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PARENT HANDBOOK

2023

A decorative graphic of several thin, curved lines representing grass or reeds, located in the bottom left corner.

**OLIVET CHRISTIAN COLLEGE**

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## INTRODUCTION

This Handbook contains information concerning the daily procedures of College Life. It is anticipated that this document will do much to enhance communication between school and home. Please read it carefully and keep it in a handy place for ready reference. This book is arranged in alphabetical order to help you find topics easily.

### OLIVET CHRISTIAN COLLEGE NO 1793

<b>PRINCIPAL</b>	Mr Steven Nicholas
<b>BUSINESS MANAGER</b>	Mrs Mary-Anne Revell
<b>ADDRESS</b>	89 Main Road, Campbells Creek 3451
<b>TELEPHONE</b>	03 5472 3817
<b>TELEPHONE MOBILE</b>	0490 091 922
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<b>WEB ADDRESS</b>	<a href="http://www.olivet.vic.edu.au">www.olivet.vic.edu.au</a>
<b>MOTTO</b>	<i>"Teaching them to observe all that I have commanded you." (Matt 28:20a)</i>  <i>"Train up a child in the way he should go and when he is old he will not depart from it." (Proverbs 22:6a)</i>  Encouraging...Equipping...Empowering
<b>SCHOOL COLOURS</b>	Academic      - Bottle green, grey and white Sport            - Gold and Black

## 2023 TERM DATES

	Term Dates	Holidays	Weeks
<b>Term 1</b>	Mon 30th Jan – Thurs 6th April	Fri 7th April – Wed 26th April	10 weeks
<b>Term 2</b>	Mon 27 <sup>th</sup> April – Fri 24 <sup>th</sup> June	Sat 26 <sup>th</sup> June – Tue 11 <sup>th</sup> July	9 weeks
<b>Term 3</b>	Wed 12 <sup>th</sup> July – Fri 15 <sup>th</sup> Sept	Sat 16 <sup>th</sup> Sept – Sun 1st Oct	9.6 weeks
<b>Term 4</b>	Mon 2nd Oct – Wed 6th or Fri 8th Dec	Fri 8 <sup>th</sup> Dec –	10 weeks

### REACHOUT ENTERPRISES LTD.

The governing body of Olivet Christian College is the Executive of Reachout Enterprises Ltd. The Executive is responsible for the business of running the College. It can also call into being certain committees to help and advise the Executive on a particular course of action. The Principal, under the authority of the Executive, determines the day-to-day running of the College.

All parents are given the opportunity to become members of Reachout Enterprises Ltd. – the company that owns and operates Olivet Christian College. Applications are available from the office and the cost is \$20.00 per person per annum payable before the Annual General Meeting each year. The Executive members are Directors of Reachout Enterprises Ltd. and are responsible to the company members for the operation of the College. The AGM is usually held in April.

#### REACHOUT EXECUTIVE

CHAIRMAN :  
 SECRETARY : Mrs Mary-Anne Revell  
 DIRECTORS : Mrs Mary-Anne Revell  
 Mrs Annette Kuhle  
 Mr Steven Nicholas  
 Mr Andrew Roberts

### THE COLLEGE IS SEEN TO BE A PARTNERSHIP

#### THE PARENTS

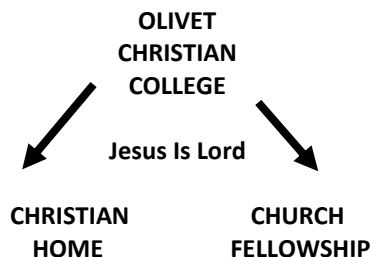
who have the primary responsibility for the training of their children, but who, in a practical way, need help with this task. The basis of each child's character, and the attitudes and values they encompass, are laid early in life.

#### THE TEACHERS

who endeavour to support parents by teaching children about God and encouraging them to develop a relationship with Him and to value their fellow man and themselves. Essentially, we do this by setting an example for them to follow in the ways we relate to each other and live our daily lives.

#### THE CHURCH

equips individuals for ministry by bringing them to maturity within the Body. **Church attendance is not compulsory but is encouraged, including Bible School and Youth Groups for students.** We encourage students, particularly secondary students, to serve in some capacity of church life.



### PHILOSOPHY OF EDUCATION

Reachout Enterprises Ltd, trading as Olivet Christian College is committed to providing a Christian education for children of families who practice beliefs and values consistent with Biblical principles or are prepared to accept the school ethos and rules for their children. (" teaching them to observe all that I have commanded you ...." Matthew 28:20a)

The College works in partnership with parents in their God-given task of educating and training their children. Olivet assists them in their role by reinforcing Biblical values, morals, discipline, and standards of conduct, within a caring and loving environment and sound discipline structures for the nurture of each student.

The College is committed to the spiritual, academic, physical, social, aesthetic, and practical development of all students. It aims to enable each young person to develop his or her unique God-given gifts and talents to their full potential, so that students may fulfil their purpose as responsible Christian citizens striving to serve God, their fellowmen and women, their society, and their country.

The College strongly believes that school life is just a small part of a lifetime of learning and encourages each student to continue to learn beyond the school environment.

It is the strong belief that each child is precious and unique in God's sight and that the College Staff, as Christian educators, must provide a worthy example and model for the students in their care.

Education is transferring skills, knowledge, experience, and discipline, through demonstration, guided practices, and training. The scripture says: *"Train up a child in the way he should go and when he is old, he will not depart from it."* (Proverbs 22:6a).

### **AN EVANGELICAL INTERPRETATION OF THE BIBLE**

The Bible is the sole authority on faith and practice. It is the inerrant and infallible Word of God and will be presented as such at Olivet Christian College.

### **MISSION STATEMENT**

The College is committed to the spiritual and academic development of each child, preparing them for effective service for Christ in today's world, working with the parents/guardians in fulfilling their God-given responsibilities in the training of their children.

