

Victory Christian College Handbook



ABN 27207334415
Reg No: 1946

Principal:
Mrs Anne Marie Rodgers

Office Hours for Enquiries:
Monday – Friday, 8:30am to 4:30pm

Tel: 03 5445 2600
Email: admin@vcc.vic.edu.au Website: www.vcc.vic.edu.au

Affiliations: Independent Schools Victoria - ISV
Christian Schools Australia – CSA
Christian Schools Events Network – CSEN

USING THE HANDBOOK

This Handbook covers most areas of College life, giving details, which parents and students need to know for effective participation in the College. At times information in the Handbook may require updating due to changing policies or operational requirements. Updated information will be made available on the College Website. www.vcc.vic.edu.au

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INTRODUCTION

Victory Christian College was opened in 1995 and is a ministry expression of Victory Church, Bendigo. The College and land are owned by, and operate under the direction of, the Apostolic Church Australia Ltd.

The Apostolic denomination is a Pentecostal Church birthed in the early 20th Century in Wales, through the influence of the Welsh Revival of that time. Victory Church is part of that Pentecostal expression in Bendigo and, consequently, the worship and ministry experienced during College life, for example, chapel services, camps, etc. may, at times, reflect that expression. The balanced approach to all forms of contemporary ministry, the emphasis on spiritual integrity and the high standards expected of all staff members, visiting chapel speakers and other College personnel allow all Victory Christian College families to feel confident in the Christian environment provided.

The College's aim is to serve the broader community in Bendigo and surrounding districts with a message that Jesus forgives, saves, heals and restores. It is our belief that our young people need to know loving support and discipline as they grow academically and in the knowledge of the Lord. Students must know that they are loved and accepted whilst they are challenged and disciplined to grow as young Christians.

As a College staff we are ministers to the Lord; we therefore have the privilege of fostering Christian values, and encouraging young people to enter into their own personal relationship with Jesus Christ. We also have the responsibility of equipping our students to live in a sophisticated modern world, in which technical and professional demands for excellence are very high.

The College presents a family ministry, where home, Church and College are closely linked, and the College environment helps students grow up to be secure and competent adults who have good life skills and who are willing to declare Jesus as Lord of their life.

The College is affiliated with State and National education organisations, which provide accreditation and support.

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.

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 the 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.

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

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.

COLLEGE VALUES

The National Goals for Schooling in the Twenty-First Century recognise that, “Australia’s future depends upon each citizen having the necessary knowledge, understanding, skills and values for a productive and rewarding life in an educated, just and open society.” 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*

AIMS AND OBJECTIVES

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 exploration 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 team, ensuring integrity, financial viability, sound policies and transparent administration, pursuing new opportunities and growth for our college community.

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:

- | | |
|--|---------------|
| ▪ Apostolic Church Australia LTD | One member |
| ▪ City of Greater Bendigo Minister (Non Apostolic) | One member |
| ▪ Senior Minister Victory Church | One member |
| ▪ Eldership appointees of Victory Church | Three members |
| ▪ Principal of the College | One member |
| ▪ Staff representative | One member |
| ▪ Treasurer | One member |
| ▪ Business representative – Bendigo | One member |
| ▪ Two parent representatives (Only one Apostolic) | Two members |

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. The Business representative and Minister's representative are seconded by agreement of the Board.

STAFFING

Teaching staff at Victory are chosen for their Christian, professional approach. They are well qualified in their subject areas and have strong skills for building rapport and empathy with students. All teaching staff are required to be registered with the Victorian Institute of Teaching (VIT) and abide by the Staff Code of Conduct. All support staff are required to have Working with Children Checks. When appointing staff, we look for evidence of the following criteria:

- Clear Christian Testimony
- Qualifications in their field of discipline
- Ability to work effectively as a team member
- Ability to motivate students to live for Christ
- Willingness to be involved in the whole College community
- Good class management skills and love for students
- Commitment to the ministry and life of their local Church
- Commitment to Christian Education
- Willingness to make sacrifices
- Good rapport with parents

GENERAL ADMINISTRATION

ADMINISTRATION HOURS OF OPERATION

Monday to Friday

8.30am – 4.30pm

STUDENT TIMETABLE

The College operates a six period timetable on a fortnightly rotation.

