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Affiliations: Independent Schools Victoria - ISV

Christian Schools Australia – CSA

School Sport Victoria – SSV

## INTRODUCTION

Victory Christian College was opened in 1995, as a ministry expression of Victory Church Bendigo; which is part of Acts Global Churches (Formally, 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 world view. 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, CSA, ACSI)

## 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 truths set out below are foundational to all that we teach.

- The Bible - the inspired, infallible and authoritative Word of God, which is completely relevant to our modern society.
- The Godhead - comprising Father, Son and Holy Spirit.
- 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.
- Salvation - the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ. Sin and evil are real and mankind is in need of saving from their effects.
- The power of the Holy Spirit to convict of sin and righteousness and judgment.
- The power of the Holy Spirit enabling the Christian to lead a victorious life.
- The Baptism in the Holy Spirit for all believers who earnestly desire it.\*\*
- The gifts of the Holy Spirit - their present day operation through faith.\*\*
- The two ordinances - Water Baptism by immersion for all believers.\*\*
- The Lord's Supper - Communion.\*\*

\*\* The last four points are doctrinal issues, which are a matter for local church interpretation and individual adherence.

## 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.

## PHILOSOPHY

Victory Christian College exists to serve the Community of Bendigo and surrounding areas. The principle objective of the College is to provide, at reasonable cost, a faith based education, 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 is possible, enable all students, irrespective of ability, ethnicity, gender, socio-economic circumstances or special learning needs, to participate fully in the program of the College and experience success.

This will be achieved through delivery of a broad and differentiated curriculum and diverse co-curricula program which 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

VCC's Values Education Program focuses on Eight Core Values, which are explored from a Biblical perspective, with one value covered per term across a two year cycle. The College Values are: Faith, Identity, Hope Diligence, Compassion, Leadership, Respect and Excellence.

### **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*

### **Identity**

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

### **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*

### **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*

### **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*

### **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*

### **Respect**

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

### **Excellence**

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

### **Victory Christian College is committed to:**

- Demonstrating the love of God and teaching Biblical truths.
- Developing in students the desire to serve God and society, and the skills to exercise leadership.
- Nurturing Christian values, standards of morality and ethics.
- 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 1:16).
- 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 which 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.

### **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 of 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 to 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:

- 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 Rules of Association, 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)

An Annual General Meeting (AGM) is held during Term Two each year. This meeting is open to all members of the College community. At this meeting the College Annual and Financial Reports are presented. Members of the College Community have the opportunity to become members of the College Association. This has a joining fee of \$1.00 and an annual subscription of \$2.00. Members of the Association may nominate or be nominated for the two parent positions on the VCC board.

Office Bearers of Chairman, Vice-Chair, Secretary and Treasurer are elected by Board vote at the first meeting following the AGM. Other members are seconded by the Board in the first meeting following the AGM.

### 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 receive an explanation from parents for all student absences. Parents are asked to telephone the College Absence Line or email the Administration Office on the morning of the absence, or send 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 class work can be set.
- It is requested that families do not organise holidays or out of school appointments during the major assessment periods in Terms Two and Four.

### Bus Travel

- Exemplary behaviour by students is expected while students travel to and from College. The College will take disciplinary action against students if their behaviour to and from College warrants it. Complaints about students travelling on buses will be investigated and action against offenders may lead to cancellation of bus tickets.
- Students using the Urban Bus Network are required to obtain a Myki Card from the VLine Station. 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 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 the same distance to get on a free country bus, 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.
- College Bus Service – The College offers a 'no-charge' 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 traveling by College Bus will be expected to sign a Code of Conduct. This will be distributed to parents via Operoo.

### Canteen

- The College has two canteens which 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.
- Lunch orders are managed via the online Flexischools app. Parents can register as a user, place orders and make payments. All lunch orders must be submitted by 9.15am each morning.
- Primary lunches are delivered to classrooms. Secondary students collect orders from the 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.
- Take home meals for families are available each Thursday. Menu options and ordering details are included in the College Newsletter.

## **Communication Processes**

- The College makes every endeavour to ensure high levels of communication with parents. Parents are encouraged to communicate with the College, via email or by direct contact through the Administration Office.
- Both Primary and Secondary College 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 via email link to the College Website. 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 upper Primary and Secondary students. 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, lateness to school or class, teacher and parent comments, important College events and dates, etc.
- Secondary Home Room Teachers email parents each week with details of homework requirements and upcoming events. Primary Teachers email parents periodically with details of upcoming events and homework routines etc.

## **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.

## **Digital Technologies**

- The College has in place a one-to-one BYOD (Bring your own device) iPad program from Year Three to Year Twelve, shared iPads for Prep to Year Two, as well as student access to desktop and laptop computers. VCE Students have the option of BYOD laptops.
- Secondary students use digital textbooks and resources, which are accessed through their iPads.
- It is essential that students with their own iPads, bring them to school fully charged every day. The College does not accept any responsibility for the loss or damage of iPads.
- 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 assessment, 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 that where possible, to please make routine medical appointments outside school hours, to minimise disruption for students during the school day.

## **Lost Property**

- Lost property can be kept to a minimum by sewing a name label on 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 through Operoo is sought from parents annually to use photographs for publicity purposes.