*"...bring them up in the nurture and admonition of the Lord."* Ephesians 6:4

### **A DAY AT OLIVET CHRISTIAN COLLEGE**

Students should observe the following:

#### **Leaving from Home:**

##### **Check list:**

- correct uniform
- lunch
- completed homework
- musical instrument
- diary
- sports uniform if necessary

#### **Travelling to and from College:**

- be a good representative of Olivet Christian College
- be punctual
- full complete uniform
- be careful, sensible, and courteous
- be easily seen if riding a bicycle
- wear a bike helmet
- travel with a friend if possible

#### **College hours:**

The College Day begins with a bell for classes at 8.45am. Parents are asked to ensure that students arrive at the College by 8.45am so that classes can commence on time. There is a 20-minute recess at 10.45 am, a 40-minute lunchbreak at 12.50pm (1 hour for Foundation – Year 2 which includes 15 minutes of supervision to eat lunch), and dismissal time is at 3.15pm.

**Please note:** Students should not arrive at the College before 8.30am. Teachers do not commence yard duty until 8.30am and if students are on the property before this time they will usually not be supervised, which compromises their safety. Students should depart the College premises no later than 3.30pm, unless they are involved in a supervised activity or waiting for the Guildford bus to depart at 3.45pm.

**In the classroom:**

- be punctual
- enter the classroom only upon the invitation of their teacher
- enter classrooms quietly and be ready to begin work
- be polite and considerate to others
- hand up before being invited to speak
- participate fully in all scheduled activities
- take care of the furniture and fittings
- leave the classroom neat and tidy
- follow all instructions issued by teachers
- remember: no student has the right to interfere with another student's right to learn

**Using the College grounds and facilities:**

- leave areas clean after use
- return sports equipment to sports equipment store
- be careful in the schoolyard
- be thoughtful and polite

**After school:**

- wait in the allocated waiting areas for parents to collect them and be considerate of others
- leave the College grounds when your transport arrives

**The journey home:**

- your uniform must be worn correctly
- take correct books and equipment for homework
- remember letters and notices for parents
- have a safe and sensible journey home
- travel with a friend, if possible, to ensure safety

**The A-Z of Olivet Christian College****ABSENCES**

A written note, signed by a parent or guardian, explaining the reason for the absence, must be presented to the student's teacher on return from any absence. **Notes may be written in the diary.** If the absence is foreseeable, a note should be sent in advance, or as soon as the length of the absence is known.

Please notify the Office if your child will be absent from school so the class teacher is kept informed. Please see the "Exclusions from School Due to Illness" section of your Information Pack for conditions the College needs to be made aware of. If your child is diagnosed with any of these conditions, please contact the Office immediately.

**ACADEMIC STANDARDS**

Olivet Christian College aims to see each of its students succeed in study, sport, and cultural activities. This success is measured against the child's own ability and the school will encourage each student to aim for the best in all that he or she does. A high standard in dress, language, behaviour, and manners is always expected. At Olivet Christian College, the staff are concerned about character and academics. We believe that success in life comes out of who a person is, not just what he or she knows.

**ADVERSE WEATHER CONDITIONS**

On days of extreme cold, rain, or wind, students are supervised in classes. The students are encouraged to be involved in quiet games. On days of extreme heat, activities will be modified where possible to avoid discomfort or exhaustion.

**ARRIVAL AND DISMISSAL OF STUDENTS**

Students are expected to arrive punctually at school by 8.45am each day. Students are expected to take particular care when arriving and leaving the College.

Normal dismissal time for students is 3.15pm.

Students travelling on buses are required to wait at the appropriate gate inside the grounds closest to their designated bus location until their driver gives them permission to board the bus.

**All ELC students other than those travelling on buses must remain in the College grounds until they are collected at the gate by parents.**



## **ASSEMBLIES**

A general School Assembly is held at 8.50am each Tuesday, & Thursday morning. Parents are welcome to attend these sessions. Chapel is held each Wednesday morning for 20 - 30 minutes.

Prayer groups are held each Friday morning in classes.

## **BEHAVIOUR**

### **Code of Student Conduct**

- A.** Consideration of others, courtesy and co-operation are basic to the operation of this College; Therefore:
1. Polite behaviour and speech is always expected. Rudeness or defiance is unacceptable.
  2. High standards of dress and grooming are expected of all. Students not in correct College uniform are expected to bring a note of explanation signed by a parent.
  3. Bullying, fighting and other forms of violence and/or intimidation are unacceptable.
  4. Obscene, racist, and sexist language and behaviour is not acceptable.
  5. Smoking, non-prescription drug use and the consumption of alcohol are prohibited.  
Possession of such things as cigarettes, cigarette lighters, matches, tobacco, drugs, or alcohol is forbidden. Severe penalties apply.
- B.** To enable the College to meet its obligations to provide an effective education, all students are expected to take the initiative in making the most of their educational opportunities by:
1. Being punctual to assemblies and all scheduled classes and being regular in attendance.
  2. Bringing to class all necessary books, writing implements and equipment including PE equipment.
  3. Completing all set class work and homework.
- C.** Because the College has a legal responsibility for the welfare of its students:
1. Students may not leave the College grounds without a note from home and permission from a member of staff.
  2. A note, signed by a parent or guardian, is required in the case of absence or lateness on the day of the absence or the day the student returns to college.
  3. People who are not staff members, students or parents of the College are allowed within the College environs only after seeking permission at the office.
  4. Students will be permitted to go on excursions only after permission form is received from a parent. Permission for >50km is signed at the start of the year. Any longer distances require permission for each event.
  5. Extreme caution must be taken when walking up and down steps within the College environs.
  6. The College roof is out of bounds.
  7. The facilities of the sick bay can only be used when authorised by a staff member.
  8. Possession of dangerous implements such as knives is prohibited.
- D.** The maintenance of a clean environment is an important part in the process of safeguarding student health; Therefore:
1. Students are expected to take a responsible and active part in keeping the College clean.
  2. Litter is to be placed in the bins provided.
- E.** It is expected that all students will show a sensible regard for the property of others whether private or public; Therefore:
1. Students must wait quietly outside classrooms until a teacher gives them permission to enter.
  2. Students must not enter the College buildings before the entry bells.
  3. Chewing gum and spitting are forbidden (chewing gum is not permitted at the College).
  4. All items of uniform must be clearly labeled with names of students.
  5. Stealing, vandalism, and defacing College property is prohibited.
  6. Please do not bring large sums of money and valuable items to the College.