First bell: 8.57am

Recess: 10.56am – 11.16am

Lunch: 12.58pm – 1.38pm

Final bell: 3.20pm

COMMUNICATION WITH PARENTS

- The College makes every endeavour to ensure high levels of communication with parents. Please feel free 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 you.
- 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.

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 Care Monkey is sought from parents annually to use photographs for publicity purposes.

STUDENT 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 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.

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.

SCHOOL CANTEEN

- A school Canteen operates each day of the week during recess and lunch. Lunch orders are taken on these days, and should be in a “Stickybeaks” reusable lunch bag or written on a brown paper bag and handed in at the canteen before 9.30 am. Correct money is greatly appreciated. A Lunch Order Price List is printed in the Newsletter at the commencement of each term.
- Stickybeaks reusable lunch bags are available from the canteen or the Administration office for \$8 each. For more information see www.stickybeaks.com.au.
- 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.

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 given away or placed in the second hand uniform store.

TRAVELLING TO AND FROM COLLEGE

- 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 forms are available 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.
- Students accessing the College bus run to and from local suburbs, will be invoiced on a term by term basis by the College.
- 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.
- Travel Allowance - If a student has to travel more than 4.8 km to the College or the same distance to get on a free country bus then they may be eligible for a Conveyance Allowance. Please contact the office for advice on this matter.

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.

VISITORS' REGISTER

- Parents are always welcome at the College, and are encouraged to be involved in our educational programs. Parents and other visitors to the College are required to report to the Administration Office and sign the Visitors' Register upon arrival and departure.

TRANSITION PROGRAM

- New Prep students participate in 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 Week, 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 camp in February.
- Year Nine to Twelve students receive comprehensive pathways and careers counselling to assist with subject selection for VCE and beyond, and Year Ten students participate in Work Experience.
- Flying Start Program: This program commences after the Secondary Exam Period in Term Four. During the program, secondary students commence work on the Term One curriculum for the following year, and assessments tasks are included in the following year's marks.

CAR PARK MANAGEMENT

USE OF ZEBRA CROSSING

- All Staff, students, parents and visitors must use zebra crossing between 8:15am & 9:15am and between 3:00pm & 4:00pm
- 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 and across the zebra crossing to and from the footpath. (Primary students may be accompanied by students in Year Nine or above.)

USE OF ONE MINUTE DROP OFF/PICK UP ZONE

- When parents in vehicles are queuing for the one minute drop off/pick zone their vehicle must not block entry to the top car park.
- When queuing, cars must continually move forward (as others leave) towards the zebra crossing to keep the queue moving.
- If students are not ready for pick up, drivers must either park in the car park or travel through the car park, turn right into Kairn Road and re-join 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.
- Drivers must not get out of cars parked in pick up/ drop off zone.

STUDENT SAFETY

- No student, staff, parents or visitor must attempt to cross into the car park by walking in front of a bus parked in the bus zone.
- 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, staff, 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 & 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 and 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.

STRATEGIES TO EMBED A CULTURE OF CHILD SAFETY

Strategy	Responsible Staff Member/s
We will include Child Safety on Sub-School Meeting Agendas.	Sub School Leaders
We will annually train Board members and staff about Child Safety Standards, including current regulations, and reinforce our collective obligations and responsibilities for managing the risk of child abuse in the school environment.	Board Chair and Principal
We will annually present Choices, Decisions and Outcomes (or an equivalent program) that teaches secondary students about Healthy & Respectful Relationships.	Deputy Principal in coordination with the Gianna Centre
We will annually run student Mental Health, Resilience and Child Safety Workshops.	To be Coordinated by the Deputy Principal and Chaplain
We will advise parents of our Child Protection Policies and our Child Safety Code of Conduct through our newsletter and website	Website Manager and Newsletter Editor
The Child Safety Policy and Code of Conduct will be published in the Parent Handbook, which outlines that managing the risk or child abuse is	Administration Staff

the collective responsibility of all members of the school community	
We will embed Child Safety Topics in the P.E. and Health curriculum	Health and P.E Faculty Leader and staff
We will consider child safety matters on all risk assessments	Deputy Principal and Teaching Staff
We will provide students with visible access to the Child Protection Fact Sheet, and Child Protection Poster	Administration Staff

