteousness and judgement. The Holy Spirit unites us with Christ, and makes us partake in Christ's risen life, pointing us to Jesus, freeing us from slavery to sin, producing in us his fruit, granting to us his gifts, and empowering us for service in the world. (John 3: 5-7, John 14: 16-18, John 15: 26)
- In His death and resurrection, the Lord Jesus Christ took the place of humanity, making full payment for the sins of all people. For those who accept his gift of grace and exercise faith in Him, He secures forgiveness, a right relationship with God, a new life now and everlasting life at the end of history. (Romans 3:23-26, 2 Corinthians 5:21, 1 Peter 1:3, 1 Peter 2:24)

## 5. Humanity

- God has created humanity in His image and ascribed dignity, sanctity and worth to human life from conception until death. God requires human life to be accorded respect and to be protected from harm (Genesis 1:27, Psalm 139:13-16, Exodus 20:13)
- God has instituted the covenant of marriage; that being the union of a man and a woman who have voluntarily entered into a loving, committed and exclusive relationship for as long as both live. (Genesis 1:27; Genesis 2:18-25; Matthew 19:4-6; Ephesians 5:22-33; Revelation 19: 6-9.)
- God has instituted the family as the central social structure and parents have the primary responsibility for bringing up their children. God has also instituted the church to make disciples from all the nations and provide spiritual teaching. He has established civil government to make laws, keep civic order and promote human flourishing. Each of these institutions has distinct roles and responsibilities which overlap but one should not usurp the role of the other. (Genesis 1:28, Mark 12:17, Romans 13:1-7)
- Humanity, originally created for a relationship with God, has turned away from God and thus become sinful by nature and practice, unable by any personal merit or effort to restore that relationship. (Genesis 1:26-31, Romans 1:18-32, Romans 3:23, Titus 3:3-7)

## 6. Maintenance of Christian Ethos

- Victory Christian College Inc. aims to spread and strengthen the teaching of the Christian religion, as articulated in this Statement of Faith, the maintenance of the doctrines upon which that religion rests, and the observances that promote and manifest that religion.
- In the context of Christian schooling, conduct that is inconsistent with the Christian beliefs of the College, including on the part of the student body, can impact detrimentally on:
  - the College's ability to be conducted in conformity with its Christian doctrines, tenets, beliefs or teachings;
  - its ability to maintain its religious ethos; and
  - its ability to model a Christian standard of conduct to each individual student and to the student body.

Psalm 127:3; Proverbs 22:6; Matthew 5:13-16; Matthew 18:16; Matthew 18:10; Mark 9:37, 42; Luke 17:1-2; Acts 20:28; Ephesians 2:20-22; Ephesians 5:3; Hebrews 10:24-25; Hebrews 13:17.

## COLLEGE VISION

Victory Christian College is committed to sharing Christ's love and pursuing academic excellence in a dynamic community, which fosters creativity and personal success. Victory Christian College builds leadership, hope, compassion and self-discipline through a safe and nurturing environment.

The College will teach the curriculum from a biblical worldview, in a manner that draws upon and is consistent with the beliefs of the College (including as articulated in the Statement of Faith).

The College is committed to providing a safe, supportive and social environment where students feel nurtured as they learn. Teaching provided by employees of Victory Christian College will be consistent with the Statement of Faith and will at all times be provided in a safe environment, being respectful and attentive to the individual needs and circumstances of all students.

## PHILOSOPHY

Victory Christian College exists to serve the Community of Bendigo and surrounding areas. The primary objective of the College is to ensure that the College's values and practices honour God, expressly affirm and promote the Christian ethos of the College as expressed in the Statement of Faith, and are in the best interests of students, their families, staff and the wider Christian community that the College serves.

The objective is pursued by the delivery, at a reasonable cost, faith-based education, that is consistent with the Statement of Faith, and which builds a sense of belonging in a nurturing environment; allowing students to develop relationships, understanding and skills required for life-long learning, and an ongoing relationship with Christ.

The College will provide high-quality schooling relevant to Australia and its position in the Asia/Pacific region that prepares each student to live a full and effective life. The College will develop structures and services that will, as far as possible, enable all students, irrespective of ability, ethnicity, sex, socio-economic circumstances or special learning needs, to participate fully in the program of the College and experience success. The College will teach the curriculum from a biblical worldview, in a manner that draws upon and is consistent with the beliefs of the College (including as articulated in the Statement of Faith).

This will be achieved through the delivery of a broad and differentiated curriculum and diverse co-curricular program that caters for individual needs and interests.

Parental input will be encouraged by open communication and involving parents directly in the programs of the College.

## COLLEGE VALUES

Our Values Education Program focuses on twelve core values, which are explored from a Biblical perspective, with one value covered per term across a three-year cycle. The College Values are listed below.

### **Belonging**

See how very much our heavenly Father loves us, for he allows us to be called his children—think of it—and we really *are*! John 3:1 *TLB*

### **Creativity**

The heavens are telling the glory of God; they are a marvellous display of his craftsmanship Ps 19:1 *TLB*

### **Justice**

Happiness comes to those who are fair to others and are always just and good. Ps 106:3 *TLB*

### **Courage**

Be strong and courageous. Do not be afraid; do not be discouraged, for the LORD your God will be with you wherever you go. Josh 1:9 *NIV*

### **Leadership**

God has shown you His grace in many different ways. So be good servants and use whatever gift He has given you in a way that will best serve each other. 1 Peter 4:10 *ERV*

### **Diligence**

But also, for this very reason, giving all diligence, add to your faith virtue, to virtue knowledge, to knowledge self-control, to self-control perseverance, to perseverance godliness, to godliness brotherly kindness, and to brotherly kindness love. 2 Peter 1:5-7 *NKJV*