## **BELL TIMES**

Period 1	9.55 am
Recess is from	10.45am – 11.05am
End of Period 3	11.55 am
Lunchtime is from	12.50pm – 1.30pm
End of Period 5	2.15pm
Home Room Secondary	3.00pm
Students dismiss at	3.15pm

## **BICYCLES**

Students riding to and from the College must always wear an approved bicycle helmet. We recommend only students above Early Learning Centre level be permitted to ride to school. The College takes reasonable care, but accepts no responsibility for bicycles that are lost, stolen or damaged on school grounds. Students are not permitted to ride bicycles in the College grounds.

## **BUS – COLLEGE**

Olivet Christian College provides morning and afternoon bus runs for children from **Kangaroo Flat** (via Lockwood, Harcourt) and **Maryborough** (via Carisbrook, Newstead). These services are subsidised by the conveyance allowances where applicable (4.8km from the College and not living closer to a same type of school.)

Morning bus runs all start at 8am.

Non-bus travelling students who wish to travel to and/or from school on any occasion must seek prior permission from the office by way of a written request in the diary, a phone call or an email from parents.

Parents who are late to collect their children from the bus run will be liable for a charge at a rate that will compensate the driver for his extended hours. It is essential parents/guardians meet the children off the buses.

Buses are also used for college excursions during school hours.

## **BUS TRAVEL**

Teachers are on Yard Duty Supervision daily, before school from 8.30am - 8.45am and from 3.15pm – 3.45pm after school. Whenever students use the College buses it is expected that students will always act in a responsible and well-behaved manner. Each bus will have Bus Captains that will liaise with the Principal on matters on behaviour and other issues as they arise. More detail is in the School Bus Policy.

- Students must sit quietly on the buses and be prepared to sit where directed by the bus driver. No hands, heads, etc. to be outside the windows at any time.
- No student will be dropped off at any point other than the designated drop off / pick up locations as specified.
- All students must wear full uniform on and off the buses.
- No running to the bus is permitted.
- Only students authorised to travel on the buses are permitted on the buses without a note from parents and approval from the office.
- Chewing gum and soft drinks are not to be consumed on the bus.
- Consistency and thoughtfulness for drivers and other bus travellers is always expected.
- Bus Cameras may be used on the bus. For further details, refer to the Bus Policy

## **BUDDY PROGRAM**

The College has a unique support program between younger and older students called the Buddy Program. The activities occur regularly throughout the year as opportunity and timetable permits.

## **BULLYING:**

Bullying is considered a very serious matter. Parents are asked to notify the classroom teacher as soon as they are aware of any bullying issues. Student Behaviour Policy is available from the office or online.

## **CAMPS AND OVERNIGHT EXCURSIONS**

Opportunities will be provided for students in Yr. 3-4, Yr. 5-6, and Secondary classes to participate in overnight excursions/tours/camps scheduled as following:

**Year 3/4** Overnight Trip in country Victoria or central Melbourne

**Year 5/6** Canberra Trip or coastal Victoria

**Years 7 – 10** Resilience Camp; Outdoor Ed Camp

Outdoor education trips are also available to Secondary students, with emphasis on teamwork, cooking for your group, tenting experience, and walking with a backpack. Outdoor ed. trips have included the Great Ocean Walk and Halls Gap, Grampians, and the Goldfields Track from Daylesford to Campbells Creek, and Bendigo to Castlemaine.

## **CAREERS**

Careers Advice is available to discuss career opportunities with individual students. Students can use resources at the College. Information up-dates, guest speakers, and work experience are all part of the career guidance program at Olivet Christian College.

## **CHAPEL**

Chapel is held for half an hour every Wednesday morning from 8.50 – 9.20 am. Staff members take class sessions on a rostered basis and incorporate character training and visiting speakers where available.

## **CHEWING GUM**

Chewing Gum is not permitted at the College at any time. Parents are asked to please support the College in this matter.

## **CLEANING FEE**

There is a cleaning fee of \$40 per term charged on your account each term.

**COLLEGE EMBLEM**

The cross signifies Jesus Christ's central part in developing children's' lives.  
The dove represents the Holy Spirit as our ever-present help.  
The children hand in hand looking to God for leadership and direction.

**COMPUTERS**

All students in Years 3-10 will be expected to sign a computer contract whereby they guarantee that they will use the College computers, and associated hardware and software, responsibly. Failure to use the College computers in a responsible manner may result in the student being banned from the use of these facilities for a period. Further details are in the Internet Usage Policy in the office.

**COMMUNICATION WITH TEACHERS**

Parents are encouraged to write a note in the diary, telephone the College or make an appointment with their child's teacher to address any matters of concern. In a teacher's busy and often hectic schedule, it is extremely helpful to have parents communicating with them, alerting them, and drawing their attention to the needs of an individual student.

**CONFIDENTIAL MEDICAL REPORT**

Families new to the College need to complete a Confidential Medical Report. Current families returning the following year are sent a Medical Verification Report in Term 4 to confirm their child/children's medical details. This yearly check ensures that teachers have the most current information available. Any queries should be directed to the office.

**CONFISCATED ITEMS**

Teachers will be permitted to confiscate all banned items. These will be passed to the Office or the Principal for safekeeping. Students will then be advised when the item may be collected. The item should then be taken home and not brought to school again. Repeat offending will result in the item possibly being kept for a longer duration.

**CONVEYANCE ALLOWANCE**

A family may be granted a travelling allowance provided they reside not less than 4.8km from the College and Olivet is the nearest educational institution of its type, or the nearer school is at capacity in that year level. Application forms are available from the General Office and should be completed by all parents who think they may be eligible. Once granted the application remains in force for either Primary or Secondary year levels dependant on which area the student was in when it was approved. Alternately, the student leaves the College OR changes place of residence in which case a new application needs to be processed and is again subject to the nearer school being at capacity in the specific grade level. Prior approval of bus use is not a guarantee it will continue should you relocate even in the same area.