## Student Printing Services

### ▪ **Papercut**

PaperCut is a software printing solution which gives students wireless access to the photocopiers. Students will be given a 6 digit pin and a proximity 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 proximity card and the document will be printed.

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

### ▪ **Lost Pin or Proximity Card**

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

For students who have lost their PaperCut Proximity Card they must go to the Administration Office so the card can be deactivated. This will ensure that any print 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 proximity card to their account by tapping the card on the printer and entering their login details.

### ▪ **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.

Music: 8.50am

Homeroom: 8.50am – 9.05am

Period One: 9.05am – 9.50am

Period Two: 9.50am – 10.35am

Period Three: 10.35am – 11.20am

Recess: 11.20am – 11.40am

Period Four: 11.40am – 12.25pm

Period Five: 12.25pm – 1.10pm

Lunch: 1.10pm – 1.50pm

Period Six: 1.50pm – 2.35pm

Prep to Year Four: 1.50pm – 2.30pm

Period Seven: 2.35pm – 3.20pm

Prep to Year Four: 2.30pm – 3.10pm

Dismissal: Year Five to Twelve – 3.20pm

Prep to Year Four - 3.10pm

## Transition Program

- New Prep students participate in a getting ready for school session in Term Three and a four-day orientation program throughout Term Four. Parents are invited to information sessions about the Prep program.
- Grade 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. Grade Six students have a special graduation ceremony and dinner at the end of the year, and their transition culminates in a Year Seven orientation experience 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 Terms Two and Four. At the end of Term Two, secondary students commence work on the following Semester's curriculum, and at the end of Term Four, the Program is known as Flying start, where students in Years Seven to Eleven step up to their next year level.

### Primary Weekly Awards

- Student of the Week. Given to students during weekly assemblies, for outward demonstration of the College's values.

### Secondary Weekly Awards

- Diary Stamps. Given during class time for effort and completion of work. Once students accrue 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, along with citations about award recipients.
- 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.
- **Grade Six Awards** are presented to students for achievements in English, Maths, Science, Humanities, Bible, Citizenship, Excellence and Sportsmanship.
- **Secondary Academic and Dux Awards** are presented for high achievement across all subject areas in each year level.
- **Secondary Subject Awards** are presented for high achievement in individual subject areas.
- **Citizenship Awards** are presented for demonstration of excellence in character and care for others.
- **Community Awards:** ADF Long Tan Award, Caltex All Rounder Award, La Trobe University Infinity and Business Excellence Awards.

Many of the awards presented during 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, School 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 recognized 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. The Victory Houses bear the names of the Apostolic Church pioneers of the early 1900's and are named Hewitt, Rowe and McCabe. 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 winning House is presented with a shield (Primary and Secondary) at the annual Celebration Evening.

## CURRICULUM

At Victory Christian College we strive to provide an engaging, relevant and God-focused curriculum which is guided by the Australian Curriculum Standards and VCE Study Designs, and differentiated to meet individual student needs and interests. The information below details the curriculum areas at the different stages of schooling across the College.

### Primary Curriculum

Core	Core	Specialist Subjects
English	Library	Physical Education
Mathematics	Devotions / Values Education	Art and Design
Science	Chapel	Music
Humanities	Camps and Excursions	Chinese
Bible	Developmental Curriculum - Prep to Two	Performing Arts
P.E.	College Sports Days	STEAM – Year Five/Six

### Year Seven and Eight Curriculum

Core	Core	Pathway Subjects
Homeroom	Art and Design	Performing Arts - Drama
English	Digital Literacy	Performing Arts - Dance
Mathematics	Food Technology	Performing Arts - Music
Science	Personal Development	Master Chef
Humanities	Materials and Systems	Advanced Visual Arts
Health	French	Product Design Technology
Physical Education	Academic Writing	Trade Construction
Bible	Inquiry	Robotics
Chapel	<b>Pathway Subjects</b>	Add Venture
Devotions, Values Education	Fibre and Fashion	Advanced PE
Camps & Excursions	VRT (Victory Racing Team)	Media
College Sports Days	Cad – Computer Aided Design	Advanced Visual Design

### Year Nine and Ten Curriculum

Core	Pathway Subjects	Pathway Subjects
Homeroom	<b>SCIENCE</b>	<b>THE ARTS</b>
Bible	General Science	Fibre and Fashion
Chapel	Brain Works	Perf. Arts – Music
Devotions, Values Education	Forensics	Perf. Arts – Dance & Drama
Physical Education	Biochem. Medicine and Disease	Still Image – Photography
Camps and Excursions	Engineering and Construction	Moving Image – Film & Animat'n
College Sports Days	Environmental Studies	Painting
<b>Pathway Subjects</b>	Eruptions, Destructions and Ruin	3D Arts - Sculpture
<b>ENGLISH</b>	Make It or Break It	Create Print Publish
English - Compulsory	Pre-VCE Biology	Drawing for Illustration
Philosophy	Pre-VCE Chemistry	Pre VCE Art and Design
Moments in Time	Aerospace (Pre-VCE Physics)	<b>TECHNOLOGY</b>
LOL - The language of Love	Pre-VCE Psychology	Advanced Manufacturing
<b>MATHEMATICS</b>	<b>HUMANITIES</b>	Future Net
Advanced Mathematics	General Humanities	Marketing, Design, Dollars
General Mathematics	Hands on Humanities	Game Design
Essential Mathematics	Money Matters	Global Foods
<b>CHRISTIAN MINISTRY</b>	Cold War and Heated Battles	Fibre and Fashion
SALT	Terror Technology and Today	Food Mind Body