### **Respect**

Show respect for everyone. Love Christians everywhere. Fear God and honour the government. 1 Peter 2:17 *TLB*

### **Hope**

"For I know the plans I have for you", declares the Lord, "plans to prosper you and not to harm you, to give you hope and a future". Jeremiah 29:11 *NIV*

### **Identity**

Thank you for making me so wonderfully complex! Your workmanship is marvellous, how well I know it. Psalm 139:14 *NLT*



## Compassion

Show mercy to others. Be kind, humble, gentle, and patient. Don't be angry with each other but forgive each other. If you feel someone has wronged you, forgive them. Forgive others because the Lord forgave you. *Colossians 3:12-13 ERV*

## Faith

Trust in the Lord with all your heart and lean not on your own understanding. In all your ways acknowledge Him, and He shall direct your paths. *Proverbs 3:5-6 NKJV*

## Excellence

In all the work you are doing, work the best you can. Work as if you were doing it for the Lord, not for people. *Colossians 3:23 EXB*

## AIMS AND OBJECTIVES

### Victory Christian College is committed to:

- Demonstrating the love of God and teaching Biblical truths in a manner consistent with the Statement of Faith.
- Developing in students the desire to serve God and society, and the skills to exercise leadership.
- Nurturing Christian values, standards of morality and ethics.
- Fostering a culture of authentic faith within the College as a whole, including through religious services, and other religious practices and observances (including, but not limited to, prayers, devotions and sharing testimonies) It is a condition of enrolment that caregivers and students agree that, notwithstanding the religious belief or background of the student and their family, all students must attend and participate in devotional activities and in classes in which Christian religious education will be provided.
- Providing an environment which is most conducive to the formation of a deep and authentic faith in students. This will be done primarily by ensuring that an authentic life of faith is modelled to students by all staff, volunteers, and contractors within the College community. To this end, the College will ensure that its religious beliefs, including as articulated by the Statement of Faith, permeate the operations of the College.
- Promoting excellence in all aspects of College life.
- Providing a sequential and balanced curriculum that enables students to progressively develop appropriate knowledge, skills and understandings at each year level.
- Offering experiences that promote a healthy lifestyle and that motivate and challenge students intellectually, physically and spiritually.
- Providing a rich learning environment that engages students and caters for their individual needs.
- Assisting students in discovering and developing their unique talents and capacities.
- Providing a secure and supportive environment where responsible relationships may be developed amongst all members of the College community.
- Developing self-disciplined young people who are optimistic, confident, articulate and resourceful.

### The College will provide an education that promotes: Christian Missions and Service

- Encourage each student to be sensitive and responsive to the needs of others. (Philippians 2:4).
- Help each student develop the abilities and skills needed to effectively communicate the Gospel of Christ. (Romans Help each student develop a knowledge of and spiritual concern for other people and cultures, and assume the responsibility each Christian has in the area of world missions. (Matthew 28:19-20).
- Provide opportunities for students to be involved in and support local community service initiatives and global mission projects.

### **The College will provide an education that promotes: Christian Faith and Values**

- Help each student increase in knowledge of God and accept Him as the source of knowledge and wisdom.
  - Encourage each student to accept Christ as his or her personal Saviour and to continue to grow and develop in the knowledge of Christ so as to become more like Him. (Ephesians 4:13).
  - Help each student understand the present ministry of the Holy Spirit, who lives in each believer, and guides each believer in the understanding and application of Biblical principles. (John 14:26; 16:13; 1Cor. 6:19)
  - Help each student gain a knowledge of, appreciation for, and confidence in the Bible as the only inspired, infallible, and authoritative Word of God, and encourage each student to be consistent in personal Bible study.
  - Help each student understand the significance of the local church and the necessity for regular attendance and involvement.
  - Help each student identify and develop his/her unique gifts and abilities, and the importance of using them for the benefit of the entire Christian community. (1 Cor. 12:7; Ephesians 4:16).
  - Help each student with the development of personal Christian convictions and values, and encourage commitment to them during times of challenges and adversity. (Ephesians 6:11-13).
- Teach Christian Values that focus on respect, integrity, honesty, trustworthiness, understanding, justice, care and compassion.

### **The College will provide an education that promotes: Intellectual Development**

- Assist each student in recognising that each area of the curriculum, whether scientific, historical, mathematical, literary, or artistic, must be understood within the pattern of God's truth as revealed in the Bible.
- Develop students in:
  - Skills of literacy, numeracy, analysis, problem solving, information processing and computing.
  - An understanding of the role of science and technology in society, together with scientific and technological skills.
  - A knowledge and appreciation of Australia's historic and geographical context.
  - Knowledge of the geography and culture of Australia's Asian neighbours.
  - An appreciation and understanding of, and confidence to participate in the creative arts.
  - An understanding of, and concern for, balanced development of the global environment.
  - A capacity to exercise judgment in matters of morality, ethics and social justice.
- Challenge each student to strive for excellence and maximum achievement in every area of the instructional program.
- Prepare each student to pursue independent study, to reason logically, and to develop a life-long interest in learning and intellectual development.
- Prepare each student with the knowledge and skills necessary for further study and occupational competence.
- Assist each student in the development of creative and critical thinking skills, using Biblical principles and criteria as the basis for evaluation.

### **The College will provide an education that promotes: Physical Development**

- Assist each student to understand that the body is the temple of God and is to be kept clean and pure and capable of responding to God's direction.
- Encourage each student to accept personal responsibility for achieving and maintaining physical fitness and practising good health habits.
- Develop in each student an awareness that a healthy physical body contributes significantly to a sound mental, spiritual and social state.
- Assist each student in recognising the dangers inherent in the use of substances harmful to both physical and spiritual well-being, and in accepting responsibility to avoid the use of such substances.
- Assist each student to develop an interest in the skills needed for life-long involvement in physical activities.