**CURRICULUM DAYS, REPORT WRITING AND STAFF TRAINING**

These days are held from time to time during the year; however, we do endeavour to keep them to a minimum and try not to let them disrupt classes whenever possible.

Any days that the students are not required at school will be communicated to the parents via the Newsletter, email and/or a letter to the parents. If parents have any questions regarding this, they are encouraged to contact the College directly.

**DEDICATION NIGHT**

Early in Term 1 there is a special night to dedicate the College to the Lord and His leading and direction. All families are expected to be a part of this special time of dedication of all Staff, House Captains, Parents, Students, and the Executive Committee. Generally, this night includes a shared meal and a is a great chance to get to spend quality time with other families and staff in the College.

**DEMOCRATIC PRINCIPLES**

In the spirit of Romans 13, this school community acknowledges with thankfulness to God, that the school is able to prosper under the principles and practices of a democratic nation and the policy frameworks of both its Federal and State Governments.

We acknowledge with gratitude, yet without taking it for granted, that we, together with all Australian citizens, have the freedom to pursue our religious beliefs and to live out of a religious worldview that is founded upon those beliefs.

We honour and commit to the fundamental freedoms of speech and association for all Australians so long as those freedoms are not used to subvert the rule of law.

We recognise the right of our elected Governments and their officers to prescribe certain conditions pertaining to the programs and teaching practices of schools in accordance with the Education Act 2013.

Our school acknowledges that all persons are entitled to be treated equally before the law and, as far as it lies within our capacity to do so, we will endeavour to treat the members of our community with equity and fairness.

While not in any way compromising the integrity of our own beliefs and values, we are committed to living in peace with our fellow Australians irrespective of differences in faith, race, or culture. We are committed to the social value of respect for persons which derives from our reverence for Christ whose sacrifice was not limited but, instead, available for all those who would come to Him in trust and faith.

In unashamedly declaring that our school is committed to an education that references its programs and policies to a Christian worldview, the school is open to families of any faith who seek and support an education based on Christian principles and standards.

Finally, the school is open to the normal processes of accountability required by Governments and commits to ethical and transparent practices in respect of each of those requirements.

#### **DETENTIONS AND STUDENT MISBEHAVIOUR**

Students who misbehave in class will generally be corrected and disciplined by the class teacher in the most effective manner. Students may be detained at recess or lunch for up to half of the scheduled break period. More serious occurrences of misbehaviour will be referred to the Principal for appropriate action to be taken.

#### **DENTAL VAN**

The dental van is either free or available at a reduced cost to parents on Health Care and Pension Cards. We are advised each year if and when the van will be available onsite at Olivet. In the meantime, parents will need to contact 1300 360 054 and make their own arrangements direct with the van for their children's appointments.

#### **DIARIES**

All students have been issued with a Diary. One of the purposes of this Diary is:

- a. to record the children's homework (except Prep).
- b. to enable parents to determine whether their child has any homework each evening.
- c. to act as a valuable means of communication between home and school.

Please remember that the Homework Diary is an important means of communication between school and home and is needed at school every day.

**Parents are asked to sign the Diary each night to ensure that homework is being completed by students and that any written teacher comments are read. Your signature does not mean that the homework has been completed. The Diary and homework will then be brought back to school for the teacher to check.**

Diaries are not to be decorated with inappropriate stickers, labels, or drawings. Students will be required to replace, at their own cost, a diary found to be of an unacceptable standard.

#### **DISCIPLINE**

Discipline is seen as an integral part of a child's development. Because of our concern for the development of each child, there will be times when students will be corrected. The forms of correction used at Olivet Christian College include school detentions or in-school suspension. **We do not administer Corporal Correction.**

#### **EARLY DEPARTURES**

Parents frequently need to take their children out of school for medical appointments, music lessons, dental or family reasons. In the event of this needing to occur, the following procedure should be followed to ensure good communication and safety of the child:

1. A note should be sent to the classroom teacher, (usually in the Diary), indicating the time the parent intends to collect the child and the reason for the early departure.
2. If someone other than a parent is to collect the child, this must be specified in the note.
3. Primary students should be collected from the classroom by the parent. If the class is at another activity when the parent comes to collect their child, parents should seek assistance from the Office.

**Please note:** Students participate in a variety of activities throughout the day, and it can sometimes take several minutes to locate several children in different classes around the school.

## **EVACUATION (see Fire Drills)**

Students need to be aware of the correct evacuation procedures in the event of an emergency. Fire drills and or Lockdown procedures are held each term to reinforce this. Copies of the evacuation procedure are placed in every classroom. On Code Red days (extreme fire danger) the college will close in accordance with government guidelines. Parents will be informed of the closures prior to these days.

**EXCURSIONS.** Forms will be sent home to be completed if the excursions is further than 50 kms (or where deemed necessary on a shorter trip) from the college. Generally, for closer excursions the generic acceptance signed on enrolment will suffice.

## **EDUCATION PROGRAM OF THE COLLEGE**

Olivet currently has **six** General Learning Areas (Home Rooms)

Primary - Foundation, Grade 1 -2, Grade 3-4 Class, and Grade 5-6 Class

Secondary - Year 7-8 Class and Year 9-10 Class

Olivet incorporates individual and group learning in its overall program, which meets the Australian Curriculum in the 8 key areas listed below. The students move from one class to the next based on their age and academic/social readiness.