VET Christian Ministry	Wild West Down Under	Inhabit
<b>HEALTH AND P.E.</b>	World War II	Trade Tasters
Advanced Physical Education	Pre-VCE Accounting	
Duke of Edinburgh Award		
Health and Wellbeing		
Life Health and Fitness		
Outdoor Education		
Sport Medicine		
Survivor		

### VCE Curriculum

VCE Subjects	VCE Subjects	VET Subjects
Accounting	General Mathematics	VET Automotive
Biology	Mathematics Methods	VET Building and Construction
Business Management	Specialist Mathematics	VET Integrated Tech
Chemistry	Media	VET Equine Studies
Applied Computing	Music Composition & Styles	VET Engineering
Theatre Studies	Music Performance	VET Hospitality
English	Outdoor Education	VET Agriculture
Food Studies	Physical Education	VET Horticulture
French	Physics	VET Allied Health
Economics	Psychology	VET Christian Ministry
Health & Human Develop't	Sociology	VET Animal Studies
History - 20 <sup>th</sup> Century History	Studio Arts	VET Conservation & Land Mmt
History - Revolutions	Visual Communication & Design	VET Make Up
Legal Studies	English Literature	VET Plumbing
Classical Studies	Product Design Technology	VET Salon Assistant
Chinese - Mandarin	Systems Engineering	VET Retail Cosmetics
English Language	Environmental Science	VET Sport and Recreation
<b>School Based Apprenticeships and Traineeships available</b>		

### Extra Curricula Programs

- Student Leadership Program
- Interschool Sporting Competitions (School Sport Victoria)
- Instrumental Music Tuition
- Music Ensembles, Chapel Bands, Choirs, School Production
- After School Tutoring
- Art and Music Camps
- Overseas Study Tours / Missions Trips

### 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 membership with Ambulance Victoria carefully consider joining. For more information ph:1800 648 484.

### Asthma Plans

- Students who suffer from asthma will require both an annual written asthma plan filled out by their doctor in consultation with their parents and an individual Asthma Risk Minimisation Plan, written in consultation with relevant First Aid/Administration Staff. It is the Parents responsibility to upload the Asthma Plan to "Operoo" electronic medical form, which will be attached to the student's records at the College for access in an emergency. The asthma plan should include medication taken on a regular basis, medication taken for an asthma attack, emergency telephone contact number and doctor's phone number. 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.

### Anaphylaxis Plans

- Students who suffer from anaphylaxis will require an annual written Anaphylaxis Action Plan, which outlines their allergy status and required responses to an allergic reaction, signed by their doctor along with written consent to use an Adrenaline Autoinjector eg EpiPen, in line with the action plan. It is the Parents responsibility to upload the plan to "Operoo" electronic medical form, which will be attached to the student's records at the College and made visible for staff in case of an emergency. It is also the Parents responsibility to provide a coloured hard copy of the anaphylaxis plan along with the Adrenaline Autoinjector to be kept onsite at the College. The College will also 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 Autoinjector) according to the child's Anaphylaxis Action Plan and call an ambulance.

### First Aid

- When children are feeling unwell or are injured, they will be sent to sick bay 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 the College does not have the facilities or staff to care for sick children. 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. (Please refer to the Ambulance information).

### 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 weekly newsletter.

### Medication

- All medication brought to the College must be handed into the College Office with written instructions for administering the medication. The only exception to this policy is for students who are required to carry medication with them at all times. If your child must carry medication with them, please advise the College in writing.

## Operoo - Confidential Medical Information

- Operoo is a secure parent controlled electronic medical form, which provides parents with the opportunity to update medical information promptly and accurately and ensuring relevant staff have instant access.
- The system reduces the burden on parents to fill out the same information on multiple forms throughout the year.
- When setting up a student profile, the Administrator/Organisation is in control regarding which parent receives an initial request to complete a Medical Form (Care Profile). This parent is known as the **Profile Owner**. A **Second User** can also be added as a '**notification only**' user by the Administrator/Organisation.
- This **Second User** will receive email notifications but will not be able to edit the Care Profile or respond to eForms **unless** the Profile Owner gives the **Second User**: 'View and Modify access'. Instructions on how the **Profile Owner** can do this is contained in the following article; [How Does a User Share a Profile with a Second Parent or Carer](#).
- In the case of a dispute, the Administrator/Organiser is unable to change the **Profile Owner** without consent from **both** the **Profile Owner** and the **Second User**.

## COLLEGE POLICIES

### ASSESSMENT AND REPORTING POLICY

The Assessment and Reporting Practices at Victory Christian College comply with the Commonwealth reporting requirements.