### **The College will provide an education that promotes: Social and Cultural Development**

- Encourage each student to develop Christian attitudes, accept principles of behaviour, and base decisions on the spiritual, moral, and ethical values of the Bible.
- Prepare each student to assume the responsibility and privileges of citizenship.
- Teach each student the Biblical principles regarding marriage and family life and the personal commitment needed to establish and maintain Christian families.
- Assist each student to acquire the attitudes and skills essential for effective interpersonal relationships.
- Impart to students an understanding of their cultural heritage and national identity.
- Develop an awareness of, and respect and tolerance for, social, economic and racial differences.
- Equip students with knowledge and skills to become responsible citizens in a democratic society who understand the rule of law, equal rights for all before the law and their place in the global context.

### **The College will provide an education that promotes: Career Development**

- Equip students with the skills, knowledge, understanding and work ethic they require to be successful young people as they pursue further education and career training.
- Provide work experience opportunities and career pathways for senior students.
- Provide strong transition programs that adequately prepare students for further education and training opportunities.
- Assist each student to develop respect for the dignity of labour and pride of performance.
- Assist in developing values, capabilities and knowledge essential to prepare young people for the future of work.

## **COLLEGE BOARD**

### **Statement of Strategic Intent**

Victory Christian College will be governed by a caring Board, ensuring integrity, financial viability, sound policies and transparent administration, pursuing new opportunities and growth for our college community. This will be achieved through the focus on five key areas:

- Continual development of facilities and equipment
- Development and implementation of new policies and cyclic renewal or existing policies
- Continued Board renewal with new membership, whilst retaining organisational memory
- Development of succession planning strategy for key staff
- Continued reduction of debt to sector averages and below.

### **Responsibility**

The Victory Christian College Board is responsible for the governance and policies of Victory Christian College. The Board's responsibilities are as follows:

- Assisting the College in the maintenance of its religious ethos
- Assisting the College to conduct its activities in a manner that is consistent with the Statement of Faith and the Christian beliefs and ethos of the College more generally
- Establishing and monitoring College policies
- Financial and Administrative Affairs
- Broad educational direction
- Buildings and grounds
- Monitoring the performance and progress of the College.

### **Board Composition**

The Members of the Board are determined by the Victory Christian College Inc. Constitution, which sets out the following positions:

- Principal of Victory Christian College
- Senior Minister Victory Church
- Representative of Acts Global Church (AGC)
- Three Eldership appointees of Victory Church
- Treasurer (Appointed by Board)
- Christian Minister (Non-AGC – Appointed by Board)

- Business Person (Appointed by Board)
- Elected Staff Representative
- Elected Parent Representative
- Elected Parent Representative (Not a member of Victory Church)

## DIGITAL PLATFORMS FOR PARENT USE

The College uses a suite of digital platforms to communicate with parents and streamline the parent experience at VCC.

### Flexischools

- Parents are able to order lunch for their child/children through the Flexischools website or app (available for Apple or Android devices.)
- **See also:** Canteen

### Rollcall

- Rollcall is an app that allows parents to track their child's progress on the bus route to and from school if they use a VCC Bus Service.
- **See also:** Bus Travel

### Compass

- Compass is a student information system where student timetables and attendance can be viewed. Additionally, parents receive communication such as the College Newsletter through the Compass portal.
- The Compass platform is also used to submit student medical information and permission slips for camps and excursions.
- **See also:** Absences

## ADMINISTRATION MATTERS

### Absences

- The College discourages all student absences, except for medical reasons. Research has shown that students who miss more than 10% of the school year due to absence or lateness will have difficulty keeping up and achieving their best. Information on student attendance is provided to parents in the mid-year and end-of-year reports.
- It is a legal requirement that the College receives an explanation from parents for all student absences. Parents are asked to notify the College on the morning of the absence by:
  - adding an absence note to Compass (via the Compass Education app or Compass website)
  - e-mailing [attendance@vcc.vic.edu.au](mailto:attendance@vcc.vic.edu.au)
  - telephoning the College Absence Line (5445 2601) or
  - sending a written note addressed to the relevant teacher
- Parents will be asked to provide reasons for unexplained absences.
- Where a long absence is expected, please notify the College so that classwork can be set. Please note that the College does not discount school fees due to extended absences or family holidays.
- It is requested that families do not organise holidays or out-of-school appointments during the major assessment periods in Terms Two and Four. Parents will be notified of more specific dates through the weekly homeroom teacher e-mails and the College Newsletter.

### Bus Travel

- Exemplary behaviour by students is expected while students travel to and from the College. Complaints about students travelling on buses will be investigated and action against offenders may lead to the cancellation of bus tickets.
- Students using the PTV Urban Bus Network are required to obtain a Myki Card. A school 'special' bus leaves from Mitchell Street and VLine Station each morning and transports students directly to the College, and vice versa in the afternoon.