## **CURRICULUM**

The whole educational program curriculum is based upon the 8 Key Learning Areas taught from a Biblical perspective:

**A copy of the curriculum for each grade level can be accessed on the website under the Curriculum Tab.**

1. Maths
2. English
3. Health & Physical Education
4. Science
5. Humanities
6. The Arts
7. Technology
8. Languages

The program includes these specific areas:

- Science and Technology
- Studio Art for Secondary
- Sport
- Music
- Library
- History and Geography
- Civics and Citizenship, Economics
- Information and Communication Technology (ICT)
- Technology; Wood, Metals, (as available)
- Technology Food
- Health
- Art/Drama Performing Arts
- Integrated Studies
- Creative Writing and Written Expression
- Literature
- Languages – Auslan Primary and Secondary
- Practical Science incorporated into classes.
- Training Christian Leaders

## **FEEDBACK**

Families are encouraged to give feedback on how things are developing at the College. Olivet greatly values letters, emails, and phone calls from parents. All comments are taken very seriously, and it is the College's desire that parents feel that their concerns are heard, even if they do not always result in the parent's requested action taking place. Parents are asked to keep the feedback flowing – it is so important to build the College community together. You are welcome to telephone and arrange to come to the College to discuss any areas of concern or just to look at how your child is working. The College appreciates the interest and concern of parents and encourages communication.

**FEES**

<h1 style="margin: 0;">OLIVET CHRISTIAN COLLEGE</h1> <h2 style="margin: 0;">FEE SCHEDULE 2023</h2>
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The College is committed to maintaining as low a fee structure as possible, consistent with meeting the financial requirements of the College. The Executive determines the annual fees at the end of each year for the following year. Hardship rebates may be granted at the discretion of the Executive.

Level	# of Children	Code	Base Fee		Notes
			Annual	Term	
Primary (Foundation – 4)	First Child	A	\$ 2,020	\$ 515	
	Second & Third Sibling	B	\$ 1,200	\$ 300	
Primary (5 – 6)	First Child	E	\$ 2,280	\$ 570	
	Second & Third Sibling	F	\$ 1,380	\$ 345	
Secondary (Year 7 – Year 10)	First Child	G	\$ 2,780	\$ 695	
	Second & Third Sibling	H	\$ 1,820	\$ 455	
WHOLE SCHOOL	Fourth & Fifth Sibling	I	\$ 0	\$ 0	
<b>Special Fees</b>					
Cleaning Maintenance	Family		\$160		
Digital / Computer Fee	1 child		\$80	\$20	One child Two or more
	2 or more		\$160	\$40	
Stationery	Annual Fee all students		\$25		
Technology Materials	Years 5 – 10		\$100	\$25	
Technology Food	Secondary		\$100	\$25	
Sport Fee	Secondary		\$80	\$20	
Camp Fees	Secondary		\$200 price may vary	\$50	Optional charge each term
Camp Fees	Yrs 3- 6		\$70 price may vary		Not charged until time of the camp
Please note: Timely payment of your fees is required to assist the College in meeting its financial commitments. Late payers are required to go on the Direct Debit payment arrangements.					

Example – Annual Fees for a family with five children - Years 8, 7, 3, 1 and Foundation		
Child	Class Year	2020 Annual Base Fees
1	Year 8	\$2,780
2	Year 7	\$1,820
3	Year 3	\$1,200
4	Year 1	\$0
5	Foundation	\$0
<b>Special Fees</b>		
Cleaning Maintenance	Family Fee	\$160
Digital / Computer	\$60 X 2 Students	\$160
Stationery	\$25 X 5 Students	\$125
Technology Food	\$50 X 2 Students	\$100
Sport	\$60 X 2 Students	\$160
<b>Total Annual Family Fee</b>		<b>\$6,505</b>

**NOTES:**

1. Fees have remained stable for 2022
2. **Special Fees are still payable as required when a family has four or more children enrolled**
3. Fees are invoiced on a term basis unless requested for an annual invoice.
4. Payment Options: If you are unable to pay upfront each term, we recommend fortnightly payments by instalment.
5. When the due date for payment falls on a public holiday or weekend, payment is due on the next working day.
6. **A full term's fee will be payable in lieu of a term's notice, in writing, of a student leaving the College.**
7. You may pay by Cash, Cheque, or by Direct Debit. Direct Debit payments are made to Reachout Enterprises Ltd  
**BSB 033-214 Account 771194**

## **FIRE DRILLS AND EVACUATION**

Students need to be aware of the correct evacuation procedures in the event of an emergency. Fire drills or Lockdown drills are held each Term to reinforce safety in both onsite and offsite evacuations. Copies of the evacuation procedure are placed in every classroom. On **Code Red** days (extreme fire danger) the college will close in accordance with government guidelines. Parents will be informed of the closures prior to these days.

## **FIRST AID (see also MEDICINES)**

Our policy in the event of illness or accidents is to contact the parents or ambulance immediately so that arrangements can be made for your child to be collected from the College. If students are ill in class time their teacher will send them to the office. The staff will then attend to their needs and if necessary, set up a temporary bed until their parent arrives to take them home. Should students require any first aid attention a note will be written in the student diary so that parents are kept informed? Most staff members are qualified with First Aid HLTF311A.

**If students come to school with an injury, sore throat, or other complaint, they are expected to bring from home any dressing or medication they may need during the day.**

## **FORMAL DINNERS**

- Year 6 students and their parents have a Graduation Dinner at the end of the year to celebrate their completion of Primary level and Graduation to the Secondary level of the College.
- Secondary students have their Formal Dinner at the end of the school year.

## **FUNDRAISING COMMITTEE**

The fundraising arm of Olivet Christian College is generally made up of interested parents who raise funds and awareness by supporting the College socially and financially by the various fundraising efforts to assist and improve the College.

## **HEAD LICE MANAGEMENT**

From time to time, students may be found to have head lice. When this is the case, the parent will be contacted and asked to keep the child at home until the lice has been effectively treated. Head lice treatment alone is not always effective. After treatment with a head lice product, the most effective step is to remove every single nit (egg) from your child's hair. If any nits are missed, there is a possibility that they could be still alive and re-infest the head. The cycle then starts again.

Some useful tips:

- Check your child's hair weekly
- Keep your child's hair tied up or have the hair cut short
- Treat hair if lice are detected and repeat treatment after 5 days
- Do not share combs or articles of headwear with anyone
- Wash pillows

## **HOMEWORK**

Homework is seen as a reinforcement of skills learnt in the classroom, as well as an opportunity to complete class work or prepare for the next lesson.