- Secondary Interim Reports: End of Term One and Three - Provide an indicator of progress for the Term, with follow up interviews if required
- Semester Reports - End of Term Two and Four - These reports are more formal with letter grades and extended comments. Year Twelve students do not receive a Semester Two report as they receive official transcript of results from VCAA. (See grading details below)
- Continuous assessment records are accessible through CANVAS for Year Five to Twelve students. Digital assessment folios are distributed at the end of each term for Prep to Year Four students through the SeeSaw App.
- Regular assessment and evaluation is used at Victory to monitor each student's progress. If student results indicate they are having significant problems in any area, it is expected that appropriate measures will be taken to modify the program or to implement strategies, which improve performance for e.g. development of an Individual Learning Plan. Parents will also be advised if required assessment tasks are not being submitted. A collaborative approach to rectify this issue will ensure mid-year and end-of-year results are not significantly impacted.
- Evaluation is not seen as an end in itself, but rather as a tool to facilitate learning. Students should receive constant feedback on their progress and have opportunities to discuss the improvements that they need to make. The aim is that every student will achieve steady progress and experience success.
- Students in Years 3, 5, 7 & 9 participate in the annual NAPLAN tests set by ACARA.

Report Gradings are as follows:

#### Years Prep to Ten

- |          |   |
|----------|---|
| <b>A</b> | Achieving twelve to eighteen months above the expected standard |
| <b>B</b> | Achieving six to twelve months above the expected standard      |
| <b>C</b> | Achieving at the expected standard                              |
| <b>D</b> | Achieving up to six months below the expected standard          |
| <b>E</b> | Achieving more than six months below the expected standard      |

- **Years Eleven and Twelve**
  - S** Satisfactorily Completed Course Work
  - N** Unsatisfactorily Completed Course Work
- Further assessment is provided within reports, which evaluates attitude, effort, personal development and overall social development.

### **Parent / Teacher Interviews**

Parent/Teacher/Student interviews are held early in Term One and following the distribution of mid-year and interim reports at the end of Terms One and Three.

- Interviews early in Term One are designed to meet with parents and students to set learning goals for the first semester. They are also used to inform parents of expectations, homework routines, diary use, etc.
- Interviews in Terms One and Three are conducted only if required, following the distribution of interim reports. Staff members are available for interviews in a designated session after school. Staff may request an interview in the interim report, or parents may request an interview via the online parent booking process.
- Mid-year interviews are conducted for all parents and students in the school to discuss the mid-year report, and to set goals for the second semester.

## CAR PARK POLICY

### **Aim**

- To provide guidelines for the safe use of the car park during peak times, i.e. before and after school.

### **Implementation**

- The lower section of the carpark is reserved for Staff use, whilst the top section is available for parents and carers.
- All staff, students, parents, and visitors are to use the zebra crossing between 8:15am & 9:15am.
- The end of the school day is staggered to assist with easing 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.
- Prep-Year 4 students with older siblings will be supervised until the 3:20pm pick up time.
- Parents of primary students who park their car at pick and drop off must leave their vehicles and escort the children in their care through the car park. (Primary students may be escorted across the car park by siblings in Year Nine or above.)
- When parents enter the car park during morning drop off and afternoon pick up, they must turn left immediately at the entry of the car park and follow the yellow line to the beginning of the pickup and drop off zone.
- When queuing, cars must continually move forward (as others leave) towards the front of the queue.
- Students must only get in or out of vehicles on the footpath side.
- Friends of parents must not approach the driver's window "to have a chat" with cars waiting in the zone or queue.
- Drivers must not get out of cars parked in pick up/ drop off zone or queue.
- Parents of Secondary students may drop them off in the bus zone on Kairn Rd, but must move to the furthest point forward to ensure room for buses and other cars to drop off in this area.

### **Safety**

- 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 & visitors must walk to the footpath to access the school. (Not cross the road and walk through the lower car park)

## CHILD SAFETY POLICY

### Introduction

Victory Christian College has an overarching priority that all children in our care are safe, feel safe and that child abuse is non-existent in our community.

All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

Victory Christian College is committed to protecting our children from injury and harm, and to promoting their health and safety; both physical and emotional whilst at school, on school activities and in the school's virtual world.

Child Safety is the shared responsibility of all adults at Victory Christian College. This includes teaching staff, support staff, volunteers, contractors, members of the school community, and the College Board.

### Cultural Matters

We value and celebrate diversity, especially cultural diversity, and we do not tolerate discriminatory practices. To achieve this, we:

- promote the cultural safety, participation and empowerment of Aboriginal students and their families
- promote the cultural safety, participation and empowerment from culturally and/or linguistically diverse backgrounds and their families
- promote the personal safety, participation and empowerment of students with a disability and make them feel welcome and part of all aspects of school life.

### Procedures

To ensure Child Safety, Victory Christian College has in place Procedures and Policies, which must be followed to ensure that the college remains safe for children and that we have zero incidents of Child Abuse.