- Students travelling on the Country Bus Network are required to be registered. Application information can be obtained from the Administration Office. A number of country buses come directly onto the school site to drop off and collect students each morning and afternoon.  
N.B Students are expected to wear the correct uniform and comply with the Uniform Policy when travelling to and from school.
- Travel Allowance - If a student travels more than 4.8km to the College or their closest bus stop, then they may be eligible for Conveyance (Travel Allowance). Please contact the office for advice on this matter.
- Students riding bicycles to school should have appropriate safety gear (helmet) and, if less than 10 years of age, should be accompanied by a responsible adult or older student. Students are permitted to ride their bikes on College grounds to and from the bicycle storage area only and must travel on designated paths.
- VCC Bus Service – The College offers a private bus service for students to and from school across selected suburbs. Families using this service must apply for Conveyance (Travel Allowance) and authorise the College to retain the allowance as a contribution towards the cost of transportation of each child. This enables the College to supplement the cost of the Private Bus Service without any additional fees to families. Students travelling by bus will be expected to sign a Code of Conduct. This will be distributed to parents digitally. Please note that demand for the VCC Bus Service is high and we cannot guarantee all families will be offered a place.
- The College uses a digital system named RollCall for managing the VCC Bus Service. Families using the VCC Bus Service will receive a confirmation e-mail from RollCall inviting them to download the RollCall app. This will allow parents to follow their child's bus travel progress and confirm when their child taps on and off the bus using a VCC Student Identification Card (ID Card). Students in Prep to Year Four will also be issued with a retractable ID lanyard card holder to attach to their backpacks.

### **Canteen**

- The College has two canteens that operate each day. Both canteens are open over recess and lunch. The Glenavon canteen is also open before and after school for drinks and snacks for Secondary students.
- Lunch orders are managed via the Flexischools app or website. Parents can register as a user, place orders and make payments. All lunch orders must be submitted by 9.15am each morning.
- VCC Student ID Cards may be loaded with credit for over-the-counter canteen purchases via the Flexischools app or website.
- Primary lunches are delivered to classrooms. Secondary students collect orders from the Glenavon canteen.
- If a child leaves lunch at home, an attempt will be made to contact parents. If unsuccessful, staff will provide the child with a sandwich. Parents will be notified.

### **Communication Processes**

- The College makes every endeavour to maintain high levels of communication with parents. Parents are encouraged to communicate with the College via e-mail or by direct contact through the Administration Office.
- Junior, Middle and Senior Such-School Assemblies are held each Monday morning. Administrative matters pertaining to the week will be presented, as well as student awards and acknowledgements. Parents are most welcome to attend.
- 'News of Victory' is published weekly and is distributed online. Please ensure that you read the Newsletter, as it is our major form of regular communication with parents.
- The Student Diary is an important means of communication between teachers and parents for students in Years Five to Twelve. Students bring diaries to every class. Parents are asked to look over their child's diary each week and sign it. Homeroom teachers will do the same. Items recorded in the diary include homework tasks, assignments, teacher and parent comments, important College events and dates, etc.
- Home Room Teachers e-mail parents each week with details of homework requirements and upcoming events.

## **Complaints Management and Procedures**

- The College has a strong commitment to provide positive, clear, appropriate, successful and Biblical processes for resolving grievances and complaints between students and staff, and parents/carers and staff. These processes aim to assist the development of strong and enduring relationships, release anxiety, support sound pastoral care principles, and endeavour to provide students with an enhanced learning environment.
- A copy of the Complaints Procedure Policy is available on the College Website.
- It is important that parents, caregivers and students be aware of the limitations of the expertise of our staff and agents and that in certain circumstances a referral to a qualified professional is to be recommended. Such will be done in a manner which ensures that our best endeavours are undertaken with a view to enabling the provision of proper and appropriately qualified care to the student in and in the best interests of the student.

## **Digital Technologies**

- VCC is implementing a College-owned one-to-one iPad program for all students in Year Three to Five and new students in Years Six to Eight, with the goal of having all students in Years Three to Eight on College-owned and controlled devices by 2028. This program will provide a more secure, structured and transparent learning environment. College-owned iPads will be controlled through a Mobile Device Management program, which will remove many of the potential risks associated with online access.
- A one-to-one BYOD (Bring Your Own Device) iPad program will continue to exist for current Year Six to Eight students in 2025
- Students in Years Nine to Twelve have the option of using their own iPad or laptop.
- Any families seeking to upgrade their child's iPad are encouraged to contact the College IT Department regarding the College-owned iPad rollout.
- Shared iPads will be provided for Prep to Year Two as needed.
- Students have access to desktop and laptop computers as needed.
- Secondary students use digital textbooks and resources, which are accessed through their digital devices.
- It is essential that students bring their iPads to school fully charged every day.
- The College does not accept any responsibility for the loss or damage of digital technologies. If College-owned devices are damaged or lost, families may be charged a fee.
- Students in Years Three to Twelve and their parents are required to sign an annual ICT and Internet Acceptable Use Policy.
- The College has implemented a Learning Management System, Canvas, through which students can access curriculum, submit assessments, and receive ongoing feedback about their learning.

## **Departure During College Hours**

- If a child has an appointment during school hours, the child should be signed out and back in at the Administration Office by a parent or guardian at the time of the student's departure and subsequent return. No student is permitted to leave the College grounds without authorised permission. Parents are asked to, where possible, please make routine medical appointments outside of school hours, to minimise disruption for students during the school day.

## **Lost Property**

- Lost property can be kept to a minimum by labelling each item of uniform. Lost items are placed into 'Lost Property'. This is stored in a cabinet at the Administration Office. Unclaimed items remaining in Lost Property for more than one term will be donated.

## **Publicity**

- During the many activities that are a part of our curriculum, students are often photographed. These photographs may be used for publicity purposes in advertising the College programs, preparing College displays or to provide student recognition. Permission is sought from parents annually to use photographs for publicity purposes.

## Student Identification Cards

- Student ID Cards are issued at the beginning of each school year. They may be used for:
  - Bus Travel
  - Canteen purchases
  - Printing
- The first card is issued at no charge, however, there is a replacement fee for damaged or lost cards.