Student Guidelines for homework are as follows:

- Draw up a study and homework timetable.
- Difficult subjects or extended projects should be tackled early when your mind is fresh and alert.
- Plan ahead. Do not leave research for an assignment to the last minute.
- Have a quiet well-lit place to study, away from TV, radio, and general noise
- Practise the habit of active study – write down headings, make short notes or summaries or read aloud rather than just reading quietly.
- Suggested maximum homework/study times 5 nights a week:

Yr. 3-4	-	up to 30 minutes per night
Yr. 5-6	-	up to 1 hour per night
Yr. 7-8	-	1 – 1.5 hours per night
Yr. 9	-	1.5 - 2 hrs per night
Yr. 10	-	2 – 2.5 hrs per night

Weekends should be used for further reading, assignment completion, etc. when required.

- If students are having trouble completing daily goals, further review and/or study is recommended.
- Students should rarely have three or more subjects to complete for Homework. This is generally an indication that the student has not worked effectively on his/her daily goals for that day, but it may also indicate that the goals set each day need to be adjusted so that daily goals can be more effectively completed at school.

## **HOMEWORK DETENTION**

It is generally expected that all students will complete homework daily. If homework is unable to be completed a written note in the diary is sufficient. Students who do not complete their homework without reason may be detained for up to half the scheduled lunch period the next day so that it may be completed.

## **HOUSES**

Points earned and every Scripture passage memorised counts for House points. There is also competition in Swimming, and sometimes other sports, which add to points for the House Competition. Olivet has two Houses named after missionary men who served overseas: Brother Andrew in Russia, and Brother David in China. Brother Andrew wrote one of the Secondary literature books, "God's Smuggler".

<b>DAVID</b>	-	<b>Yellow</b>
<b>ANDREW</b>	-	<b>Green</b>

## **HOUSE CAPTAINS**

House Captains are chosen at the start of the school year as the leaders of the student body. They are student leaders, responsible for the organisation of House duties and the encouragement of House spirit in the various sporting carnivals and other inter-house activities held throughout the year. House Captains meetings are usually held over morning tea once each semester.

## **IMMUNISATION CERTIFICATE**

By law, primary schools are required to request and record information on the immunization status of students prior to enrolment. Parents or guardians must provide an immunization status certificate to the school regardless of whether the child is or is not immunized.

Only an Immunisation History Statement from the Australian Immunisation Register can be accepted as proof of immunisation status on school entry.

Documents produced by GPs or other immunisation providers are no longer acceptable as school entry immunisation status certificates.

It is compulsory by law to provide the certificate, which states whether your child has completed the childhood immunization course. <https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register> A child's immunisation status is invaluable in the event of a vaccine preventable disease outbreak in a school situation where it is imperative that children are quickly identified as being protected/not protected against a disease.

## **INSURANCE**

The College provides some student cover. Appendix 1 gives more comprehensive details. Claim forms are available in the office. This claim is completed by you with input from medical practitioner and returned to the office to be signed and posted.

## **INTERSCHOOL ACTIVITIES**

The College, as part of the educational community of Castlemaine, is represented at various Primary networks including Sport, Arts, and Maths Network.

## **LEAVING THE COLLEGE**

If your child is transferring from the College at any stage, one Term's **written notice** is required. In lieu of such notice, one Term's fee is payable. It is also expected that an interview would be held with the principal to complete an Exit Interview during that period as a matter of course.

## **LITERATURE**

All students are encouraged to read on a regular basis. Book reports and literature projects are to be completed thoroughly and submitted by the due date. As a rule, secular books, magazines, pamphlets are not to be brought into the school. Please check with your child's teacher if unsure. CDs are to be treated the same way.

## **MAKE-UP**

No students are permitted to wear make-up to school or at school. Parents are asked to please support the College in this matter.

## **MAGAZINE**

The College magazine is published annually and one copy per family is distributed on the last day of Term 4. It includes an account of student activities over the past year, as well as creative contributions and reports. Extra copies may be purchased.



## MEDICAL - ILLNESS - HOME IS THE PLACE FOR SICK CHILDREN

At the College we provide basic First Aid for minor accidents. Our policy in the event of illness or accident is to contact the parent immediately, so that arrangements can be made for your child to be collected from the College. Please ensure that your emergency contact number is always kept up to date at the College. If no contact is possible and it is deemed necessary, then the student will be taken to the Casualty Ward at Mt Alexander Hospital. (There is always a trained First Aid staff member at the College.)

## MEDICAL ASTHMA

Students suffering from asthma should always carry their nebuliser and a spacer. Students are made aware that a Ventolin inhaler is available for supervised use in the office. If the student does not provide a spacer, he/she will be charged via the account for a spacer provided by the College. This spacer is then for the sole use of this specific child. Parents need to authorise such use and personally bring individual medication to the office. Upon enrolment, parents must complete an Asthma Plan and complete Camp Asthma Plans and updates when requested.

## ANAPHYLAXIS AND ALLERGIC REACTIONS

Nine foods cause ninety-five per cent of food-induced allergic reactions, including anaphylaxis, in Australia:

- ☒ peanuts
- ☒ tree nuts (ie. hazelnuts, cashews, almonds, walnuts, pistachios, macadamias, brazil nuts, pecans, chestnuts, and pine nuts)
- ☒ eggs
- ☒ cow's milk
- ☒ wheat
- ☒ soy
- ☒ fish
- ☒ shellfish (eg. oysters, lobsters, clams, mussels, shrimps, crabs and prawns)
- ☒ sesame seeds.

Other common allergens include some insect stings, particularly bee stings but also wasp and jumper jack ant stings, tick bites, some medications (eg. antibiotics and anaesthetic drugs) and latex.