These Procedures and Policies include:

- Induction of new staff Procedures
  - Staff Code of Conduct & Contracts
  - Student Code of Conduct
  - Student Well-Being Framework
  - Child Protection Policies
  - ICT & Internet Acceptable Use Policy
  - Transport Policy
  - Swimming Policy
  - Camps & Excursion Policy
  - Contractor Induction/Management Procedure
  - Facilities Design Procedures
  - Bullying & Harassment Policy
  - Risk Management Policy
- (Special notice should be given to this policy as it mandates that Risk Assessments must include the risk of Child Abuse. These may include Sporting Events, Overseas Trips, School Productions, and taking any group of students off the school property).
- Staff will be trained and made aware of these policies at an annual in-service and new employees will be trained and made aware of these during our New Staff Induction process.

### Child Safety Officers

The Child Safety Officers will be the Principal, Deputy Principal and the College Chaplain.

### Responsibilities of the College Board

The Board of Victory Christian College has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are



in place, The Board is required to monitor and evaluate the effectiveness of its risk control systems. The Board is also responsible for ensuring that appropriate policies and procedures and a Child Safety Code of Conduct are in place and being adhered to.

### **Responsibilities of the Principal**

Dealing with and investigating reports of child abuse.

Ensuring that all staff, contractors, and volunteers are aware of relevant laws, College, policies and procedures, and the College's Child Safety Code of Conduct.

Ensuring that all adults within the Victory Christian College community are aware of their obligation to report suspected sexual abuse of a child in accordance with these policies and procedures.

Ensuring that all staff, contractors and volunteers are aware of their obligation to observe the Code of Conduct (particularly as it relates to child safety).

Providing support for staff, contractors and volunteers in undertaking their child protection responsibilities.

### **Responsibilities of Employees in Leadership Positions**

Employees in Leadership positions have the express responsibility of embedding a culture that ensures ongoing Child Safety at Victory Christian College.

They are to assess the risk of child abuse within their area of responsibility, and eradicate/minimise any risk to the extent possible.

They should be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct.

### **Responsibilities of Employees, Contractors and Volunteers**

All Staff / Volunteers / Contractors share in the responsibility for the prevention and detection of child abuse, and must:

Adhere to Child Safety Policies, Procedures, Instructions and Guidelines.

Co-operate with the College with respect to any action taken to comply with any requirement imposed by or under the Policies, Ministerial Orders or Act.

Not wilfully place at risk the health and safety of any children.

Familiarise themselves with the relevant laws, the Code of Conduct, Victory Christian College's policy and procedures in relation to child protection, and comply with all requirements.

Report any reasonable belief that a child's safety is at risk to the relevant authorities (such as the police and / or the state - based child protection service) and fulfill their obligations as mandatory reporters.

Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to a responsible person at the College).

Provide an environment that is supportive of all children's emotional and physical safety.

### **Employment and Induction Procedures**

Victory Christian College undertakes a comprehensive recruitment and screening process for all workers which aims to:

- Promote and protect the safety of all children under the care of the Victory Christian College.
  - Identify the safest and most suitable people who share Victory Christian College's values and commitment to protect children.
  - Prevent a person from working at Victory Christian College if they pose a risk to children.
- Victory Christian College requires:
- All new staff to sign a statutory declaration in regards to previous allegations of sexual abuse or misconduct, as part of their employment contract.
  - All non-teaching staff, volunteers and contractors to have current Working with Children's checks.
  - All teachers to have VIT registration.
  - All parents participating in school camps, or directly responsible for groups of students on excursions to have a current Working with Children's check and to read and sign the Child Safety Code of Conduct.

- All new staff and Contractors to complete a safety induction, to read, acknowledge and sign the Child Safety Code of Conduct.

### **Ongoing Training and Supervision**

Training and education is important to ensure that everyone in our organisation, including members of the College board, understand that child safety is everyone's responsibility.

Our organisational culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimize risks of child abuse and to detect potential signs of child abuse.

We also support our staff and volunteers through ongoing supervision to: develop their skills to protect children from abuse; and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability. Staff members continued suitability for child-connected work will be monitored and assessed through the annual staff Appraisal process, including a peer observation process for teaching staff.

### **Procedure for Responding to Allegations of Child Abuse**

A Child is anyone under the age of 18.

Child Abuse includes any act committed against a child involving physical violence, sexual offence, grooming, serious emotional or psychological harm, or serious neglect. (See Mandatory Reporting Policy for detailed descriptions and indicators.)

Fulfilling the roles and responsibilities contained in the following procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.

### **Reporting**

Any staff member, volunteer or contractor who has grounds to suspect abusive activity must immediately notify the appropriate child protection service or the police. They should also advise their supervisor about their concern.

In situations where the supervisor is suspected of involvement in the activity, or if the person having the suspicion does not believe that the matter is being appropriately addressed or dealt with, the matter should be reported to the next highest level of supervision.

Supervisors must report complaints of suspected abusive behaviour or misconduct to the Principal and to any external regulatory body such as the police.

Allegations of misconduct against a staff member, contractor or volunteer, which meet the Reportable Conduct Scheme criteria, must be reported by the Principal to the Commission for Children and Young People, within 3 business days of the report being made.

Mandatory / voluntary reporting requirements are documented in the Child Protection Policies.

### **Investigating**

If the appropriate child protection service or the police decide to investigate this report, all employees, contractors or volunteers must co-operate fully with the investigation.