## Student Printing Services

### Papercut

PaperCut is a software printing solution that gives students wireless access to the College photocopiers. Students will be given a 6-digit pin and a Student ID Card that will allow them to log into the photocopiers. Students can send documents from iPads, laptops or school computers where the job will wait in a virtual queue. To release the print job students can either enter their pin number or tap the photocopier with their Student ID Card and the document will be printed.

Students can log into PaperCut to check their balance, recent transactions, job history and top-up their credit.

### Lost Pin or Student ID Card

If a student has forgotten their 6-digit pin they must see their homeroom teacher.

For students who have lost their Student ID Card they must go to the Administration Office so the card can be deactivated. This will ensure that any print credits or pre-loaded canteen credits on the account cannot be used by anyone who finds the card.

If the card is found after being deactivated the student can simply re-authenticate the Student ID Card to their account by tapping the card on the printer and entering their login details or seeing someone from the IT Department.

### Topping up Print Credits

All new students will receive a \$35 credit when they are first enrolled. Once this amount has been used, students/parents can add print credits to a student account, making a payment at the Administration Office via cash or card.

### Printing Costs:

A4 Black - 8c    A4 Colour - 15c    A3 Black - 20c    A3 Colour – 50c (135 gsm high gloss paper)

## Timetable

The College operates a seven period per day timetable on a fortnightly rotation.

	Year P - 4	Year 5-12
Homeroom	8.50am	8.50am
Period 1	9.05am	9.05am
Period 2	9.50am	9.50am
Period 3	10.35am	10.35am
Recess	11.20am	11.20am
Period 4	11.40am	11.40am
Period 5	12.25pm	12.25pm
Lunch	1.10pm	1.10pm
Period 6	1.50pm	1.50pm
Period 7	2.30pm	2.35pm
Dismissal	3.10pm	3.20pm

## Transition Program

- New Prep students participate in an introductory session at the end of Term Two, getting ready for school session in Term Three and a four-day orientation program throughout Term Four. Parents are invited to a Prep Information Evening prior to the commencement of the orientation program.
- Year Six to Year Seven transition includes an Immersion Program with opportunities to try-out Year Seven Subjects, a two-day Orientation Program, and an Information Evening for parents and students.

Year Six students have a special graduation ceremony and dinner at the end of the year, and their transition culminates in a Year Seven Day Out event in February.

- Year Eight to Twelve students receive comprehensive careers counselling to assist with Pathways and VCE subject selection, university courses and VET training, and Year Ten students participate in Work Experience.
- Early Commencement Program: This program follows the Secondary Exam Period in Term Two and Four. At the end of Term Two, Secondary students commence work on the following semester's curriculum. Towards the end of Term Four, the Program is known as Flying Start and involves students in Years Seven to Eleven stepping up to their next year level for two weeks.

## AWARDS AND ACHIEVEMENTS

### Primary Weekly Awards

- The Student of the Week award is presented to students during weekly assemblies, for outward demonstration of the College's values.

### Secondary Weekly Awards

- Diary Stamps are awarded during class time for effort and completion of work. Once a student accrues seven stamps, they are eligible to go to Strath Village for lunch on a Friday. Students are transported there and back by bus.

### Term Awards Assemblies

- Certificates are presented across the College for Endeavour and Citizenship.
- Awards are also presented to the highest-achieving students each term in core and pathway subjects.

### End-of-Year Celebration Evening

This event celebrates the achievements of all students throughout the year.

- **All Primary** students are presented with a special certificate acknowledging their completion of the year.
- **Principal's Awards** are presented to students in Prep to Year Eleven who exemplify College Values and have demonstrated tenacity and perseverance throughout the year.
- **Academic Distinction Awards** are presented for outstanding overall academic achievement at each year level.
- **Subject Awards** are presented for high achievement in individual subject areas for Prep to Year Ten.
- **Dux Awards** are presented for the highest overall academic achievement in each Secondary Year Level.
- **Community Awards** include the ADF Long Tan Award, ADF Future Innovators Award, Ampol All Rounder Award, Melbourne University Kwong Lee Dow Award, La Trobe University Infinity Awards, La Trobe Business Excellence Awards, Karen Kragh Performing Arts Award, Shaun Bergin Sportsmanship Award, Rotary Scholarship, Vet Award, Girls in STEM Award and Friends of Bendigo Art Gallery Award. Many of the awards presented during the Celebration Evening are sponsored by local businesses and organisations and attract a monetary prize or voucher.

### Student Leadership

- Developing young leaders is an important part of the ethos at Victory. Students are provided with many opportunities to build leadership skills in both Primary and Secondary areas. There is an active Student Representative Council, Primary and Secondary House Captains, Student Chaplains, College Captains, and Senior School Prefects.

Students are given a range of leadership opportunities from representing the College at major community events, to leading weekly assemblies or speaking at our church and chapel services.

Student leaders meet regularly as a team and participate in nationally recognised leadership development programs. Senior students have the opportunity to attain the Duke of Edinburgh Award.

### College House System

- Students are allotted to 'Houses', in families, for point scoring across a variety of activities including VCC Athletics, Swimming and Cross Country events, and house competitions each term. The Victory Houses bear the names of the Acts Global Churches (Apostolic Church) pioneers of the early 1900s: Hewitt (Blue), Rowe (Red) and McCabe (Green).
- Primary and Secondary House Captains are elected by the student body (and ratified by staff) to provide leadership to their Houses throughout the year and assist with the organisation of House activities.

- Points are accrued throughout the year and the overall House Champion Award is presented with the House Champion Trophy at the annual Celebration Evening. In addition, the House name is added to the College Honour Board in the Gymnasium to commemorate their win.