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, include members of the College board, understands 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

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 'B' & 'D'. 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.

COLLEGE 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 and receives some Federal and State Government funding, but requires payment of fees by parents to ensure the continued day to day operation of the College and provide for 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.

A term's notice is required when a child leaves the College. If a term's notice is not given (including at the end of the year), payment of the term's fees is required.

The College does not discount fees because of family absence or holidays.

A full copy of Fee Policy is available on the College Website.

ENROLMENT POLICY

Victory Christian College desires to make Christian education available to as many families in the Central Victorian area as possible. We strive to see the children entrusted to us, both educated and equipped to be the best versions of themselves, for life. The College does not discriminate on the basis of race, gender, disability, nationality or ethnic origin.

Should parents wish to apply for enrolment a non-refundable application fee of \$100.00 per family is required.

Victory Christian College takes into account the following factors and conditions in admitting students, and continuing their enrolment once they are admitted:

- That parents/guardians' agree to supporting the Christian foundations of Victory. This includes allowing their child to participate in the life and program of Victory, including devotional activities, Bible classes, Chapel sessions, camps, excursions, sports days, student church services and the annual Celebration Evening.
- That the parents/guardians accept the right of Victory to uphold its authority, and agree to support Victory's discipline policy.
- That the parents/guardians agree to provide their children with the correct, well maintained uniform as approved by the College.
- That the student will behave in a way that brings honour to Victory and its Christian ethos.
- The student agrees to obey Victory's Code of Conduct and conditions of enrolment. Students are admitted on probation for their first term. Their progress is reviewed before their first term's completion.

When a family wishes to withdraw their children from Victory, a term's notice is required so that the College can adequately plan class groupings and staff engagement. A term's fees may be given in lieu of the notice period required.

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

ASTHMA PLANS

- Students who suffer from asthma will require an annual written asthma plan filled out by their doctor in consultation with their parents. It is the Parents responsibility to upload the plan to "Care Monkey" 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 EpiPen in line with the action plan. It is the Parents responsibility to upload the plan to "Care Monkey" 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 hard copy of the anaphylaxis plan along with the EpiPen 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 (EpiPen) according to the child's Anaphylaxis Action Plan and call an ambulance.

CONFIDENTIAL MEDICAL INFORMATION

- Care Monkey 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.

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).

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.

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.

CURRICULUM

At Victory Christian College we strive to provide an engaging, relevant and God-focused curriculum that is based on the required government standards, and differentiated to meet individual student needs. The information below details the curriculum and co-curricula areas at the different stages of schooling across the College.

PRIMARY SUBJECTS

Core Subjects	Specialist Subjects	Co-Curricula
English	Physical Education	Library
Maths	Art	Devotions / Values Education
Science	Music	Chapel
Humanities	Chinese	Sport
Bible		Enrichment Program (Gr 5/6)
		Developmental Curriculum (Prep / Gr 1)
		Camps and Excursions
		Choir & Instrumental Music Program
		School Productions

YEAR SEVEN AND EIGHT SUBJECTS

Core Subjects	Electives	Co-Curricula
English	Performing Arts - Drama	Daily Homeroom
Maths	Performing Arts - Dance	Chapel
Science	Music	Sport
Humanities	Advanced Food Technology	Enrichment Program
Bible/Personal Development	Advanced Visual Art	Study Skills
Visual Art	Product Design Technology	Values Education
Chinese	Trade: Construction	Camps & Excursions
Physical Education	IT Applications	Music Bands & Choir
Art and Design	Systems Engineering	Instrumental Music Program
Food Technology	Advanced PE	School Productions
Material and Systems	Textiles	
Textiles	French	
Computing	Chinese	