Whether or not the authorities decide to investigate, the Principal will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the Principal may decide to conduct such an investigation. All employees, contractors and volunteers must co-operate fully with the investigation. If the allegations reported meet the Reportable Conduct Scheme Criteria, the Principal must undertake an investigation and report the outcomes to the Commission for Children and Young People.

Any such investigation will follow a systematic approach and apply procedural fairness, according to the Commission's guidelines.

The Principal will make every effort to keep any such investigation confidential; however, from time to time other members of staff may need to be consulted in conjunction with the investigation.

After an initial review and a determination that the suspected abuse warrants additional investigation, the Principal shall coordinate the investigation with the appropriate investigators and / or law enforcement officials. Internal or external legal representatives will be involved in the process, as deemed appropriate.

## **Responding**

If it is alleged that a member of staff, contractor or a volunteer may have committed an offence or have breached Victory Christian College's policies or its Code of Conduct the person concerned may be stood down (with pay, where applicable) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the College's policies or Code of Conduct) has occurred then disciplinary action may follow, up to and including dismissal or cessation of involvement with the College. The findings of the investigation will also be reported to any external body as required, including the Commission for Children and Young People.

## **Privacy**

All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. Victory Christian College will have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how the personal information is recorded, what will be done with it, and who will be able to access it.

## **Legislative Responsibilities**

Victory Christian College takes its legal responsibilities seriously, including:

### **Failure to Disclose:**

Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.

### **Failure to Protect:**

People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

Any personnel who are **mandatory reporters** must comply with their duties. Please refer to the Mandatory Reporting Policy for additional information.

### **Review of Procedures and Policy**

The Child Safety procedures and policies will be reviewed by the College Board annually.

### **Where to go for Further Information**

The following people will be able to provide further information

- Deputy Principal, Chris Harvey
- Principal, Anne Marie Rodgers

### **Relevant Legislation and Regulations:**

Ministerial Order 870 <sup>[1]</sup> <sub>[SEP]</sub>

Children, Youth and Families Act 2005

Child Wellbeing and Safety Act 2005 (Vic)

Education and Training Reform Act 2006

Crimes Act 1958 (Vic)

Working with Children Act 2005

Family Violence Protection Act 2008

Victorian Institute of Teaching Act 2001

## **CHILD SAFETY CODE OF CONDUCT**

### **Child Safe Rationale**

Victory Christian College has an overarching priority that all children in our care are safe, feel safe and that child abuse is non-existent in our community.

### **Introduction**

The Board, Leadership Team, staff, volunteers and contractors at Victory Christian College are required to abide by this Code of Conduct

On entering the site of Victory Christian College, we become representatives of this school and its Christian beliefs, ethos and values.

This Code of Conduct is in addition to the Staff Code of Conduct, VIT Code of Conduct & relevant Induction documents.

### **Implementation**

#### **All people involved in the care of children on behalf of Victory Christian College will:**

- Work towards the achievement of the aims and purposes of the College;
- Treat students with respect as people created in God's image. We will treat students the same way we would expect to be treated;
- Be responsible for relevant administration of programs and activities in their area;
- Maintain a duty of care towards others involved in these programs and activities;
- Establish and maintain a child-safe environment in the course of their work;
- Be fair, considerate and honest with others;
- Treat children and young people with respect and value their ideas and opinions;
- Act as positive role models in their conduct with children and young people;
- Be professional in their actions;
- Maintain strict impartiality;
- Comply with specific College guidelines and policies on physical contact with children;
- Comply with College guidelines in respect to counselling of individual students and use of College amenity blocks.
- Respect the privacy of children, their families/carers and teachers, and only disclose information to people who have a need to know;
- Maintain a child-safe environment for children and young people;
- Operate within the policies and guidelines of Victory Christian College; and
- Contact the police if a child is at immediate risk of abuse (telephone 000).

#### **No person shall:**

- Shame, humiliate, oppress, belittle or degrade children or young people;
- Unlawfully discriminate against any child;
- Engage in any activity with a child or young person that is likely to physically or emotionally harm them;
- Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
- Use any form of aggressive physical contact;
- Transport any student in a vehicle without parental permission (emergencies may be excepted);
- Physically restrain a child who is trying to walk away, unless they are in imminent danger;
- Be alone with a child or young person unnecessarily and for more than a very short time;
- Develop a 'special' relationship with a specific child or young person for their own needs;
- Show favoritism through the provision of gifts or inappropriate attention;
- Arrange contact, including online contact, with children or young people outside of the College's programs and activities;
- Photograph or video a child or young person without the consent of the child and his/her parents or guardians;
- Work with children or young people while under the influence of alcohol or illegal drugs;
- Engage in open discussions of a mature or adult nature in the presence of children;
- Use inappropriate language in the presence of children; or
- Do anything in contravention of the College's policies, procedures, or this Code of Conduct.

### **Guidelines Regarding Contact with Students**

#### **Use of Amenity Blocks**

When on site, Staff, Volunteers & Contractors should avoid using the boys or girl's toilets in Buildings. The disabled toilets are available for staff use. On camps or excursions staff should avoid using student designated bathrooms, if at all possible.

The amenity blocks in the auditorium foyer are available for Staff, Volunteers & Contractors.

Staff, Volunteers & Contractors should never be the only adult in a change room if students are present.