## CURRICULUM

- At Victory Christian College we strive to provide an engaging, relevant and God-focused curriculum that is guided by the Australian Curriculum Standards and VCE Study Designs, and differentiated to meet individual student needs and interests.
- The College will teach the curriculum from a biblical worldview, in a manner that draws upon and is consistent with the beliefs of the College (including as articulated in the Statement of Faith).
- The Pathways Program booklet details the curriculum foci at the different stages of schooling across the College. A digital copy can be accessed on the College Website in the 'Learning' section.
- In addition to the curriculum programs outlined in the Pathways Program booklet, students can engage in extra-curricular programs such as:
  - The Student Leadership Program
  - Interschool Sporting Competitions (School Sport Victoria)
  - Instrumental Music Tuition
  - Music Ensembles, Chapel Bands, Choirs, College Production
  - After School Tutoring
  - Overseas Study Tours
  - Victory Netball and Basketball Clubs
  - VESA – Victory Elite Sporting Academy (Basketball, Soccer, Strength and Conditioning)

## MEDICAL INFORMATION

### Ambulance Cover

- The College has a duty of care to all children, staff, and volunteers whilst at the College. In cases of medical emergency, staff will contact an ambulance in the first instance, before contacting parents or emergency contacts listed for the child, staff or volunteer. All costs associated with an ambulance transporting a child, staff member or volunteer are the responsibility of that person's family. The College recommends any family who does not have a membership with Ambulance Victoria carefully consider joining. More information can be found by calling 1800 648 484.

### Anaphylaxis Plans

- For students who suffer from anaphylaxis, parents are required to provide:
  - an individual ASCIA Action Plan from the student's medical practitioner and provide this prior to the commencement of their first day at the College (a digital copy on Compass and a colour hard copy)
  - a school Individual Anaphylaxis Management Plan, written in consultation with relevant First Aid/Administration Staff
  - relevant medication such as Adrenaline Autoinjectors (EpiPen or Anapen) to be stored onsite at the College
  - a completed Distributing Medication Authority Form.
- It is the parents' responsibility to ensure that plans are provided, and that the information in the plans is correct and up to date.
- Parents must inform the College of any changes to the student's medical condition and if necessary, provide updated versions of the plans listed above.
- The College will provide ongoing training to staff in the management of anaphylaxis.
- Where a student suffers from a severe allergic reaction, the College will administer relieving medication (Adrenaline Autoinjectors such as EpiPen or Anapen) according to the child's Anaphylaxis Action Plan and call an ambulance.
- Further information can be found in the Anaphylaxis Management Policy on the College website.
- **See also:** Medication



## Asthma Plans

- Parents of students who suffer from asthma are required to provide:
  - an annual written Asthma Action Plan filled out by their doctor in consultation with parents
  - a school Individual Asthma Risk Minimisation Plan, written in consultation with relevant First Aid/Administration Staff
  - relevant preventer or reliever medication for use when their child is at school
  - a completed Distributing Medication Authority Form
- It is the parents' responsibility to ensure that plans are provided, and that the information in the plans is correct and up to date.
- Where a student suffers from a severe asthma attack, the College will administer relieving medication according to Asthma Victoria's guidelines and call an ambulance.
- For general asthma management students should carry their own reliever medication and be aware of how to use it.
- For more information, see the Asthma Policy on the College website.
- **See also:** Medication

## First Aid

- When children are feeling unwell or are injured, they will be sent to the First Aid Room for treatment. If necessary, parents will be contacted to collect them. (Children should not contact parents themselves to be collected).
- **Please do not send sick children to the College.** Many illnesses are infectious and have the potential to spread to other students and staff.
- In the case of an injury, a first aid trained staff member will assess the injury, and parents will be contacted if medical treatment is required.
- An ambulance will be called if a child sustains a serious injury.
- Further information can be found in the First Aid Policy on the College Website.
- Aerosol deodorant sprays are not permitted at VCC. Due to the health and safety risks, we can care for all students by ensuring no aerosol cans are brought on-site. Any cans will be confiscated if found in a student's possession. Please supply your child with a stick or roll-on deodorant alternative.
- **See also:** Ambulance Cover; Medication

## Immunisations

- The College participates in the Council-run school immunisation program for the Year 7 students, which occurs during the school year. Parents will receive a Consent Card which needs to be returned to the school even if you do not consent to your child receiving the immunisations.
- Parents will be advised about the dates of the immunisations through the College Newsletter.

## Medication

- A Distributing Medication Authority Form must be completed for existing student medical conditions and temporary management of illness. The form details the medication, dose and frequency of use, and gives permission for these to be administered.
- All medications brought to the College must be handed into the Administration Office unless the student is required to keep their medication with them at all times.
- For further information, please see the Distributing Medicine Policy
- **See also:** Anaphylaxis Plans; Asthma Plans

## COLLEGE POLICIES

Families are invited to read the College policies to familiarise themselves with our approach to important matters within the school.

The following policies can be accessed on the College Website:

General Policies	Child Safety Policies
<ul style="list-style-type: none"><li>▪ Anaphylaxis Management Policy</li><li>▪ Assessment and Reporting Policy</li><li>▪ Asthma Policy</li><li>▪ Bullying and Harassment Policy</li><li>▪ Camps and Excursions Policy</li><li>▪ Car Park Policy</li><li>▪ Complaints Procedure Policy</li><li>▪ Discipline Policy</li><li>▪ Distributing Medicine Policy</li><li>▪ Enrolment Policy</li><li>▪ First Aid Policy</li><li>▪ ICT and Internet Acceptable Use Policy</li><li>▪ Privacy Policy</li><li>▪ Sunsmart Policy</li><li>▪ Uniform Policy</li><li>▪ Yard Supervision Policy</li></ul>	<ul style="list-style-type: none"><li>▪ Child Protection - Failure to Disclose Policy</li><li>▪ Child Protection - Failure to Protect Policy</li><li>▪ Child Protection - Grooming Policy</li><li>▪ Child Protection - Mandatory Reporting Policy</li><li>▪ Child Safety and Wellbeing Policy</li><li>▪ Child Safety Code of Conduct</li><li>▪ Restrictive Interventions Policy</li><li>▪ Visitor Policy</li><li>▪ Volunteer Policy</li></ul>