YEAR NINE SUBJECTS

Core Subjects	Electives	Electives	Co-Curricula
English	Systems Engineering	VETA - Neo	Daily Homeroom
Maths	Studio Arts	Media	Chapel
Science	Perf. Arts - Dance	Vis Com Design	Sport
Humanities	Perf. Arts - Drama	Technical Drawing - CAD	Study Skills
Bible/Personal Development	Music	Photography	Values Education
Physical Education	Food Technology	Outdoor Education	Camps & Excursions
	PDT: Textiles	Victory Racing Team	Music Bands & Choir
	Advanced PE	Duke of Edinburgh Award	Instrumental Music Program
	Community Service	Trade: Construction	School Productions
	French	Chinese	Leadership Program

YEAR TEN SUBJECTS

Core Subjects	Electives	Electives	Co-Curricula
English	VCE Subject (negotiated)	Perf. Arts - Drama	Daily Homeroom
Maths	VET Subject (negotiated)	Engineering- Robotics	Chapel
Science	Studio Arts	Music	Sport
Humanities	Systems	French	Study Skills
Bible/Personal Development	Visual Com Design	Chinese	Values Education
Physical Education	Technical Drawing - CAD	Forensics	Camps & Excursions
	Food Technology	Trade: Construction	Music Bands & Choir
	Photography	Outdoor Education	Instrumental Music Program
	Trade: Hospitality	Victory Racing Team	School Productions
	Community Service	Film/Animation	Leadership Program
	PDT: Textiles	VETA Neo	
	Pre-Apprenticeship (Negotiated)	Coding	

VCE SUBJECTS

VCE Subjects	VET Subjects	VCE Co-Curricula Areas
Biology	VET Automotive	Daily Homeroom
Business Management	VET Building and Construction	Chapel
Chemistry	VET Electronics and Electrical	Bible
Classical Studies	VET Engineering and Science	Sport
Computing	VET Hospitality	Supervised Study
Drama	VET Agriculture	Mentoring
English	VET Integrated Technologies	Values Education
Environmental Studies	VET Horticulture,	Excursions
Food Technology	VET Laboratory Skills	Music Bands & Choir
French	School Based Apprenticeships and Traineeships available	Instrumental Music Tuition
Geography		Leadership Program
Health and Human Development		
History – 20 th Century History		
History of Revolutions		
Legal Studies		
Mathematics: General Mathematics		
Mathematics: Maths Methods		
Mathematics: Specialist Maths		
Media		
Music Composition and Styles		
Music Performance		
Outdoor Education		
Physical Education		
Physics		
Product Design Technology: Wood		
Psychology		
Sociology		
Studio Arts		
Visual Communication and Design		

ASSESSMENT AND REPORTING

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

- Reports are provided to parents at the following times:
 - Secondary Interim Reports: End of Term One and Three.
These reports aim to give an early indicator of progress for the semester and provide a basis for Parent/Teacher interviews.
 - Semester Reports - End of Term Two and Four
These reports are more formal with letter grades and extended comments. (See grading details below)
 - Primary Student Folios - distributed at the end of each term, contain work samples and student progress updates.
 - Secondary Assessment Folios – distributed at the end of each term, contain the major pieces of assessed work in Maths, English, Science and Humanities.
- 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. If late submission of work becomes an issue, parents will be notified and parent involvement and consultation would then follow. If a student requires additional assistance the College will advise parents.
- Assessment is not seen as an end in itself, but rather as a tool to facilitate learning. Students receive constant feedback on their progress and have opportunities to discuss the improvements that they need to make. Our 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 (National Assessment Program – Literacy and Numeracy) set by ACARA.