## **Counselling of Students**

Being alone with a student in circumstances where you are not visible to other adults should be avoided. Counselling of individual students may only be conducted in visible locations e.g.: a classroom, the Principals Office, the Chaplains Office, the Deputy Principals Office, the Administration Interview Room, Outside Picnic Table, a Student Study Area. If any other area is used for counselling at least two adults must be present. On camps and excursion, an open area accessible to and in view of others should be selected.

## **Physical Contact**

Any form of suggestive or inappropriate physical contact, e.g. inappropriate touching, kissing, hugging or a student sitting on an adult's lap must be avoided.

In some cases, where a staff member deems it to be appropriate for the comfort of a student, a hug is permissible providing it is: short in duration, around the shoulder area and side-on, and in public view.

## **Administering First Aid**

All first aid (except in the case of emergency treatment whilst waiting for an ambulance) must be administered in the First Aid Room by trained staff. If first aid is required on camps and excursions the patient must remain with the group or vice versa.

If during a camp or excursion a single child is unable to join with the group due to medical reasons, two adults or one adult and a student friend of the child is to remain.

## **What Happens if you Breach this Code of Conduct?**

If you breach this Child Safety Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with Victory Christian College.

Any allegations of child abuse or charges made against a registered teacher will be immediately reported to the VIT.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to Victory Christian College Child Safety Officer(s) or the Principal.

# DISCIPLINE POLICY

## **Discipline**

Victory Christian College is committed to the wellbeing of all members of the College Community. The College seeks to create a Christ Centred environment where staff and students are nurtured, valued and cared for. The Discipline Policy provides a framework which develops mutual respect and facilitates a safe, supportive, and collaborative working and learning environment. "...Love your neighbour as yourself." (Mt 22:37-39).

A full copy of the Discipline Policy, outlining our processes and procedures is available from the College Website.

## **Student Code of Conduct**

*"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity." 1 Timothy 4:12*

### **All students have the right to:**

- Feel safe and be safe. (inc. physically, sexually and online)
- Be treated in a fair and courteous manner.
- Respectively express opinions and ideas.
- Be treated with respect.
- Receive encouragement and biblical correction.
- Learn in a cooperative environment and develop their God given talents and abilities.
- Have the opportunity to achieve their full potential.
- Work and play in a clean and pleasant environment.

### **All students have the responsibility to:**

- Inform a trusted adult if they or others don't feel safe.
- Respect the rights of others to learn.

- Communicate with others in a courteous and respectful manner.
- Respect the property of others and the property of the College.
- Cooperate with College requirements in relation to uniform, attendance and punctuality.
- Maintain a clean and pleasant environment.
- Take full advantage of the educational opportunities offered by the College.
- Follow the College Digital Citizen guidelines.
- Act in accordance with the College goals and policies.

## **Bullying**

The College has a zero-tolerance approach to bullying and has clearly defined policies and procedures in place to deal with bullying issues. These include prevention and intervention programs, ICT and Internet Use Code of Conduct, and a strong Christian values based ethos.

Self-respect and acceptance of others are firm values taught by the College and help to minimise bullying incidents. Bullying can present itself in many forms, including verbal, physical and online bullying. Parents are encouraged not to ignore reports of bullying. No matter how minor the incident, parents should contact the class teacher or Principal if bullying is suspected.

A full copy of the Bullying and Harassment Policy is available from the College Website.

## **ENROLMENT POLICY**

- 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 discriminate on the basis of race, gender, disability, national or ethnic origin.

### **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.

## Introduction

- A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing the College. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the Dress Code.

## Aims

- To promote equality amongst all students.
- To further develop a sense of pride in, identification with our College.
- To provide durable clothing that is cost effective and practical for our College environment.
- To maintain and enhance the positive image of the College in the community.

## Implementation

- The Dress Code applies during school hours, while travelling to and from school, and when students are on school excursions.
- Summer and winter uniforms, as well as sports uniforms will be prescribed, and are required to be worn.
- The student Dress Code is detailed below and will be made available to parents through the Handbook, on the College Website, and in the Enrolment Pack.
- Regular reminders regarding dress code will be published in the College Newsletter.
- Uniform must be kept clean and in good order and staff may request parents to replace excessively worn or untidy items.
- Uniform items are to be named, and any unmade items which remain unclaimed in lost property longer than one term will be resold as second-hand uniform.
- The Dress Code has been designed to provide flexibility for students and promote physical activity during break times.
- A Facebook Page will operate through the College for parent to buy and sell quality second hand uniform.

## College Dress Code

- Students are expected to be neat and tidy at all times and uniform must be clean and in good condition.
- Students are not permitted to wear t-shirts or long sleeve tops, which are visible under their uniform.
- Stud earrings or sleepers worn in the ears, and watches, are the only acceptable jewellery. Body piercings such as eyebrow, nose and other facial piercings are not permitted.
- Additional jewellery items will be required to be removed. These items will then be passed on to the Deputy Principal or the relevant Head of School, and will be held for one week. If a student is found to be wearing additional items for a second time, the jewellery will then be held by the Deputy Principal or the relevant Head of School for the remainder of the term.
- Primary girls are not permitted to wear makeup or nail polish.
- Secondary girls may wear light foundation and minimal mascara. No other cosmetics or nail polish are permitted, and all male students must be clean-shaven. Supplies of razors, makeup wipes and nail polish remover are kept in the Sick Bay to assist with compliance.
- Body piercing or tattoos (including henna), tanning, non-natural hair colours (e.g. Green, pink, purple etc.) and/or extreme hairstyles, are not permitted.
- Students should fasten their hair away from their face, and primary students with long hair should have it tied back each day. Secondary students with long hair should have it tied back for Technology, Food, PE and Science Practical classes.
- All hair ties should be navy, black or neutral hair colour.