Parents must assist the school to manage their child's risk of anaphylaxis (as specified in the Order). For example, parents must:

- ☒ communicate their child's allergies and risk of anaphylaxis to the school at the earliest opportunity, in writing and preferably on enrolment
- ☒ continue to communicate with school staff and provide up to date information about their child's medical condition and risk factors
- ☒ obtain and provide the school with an ASCIA Action Plan for Anaphylaxis completed by a medical practitioner
- ☒ participate in yearly reviews of their child's Individual Anaphylaxis Management Plan
- ☒ ensure that their child has an adrenaline auto injector at school at all times that is current (ie the device has not expired).

Parents are encouraged to be aware of the trigger factors and to encouraged to refrain from sending lunches and morning teas which contain peanuts and tree nuts. Thank you for your pro-active assistance to avoid this potentially serious situation. We cannot guarantee the elimination of all allergens.

## INFECTIOUS DISEASES

Infections can spread quickly through a school.

As some illnesses can have a serious after-effect, the School Medical Service has developed an Exclusion Table, which all schools must follow. While the Exclusion Table is available from the office, a 'plain English' list of the Infectious Disease Table follows:

<b>Chicken Pox:</b>	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children but may be less in previously immunised children. Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
<b>Conjunctivitis</b>	Exclude until discharge from eyes has ceased.
<b>COVID-19</b>	Exclude according to the current government guidelines as applicable on date of diagnosis.
<b>Diphtheria:</b>	Exclude until at least 2 negative swab tests have been received at intervals of <b>not less than 48 hours</b> . The first swab test is not to be administered until 72 hours after antibiotic or chemotherapeutic treatment has stopped. Siblings of infected children are to be excluded until cleared by a Medical Officer. Exclude family/household contacts until cleared to return by the Secretary
<b>Hand Foot &amp; Mouth Disease:</b>	Exclude until all blisters have dried.

<b>Haemophilus influenza type b (Hib):</b>	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.
<b>Gastroenteritis</b>	Exclude until there has not been a loose bowel motion / vomiting for 24 hours.
<b>Glandular Fever</b>	Exclusion is not necessary.
<b>Head Lice:</b>	Re-admit the day after appropriate treatment has commenced (See Head Lice in detail listed above).
<b>Hepatitis A</b>	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.
<b>Hepatitis B/C</b>	Exclusion is not necessary.
<b>Herpes (cold sores)</b>	Young children unable to comply with good hygiene practice should be excluded while the lesion is weeping. Cover lesions with dressing, where possible.
<b>HIV/AIDS</b>	Exclusion is not necessary unless the child has a secondary infection.
<b>Impetigo (School Sores)</b>	Exclude until appropriate treatment has commenced. Sores on exposed areas must be covered with a watertight dressing.
<b>Influenza</b>	Exclude until well.
<b>Leptosy:</b>	Exclude until approval to return has been given by the Secretary.
<b>Measles:</b>	Exclude for at least four days after onset of rash. Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received normal human immunoglobulin within 6 days of exposure, they may return to the facility
<b>Meningitis (bacteria)</b>	Exclude until well.
<b>Meningococcal infection</b>	Exclude until adequate carrier eradication therapy has been completed.
<b>Mumps:</b>	Exclude for 9 days or until swelling goes down (whichever is sooner).
<b>Pertussis (whooping cough):</b>	Exclude for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment. Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
<b>Poliomyelitis</b>	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.
<b>Ringworm, Scabies</b>	Exclude until the day after appropriate treatment has commenced.
<b>Rubella (German Measles)</b>	Exclude until fully recovered, or for at least 4 days after the onset of the rash.
<b>Salmonella</b>	Exclude until after diarrhoea has ceased and there has been no loose motion for 24 hours.
<b>Scabies</b>	Re-admit the day after appropriate treatment has commenced.
<b>Streptococcal infection (inc Scarlet Fever)</b>	Exclude until the child has received antibiotic treatment for at least 24 hours and feels well.
<b>Tuberculosis</b>	Exclude until receipt of a Medical Certificate from the treating physician stating that the child is not considered to be infectious.
<b>Typhoid Fever</b>	Exclude until approval to return has been given by the GP.
<b>Viral hepatitis:</b>	Exclude until a Medical Certificate of recovery is produced.
<b>Worms (intestinal)</b>	Exclude until there has not been a loose bowel motion for 24 hours

## MEDICINES

If children suffer from asthma, they need to have a puffer (with their name on it) and a spacer with them every day. **If children are prescribed medicine by their GP to be taken at school, please ensure that IT IS PROVIDED IN ORIGINAL PRESCRIPTION PACKAGING clearly identifying the child's name and with clear dosage instructions for administration.** A form with permissions is to be signed by the parent for this to occur. **Medication must be administered in the Office and not kept in school bags.** An exception is made for Ventolin inhalers.

## MERITS

The use of a merit system greatly increases the motivation of students. Merit charts vary from classroom to classroom, but essentially, merit points or stickers serve to reinforce desirable behaviour and are an excellent training tool. Merits contribute towards House Points.

## MOBILE PHONE/ IPODS/ ELECTRONIC GAMES (Refer to Mobile Phone Policy.)

Mobile Phones must be always kept in school bags and in the OFF position. Phone must not be used at any time at the College. Any mobile phones or other digital devices including iPods in use during school hours may be confiscated. Mobile phones are not to be used to photograph students at the College unless it has been authorised for the school program. Olivet Christian College accepts that some parents provide their children with mobile phones and other personal electronic devices. However, whilst on college property and during college excursions and camps, use of mobile phones or personal electronic devices is not permitted by students unless specifically authorized by the Principal.

## MUSIC

Children learn music appreciation through classes and in choir preparation. Handbells are taught at the College where possible. All students are encouraged to learn a musical instrument as part of their education.

**NUTS** (see peanuts) please avoid bringing nuts to school.

#### **OFFICE HOURS**

The College office can be contacted between 8.15am and 4.30pm. For specific inquiries regarding fees contact Mrs Mary-Anne Revell. Students are NOT permitted to use the main front entrance given permission.

#### **ORIENTATION MORNINGS**

There are usually two Orientation Mornings held in Term 4 each year. This allows prospective students to gain their first experience of the College and gives existing students moving to their next classrooms the opportunity to experience their new environments.