REPORT GRADINGS

- Years Prep - Six
 - A Achieving twelve or more months above the expected standard
 - B Achieving six to twelve months above the expected standard
 - C Achieving at the expected standard
 - D Achieving up to six months below the standard
 - E Achieving more than six months below the expected standard
- Years Seven - Twelve
 - A 85 -100%
 - B 70 - 84%
 - C 60 - 69%
 - D 50 - 59%
 - E 49% and belowFurther assessment is provided within reports, which evaluates effort, attitude, overall social development and achievement against Government Curriculum Standards.
- Years Eleven - Twelve
 - S Satisfactorily Completed Course Work
 - N Unsatisfactorily Completed Course Work

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 for teachers 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 at the end of Terms One and Three are conducted on an “as needs” basis, following the distribution of interim reports. Staff may request an interview in the interim report, or parents may request an interview via School Interviews booking system.
- Mid-year interviews are conducted for all parents and students in the College to discuss the mid-year report, review individual learning plans and set goals for the second semester.

AWARDS AND ACHIEVEMENTS

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.

END OF TERM AWARDS ASSEMBLY

- Certificates are presented across the college for Endeavour and Citizenship, along with citations about award recipients. Awards are also given to the three highest achieving Secondary students in the core subjects each term, with achievements in other subjects recognised on a rotating basis.

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 memento.

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 and Senior 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 participate in nationally recognized leadership development programs and 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 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.

STUDENT DISCIPLINE

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.

DIGITAL TECHNOLOGIES

The College has in place a one-to-one BYOD (Bring your own device) iPad program from Grade Five to Year Twelve, shared iPads for Prep to Grade Four, as well as student access to desktop and laptop computers. VCE Students have the option of BYOD laptops.

Year Seven to Ten students use digital textbooks, 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 Four 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.

UNIFORM POLICY

AIM

- To promote equality amongst all students.
- To promote a sense of pride in, and 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.

Out of Uniform Consequences

- If a student is out of uniform without a note from a parent, a uniform infringement notice (yellow sticker) will be issued in the diary. If a student receives three yellow stickers within a term, a lunchtime detention will be issued.

College Dress Code

- Students are expected to be neat and tidy at all times and uniform must be clean and in good condition.
- Light canvas and flat slip-on leather shoes are not considered appropriate footwear for school and should not be worn.
- Students are not permitted to wear t-shirts, which are visible under their uniform.
- One pair of stud earrings or sleepers worn in the ears, and watches, are the only acceptable jewellery for girls. Watches are the only acceptable jewellery for boys.
- Additional jewellery items will be required to be removed. These items will then be passed on to the Deputy Principal 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 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 and nail polish remover are kept in the Sick Bay for non-compliance.
- Body piercing or tattoos (including henna), excessive fake tanning, extreme hair colours (e.g. Green, pink or purple rinses) and/or extreme hairstyles are not permitted.
- Boys' hair should be neat and tidy, no longer than collar length and fringes should be above eye level.
- Girls should fasten their hair away from their face, and primary girls with long hair should have it tied back each day. Secondary girls with long hair should have it tied back for Technology, PE or Science Prac classes.
- All hair ties should be navy, black, or natural hair colour

A full copy of the Uniform Policy is available from the College Website.

- Prep to Grade 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 academic uniform; white or black plain socks can be worn with sports uniform. 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.

- Grade Five/Six students have two Academic uniform days per week. Academic or Sports uniform can be worn on the other three days.
- Year Seven-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 and Twelve students are to wear Academic uniform every day unless participating in a VCE PE prac. session or on a Sports day.
- Secondary students with PE 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.
- The Soft Shell Jacket may be worn over both the Academic and Sports Uniform.
- 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 academic uniform; white or black plain socks can be worn with sports uniform. VCC logoed socks are optional.
- 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.
- Victory School Bag is an optional item.

03) 5445 2600

admin@vcc.vic.edu.au

6 Kairn Road, Strathdale, VIC 3550

For more information visit our website

www.vcc.vic.edu.au