## CAR PARK MANAGEMENT

- The lower section of the carpark is reserved for Staff use.  
The top section of the car park is available for parents and visitors.
- There is no parking allowed along Kairn Road.
- No students are to play, wait or wander in the car park at any time. They must be walking to or from a vehicle.
- When parking in the top car park, students, parents and visitors must walk along the footpath (not cross the road and walk through the lower car park.)
- A drop-off and pick-up zone is available and cars must follow the yellow line to join the queue.
- Drivers must not get out of cars parked in the pick-up and drop-off zone or the queue.
- The end of the school day is staggered to help ease congestion in the car park (Prep-Year 4: 3:10pm, Year 5-12: 3:20pm) To assist with traffic flow, parents and carers of students in Year 5-12 are requested not to arrive early. This will allow the Prep-Year 4 pick-up traffic to clear.
- The existing Car Park Policy can be viewed on the College Website. Furthermore, updates regarding day-to-day changes due to the traffic light installation will be communicated to parents in the College Newsletter.

## CHILD SAFETY AND CHILD PROTECTION

- VCC is committed to creating and maintaining a child-safe and child-friendly environment, where children and young people are safe and feel safe. It is vital that we are diligent ambassadors for child safety as an expression of our Christian values and ethos.
- We have detailed our approach to child safety, including our specific legal obligations, in our Child Safety Policies. All are available on the College Website.
- An abridged Child Safety Code of Conduct can be found below.

## CHILD SAFETY CODE OF CONDUCT

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, college policies and procedures, and professional standards, codes, or ethics as these apply to staff and other personnel.

The Principal and College leaders of Victory Christian College will support the implementation and monitoring of the Code of Conduct and will plan, implement and monitor arrangements to provide an inclusive, safe and orderly school including other learning environments such as camps and excursions. They will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, volunteers, contractors, Board members and any other member of the College community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps, excursions and in the use of digital technology and social media.

Further information about VCC's commitment and strategies regarding child safety are detailed in the Child Safety and Wellbeing Policy.

### Acceptable behaviours

As staff, volunteers, contractors, and any other member of the College community involved in child-related work, we are each responsible for supporting and promoting the safety of children by:

- Upholding the College's statement of commitment to child safety at all times and adhering to the College's Child Safety and Wellbeing Policy
- Treating all students and families in the College community with respect both within the College environment and outside the College environment as part of normal social and community activities
- Listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- Promoting the safety, participation and empowerment of all students, particularly **potentially vulnerable students** (see definitions).
- Understanding all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse
- Reporting any allegations of child abuse in line with the obligations set out in the Child Protection-Mandatory Reporting Policy
- Reporting other child safety concerns (that do not amount to a mandatory report being needed) to the Child Safety Champions in line with the Child Safety and Wellbeing Policy
- If child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

### Unacceptable behaviours

As staff, volunteers, contractors, and any other member of the College community involved in child-related work we must not:

- Ignore or disregard any concerns, suspicions, or disclosures of child abuse
- Develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- Be alone with a child or young person unnecessarily and for more than a very short time
- Exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- Ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- Use sexual innuendo with students

- Discuss content of a sexual nature, except where it occurs relevantly in the context of delivering the curriculum content or a therapeutic setting with a trained counsellor.
- Treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality, beliefs or ethnicity, in a way that amounts to unlawful discrimination.
- Communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
- Photograph or video a child in a school environment except in accordance with college policy (i.e. ICT and Internet Acceptable Use Policy) or where required for duty of care purposes
- Consume alcohol, smoke cigarettes (including e-cigarettes) or take illicit drugs in the College environment or at other College events where students are present, under any circumstances.

The full version of this policy is available on the College Website.

## ENROLMENT

- Victory Christian College is a Prep to Year Twelve school, dedicated to providing quality, caring, affordable Christian education to the Bendigo and surrounding district community.
- The College is committed to sharing Christ's love and pursuing academic excellence in a dynamic community with fosters creativity and personal success.
- The College aims to build leadership, hope, compassion and self-discipline through a safe and nurturing environment.
- The College does not unlawfully discriminate on the basis of race, gender, disability, national or ethnic origin.

This Handbook, inclusive of the following guidelines, expectations, and the Parent Code of Conduct:

- are to be interpreted in a manner consistent with the Terms and Conditions of Enrolment,
- do not form part of any contract of enrolment; and
- may be updated, amended, innovated, supplemented, varied or replaced by the College at any time by the provision of notice to caregivers.

### Enrolment Guidelines

The main intake years are Prep and Year Seven, however enrolments are considered at all year levels and all year round, if positions are available. If there are no positions, students will be placed on a waiting list. The College reserves the right to hold a vacancy open if no suitable applicants apply.

Each application is considered on its own merit, in the following order:

- Siblings of students already enrolled at the College
- Children of families regularly attending Victory Church
- Children of College and Victory Church staff members
- Children of families regularly attending other local churches, and who demonstrate Christian beliefs and commitment.
- Children of families whom the Principal considers will fully support the Christian ethos of the College. Consideration will also be given to:
- Student academic progress, behaviour and attitude to learning as recorded in previous student reports
- The articulated desire of the child to attend Victory Christian College
- The family's financial capacity to pay the annual tuition fees and levies
- The capacity of the College to meet the needs of the child

NB: Parents seeking to enrol a child with recognised additional needs or disability, will be asked to supply relevant reports and assessments from their previous school/s, relevant medical authorities or other support systems.