- Year Five/Six students have two Academic Uniform days per week. Academic or Sports Uniform can be worn on the other three days.
- Year Seven to Ten students are to wear Academic Uniform unless PE is timetabled. Sports Uniform is to be worn the day of timetabled PE or on Sports Days.
- Secondary Students that have a scheduled practical session (elective class) before recess, can arrive at school in Physical Education Uniform and will be required to change back into Academic Formal uniform after their class has concluded.
- Secondary Students that have a scheduled practical session (elective class) after recess, are to change into their Physical Education Uniform at school (during recess) and then back into their Academic Formal Uniform after their class has concluded.
- Secondary Students that have a scheduled practical session (elective class) after lunch, are to change into their Physical Education Uniform at school (during lunch) and can depart home in their PE uniform.
- Summer dress/winter skirt must be sitting no shorter than just above the knee.
- Winter trousers are available as an option for Year Five to Twelve girls.
- The Soft Shell Jacket may be worn over both the Academic and the Sports Uniform. When wearing the Winter Academic Uniform, the soft shell jacket is to be worn over the Woollen Jumper.
- Shoes are to be formal black lace up or buckle leather shoes with the Academic Uniform or runners with the Sports Uniform. Light canvas, leather boots and flat slip-on leather shoes are not considered appropriate footwear for school and should not be worn.
- White ankle length plain socks are to be worn with the Summer Academic Uniform; white or black plain socks can be worn with the Sports Uniform or under winter pants. VCC logoed socks are optional. Navy tights are to be worn with the winter skirt.
- Hats must be worn Term One and Term Four, in line with the College's Sunsmart Policy. Hats are available to purchase from the school office.

## **Uniform Guidelines**

### **Junior School (P - 4)**

- Prep to Year Four have one academic uniform day per week. Academic or Sports Uniform can be worn on the other four days.
- Summer dress / winter tunic must not be more than 8cm from the floor when kneeling.
- Shoes are to be formal black lace up or buckle leather shoes with the Academic Uniform, or runners with the Sports Uniform.
- White ankle length plain socks are to be worn with the Summer Academic Uniform; white or black plain socks can be worn with the Sports Uniform or under winter pants. VCC logoed socks are optional.
- Navy tights are to be worn with the tunic. Socks and tights are not to be worn together.
- Hats must be worn Term One and Term Four, in line with the College's Sunsmart Policy. Hats are available to purchase from the Administration Office.
- The Soft Shell Jacket may be worn over both the Academic and Sports Uniform.
- Victory School Bag is an optional item.

### **Middle and Senior School (5 - 12)**

- Year Five/Six students have two Academic Uniform days per week. Academic or Sports Uniform can be worn on the other three days.
- Year Seven to Ten students are to wear Academic Uniform unless PE is timetabled. Sports Uniform is to be worn the day of timetabled PE or on Sports Days.
- Year Eleven/Twelve students are to wear Academic Uniform every day unless participating in a VCE P.E. prac, session or on a Sports Day.
- Secondary students with P.E. electives are to change at school and then back into their Academic Uniform after their class.

- Students undertaking a VET subject off site during the first part of the school day will be required to change into their Academic Uniform when they arrive at school.
- For VET subjects during the day, students will need to arrive at school in their Academic Uniform, however, they may change into their PE uniform before leaving for their VET class.
- Summer dress/winter skirt must not be more than 8cm from the floor when kneeling.
- Winter trousers are available as an option for Year Five to Twelve girls.
- The Soft Shell Jacket may be worn over both the Academic and the Sports Uniform but not as a replacement for the V Neck Woollen Jumper in Terms 2 and 3.
- Year Nine to Twelve students may purchase the College Blazer. This may be worn year round.
- Year Twelve Rugby Top is an optional item; ordered and purchased through the College.
- Shoes are to be formal black lace up or buckle leather shoes with the Academic Uniform or runners with the Sports Uniform.
- White ankle length plain socks are to be worn with the Summer Academic Uniform; white or black plain socks can be worn with the Sports Uniform or under winter pants. VCC logoed socks are optional. Navy tights are to be worn with the winter skirt.
- Hats must be worn Term One and Term Four, in line with the College's Sunsmart Policy. Hats are available to purchase from the school office.
- A full copy of the Uniform Policy is available from the College Website.

## OTHER POLICIES AVAILABLE ON THE COLLEGE WEBSITE

Asthma Policy

Anaphylaxis Policy

Bullying and Harassment Policy

Complaints Procedure Policy

ICT and Internet Acceptable Use Policy

Privacy Policy

Sunsmart Policy

First Aid Policy