### Enrolment Expectations

- That parents/guardians support and encourage the Christian values, activities and ethos of the College. This includes allowing their child to participate in all programs, including Bible classes, Chapel

Services, prayer and devotional activities, camps, excursions, sports days and the annual end-of-year Celebration Evening.

- That parents/guardians accept the right of the College to uphold its authority and agree to support the College's Discipline Policy.
- That parents/guardians agree to provide their child with the correct, well-maintained uniform as approved by the College.
- That parents/guardians undertake to provide their child with all necessary equipment, as stated by the College, so they are able to fully participate in the College's educational program.
- That parents/guardians agree to pay tuition fees and levies in a timely manner.
- That parents/guardians agree to abide by the following code of conduct which outlines the way in which the College requires parents to conduct themselves on site, participating in school-based activities and communicating with members of our community (including students, staff and other parents).

### **Parent Code of Conduct**

That parents/guardians agree:

- to interacting in a civil manner to staff, students and other parents at all times
- that written and spoken communication to anyone in the school community should be courteous and respectful
- to not raising their voice or getting involved in verbal or online altercations with another parent or child under any circumstances
- to advising the College of areas of potential conflict, such as parenting and family court orders in accordance with relevant laws
- to providing relevant medical information about their child to the College, i.e. Anaphylaxis, Asthma and Diabetes Action Plans
- to respecting the privacy of other students, parents, staff, contractors and volunteers in the school community
- to not taking any photos or video footage, or post any photos or video footage on social media, of students, staff or parents without their prior consent
- to ensuring the College is a child safe environment, free from child abuse
- to behaving lawfully on the school grounds and observing the terms of any order, obligation or undertaking they may be subject to
- when using social media to not discuss or mention the College, its staff or any members of the school community in a negative or defamatory way.

### **Tuition Fees**

- Victory Christian College is dedicated to providing quality, caring, affordable, Christian education to the Bendigo and surrounding district community.
- The College is an independent school which receives Federal and State Government funding but requires payment of fees by parents to ensure the continued day to day operation of the College, and to contribute to capital improvement of facilities.
- In line with the College policy to provide an affordable Christian education, fees are kept to an amount that is manageable for most family incomes. Substantial discounts on tuition fees are offered for the second and subsequent children enrolled in the College. The college does not discount fees because of family absence or holidays.
- PAYMENT OF FEES: All families are required to be on a fortnightly direct debit payment plan. The payment plan consists of 21 fortnightly instalments and commences on the first Thursday in February and ends mid-November. An additional payment, if required, will be made at the end of November to clear any outstanding balance. An Early Payment Discount of 10% on Tuition fees is offered to families paying their total annual fees by 31st March.
- A full copy of the Fee Policy is available on the College Website or from the Administration office.

## UNIFORM

- A copy of the Uniform Policy and Guidelines Booklet can be accessed on the College Website. It includes the VCC Dress Code and information regarding uniform items to be worn at specific year levels.
- Hats can be purchased from the Administration Office.
- VCC Uniform can be purchased from Noone Imagewear at 21 Queen St, Bendigo or online at [www.noone.com.au](http://www.noone.com.au)

## VISITORS

- All parents or carers who visit our College for more than five minutes during school hours are required to sign in as a visitor at Reception. Exceptions to this rule include designated school pick-up and drop-off times, and for specific out-of-hours College events (e.g. parent-teacher interviews, concerts etc.)
- Outside of regular drop-off/pick-up times, families must present to Reception to sign a student in or out with Reception staff. Exceptions may apply where authorised by the Principal or their delegate. In these cases, if the parent/carer is not remaining at the College, they do not need to sign in themselves on Swiped On.
- We understand that there may occasionally be a reason for a parent or carer to speak to or see their child at the College, during school hours. If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers call Reception to make a request.
- We also ask that parents avoid arranging to visit their children at school wherever possible, to avoid unnecessary disruptions to the school day.
- Similarly, if a parent or carer would like to arrange a meeting with a teacher during school hours, they should e-mail the teacher directly to organise a suitable time.
- A full copy of the Visitor Policy is available on the College website.

## VOLUNTEERS

- Members of our College community who would like to volunteer are encouraged to register their interest at the beginning of the school year.
- Key information is then captured through a digital form, including Working with Children Check (WWCC) numbers.
- All volunteers must complete an induction program which includes:
  - VCC's Child Safety Code of Conduct and Child Safety and Wellbeing Policy
  - An overview of confidentiality requirements
  - A description of the sign-in and sign-out procedures for volunteers
  - Emergency procedures
  - First-aid information.
- Victory Christian College values the many volunteers that assist in our classrooms, with sporting events, camps and excursions, and other events and programs. To ensure that we are meeting our legal obligations under the Worker Screening Act and the Child Safe Standards, Victory Christian College is required to undertake suitability checks which will involve asking for:
  - Evidence of a WWCC clearance
  - Proof of identity
  - Referees
  - Qualification and work history.
- All information provided will be stored in accordance with VCC's Privacy Policy.

- All volunteers at Victory Christian College must have a current WWCC in order to complete child-related work. This means that people who could have a legal exemption (parents volunteering in an activity with their child, and/or people closely related to all the children they are undertaking the activity with) are still required by the College to have a WWCC. This allows VCC to have consistent checks whenever possible and protects children in the event that volunteer circumstances change.
- Volunteers must complete annual child safety training to maintain their volunteer status at the College. In their first year, this training is included as part of the volunteer induction process.
- A full copy of the Volunteer Policy is available on the College website.