#### **PARENT COMMUNICATION WITH THE SCHOOL**

Parents are required to provide written communication (a note) with the classroom teacher on a number of issues, including:

- Student absence, student being late to school or student leaving early (before 3.15pm)
- Incorrect school uniform, including sports uniform
- Health issues, where a student cannot participate in the regular program
- Where a teacher is required to administer or oversee student medication

#### **PARENT ETIQUETTE**

The College greatly values relationships with its parents and actively encourages parental involvement in school activities. The College recognizes that parents have the primary responsibility before God for the training and nurture of their children, and that the College seeks to support parents in this role. However, parents need to be mindful that for classes to operate effectively, certain etiquette needs to be observed. Parents are asked to refrain from entering classrooms without permission, interrupting classes, peering through classroom windows, or any other behaviour that would distract children and disrupt the classroom. Parents are also asked not to ring staff at home on minor school business if it can be dealt with during school hours. Parents are most welcome to attend Assemblies and Chapel sessions. However, parents are asked to refrain from talking to other parents while these events are in progress.

#### **PARENT/TEACHER INTERVIEWS**

Compulsory Parent/Teacher Interviews are generally conducted at the end of Terms 1 and 3. This is an excellent opportunity for parents to meet their child's teacher and establish a positive working relationship with them. The emphasis of the interview is for teachers to meet parents and provide additional feedback and discussion on progress. Interviews usually run for 20 minutes with classroom teachers. Class teachers need to keep to strict time limits so that other parents are not kept waiting for interviews. In Secondary this is two 10 minutes' sessions with Math's/Science and Humanities staff. If you do require more time than the interview allows, another appointment time may be made for a later date to discuss matters of more significant concern.

Parent/Teacher Interviews are conducted on a student-free day. Secondary students are always encouraged to attend interviews with their parents.

It is the College's expectation that all families attend Parent/Teacher Interviews, not only for feedback on student progress, but also to strengthen the sense of community amongst parents and teachers. The parent/teacher relationship is a vital one and every effort should be made to strengthen and develop it. Otherwise, it can become far more difficult to resolve issues when they arise. Using the diary, parents may also request an interview at a mutually convenient time.

#### **PEANUTS**

As a risk minimization measure, we would ask parents to please NOT send students to school with peanut butter sandwiches. Due to the risk of anaphylaxis reactions, we would ask that all tree nuts not be given in foods.

#### **PHOTOCOPYING**

Staff, students, and parents will be charged for personal use of these facilities.

#### **PRESENTATION OF AWARDS**

All parents are encouraged to attend the presentation afternoon on the last day of each semester. This includes the presentation of awards to students for achievement and character development throughout the term. At the end of Term 4 there is a semester presentation followed that evening by Presentation Night which includes presentation of annual awards.

#### **PRINCIPAL'S NEWSLETTERS**

The Principal's Newsletter is emailed to all families each Thursday and a hardcopy sent home usually via the eldest student in the family. The Newsletter will also be posted on the College website.

## **PRIVACY ACT**

Privacy Amendment (Private Sector) Act 2000

1. The College collects personal information, including sensitive information about students and parents or guardians before and during a student's enrolment at the school. The primary purpose of collecting this information is to enable the College to provide schooling for your child.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes government departments, medical practitioners, and people providing services to the school, including specialist visiting teachers and volunteers.
6. If we do not obtain the information referred to above, we may not be able to enroll or continue the enrolment of your child.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, student activities and other news is published in the school newsletters, magazines, etc.
8. Parents may seek access to personal information collected about them and their child by contacting the school. Students may also seek access to personal information about themselves. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student or where students have provided information in confidence.
9. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory. If you do not agree to this, you need to advise Mrs. Mary-Anne Revell at the commencement of the school year.
11. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and reasons why. They can access your provider information if they wish, and the College does not usually disclose the information to third parties unless necessary and within the confines of parental permission and the school's duty of care to the student/parent.

## **PROGRESS REPORT**

Assessment is an ongoing process throughout the year. Staff are responsible for reporting to parents on a regular basis, not just at the end of term. Parents are welcome to inquire of their child's progress at any time with a written note to the child's teacher.

Full semester reports on academic progress are sent home on the final day of Term 2 and 4. Parents are expected to read through these reports thoroughly with the student present. Compulsory Parent/Teacher Interviews occur at the end of Term 1 and Term 3.

## **SCHOOL CLOSURES – BUSHFIRE AT-RISK REGISTER**

Olivet Christian College is listed on the Department of Education School and Service Closure List with the potential to close on high fire danger days. Where possible, up to 3-days' notice of a planned closure will be provided; parents and carers should, however, expect that in some instances fewer than 3-days' notice may be provided. Once the final decision to close is confirmed at 12 noon the day prior, this decision will not change – regardless of any changes in the weather forecast. This will help limit confusion and help your family plan for how your children will be cared for when the school is closed.

No child should be left at home alone or in the care of siblings on high-fire danger days.

Advice will be provided to you directly from the school. No staff will remain on site and all out-of-school programs will not operate.

## **SCRIPTURE MEMORIZATION**

Three passages of Scripture are usually issued to students for memorization each term. The College values this practice as it helps us to serve God and be obedient to His will (Ps. 119:9-11). Teachers and parents are encouraged to learn the Scripture passage with the children to set a good example. Students are encouraged to recite the passages to a teacher who will then grant credit for House points. Annual awards are presented at Presentation Night to

students who have memorised at least 90 verses of Scripture or satisfied the class requirements. Scripture can be memorized from one of the following translations but in general class use for conformity King James Version is generally used but is at the teacher's discretion:

- New International Version
- Revised Standard Version
- Amplified Bible
- New King James Bible
- King James
- International Children's Bible (Primary classes only)

### **SPORTING ACTIVITIES**

School sport classes are conducted one afternoon per week in each class and includes both intra-school and inter-school activities. In addition to these sessions, primary classes have shorter physical education sessions on at least 2 days per week for up to 15 minutes per session to complement their physical activity.

Primary sport centres on developing ball skills and team sports, while secondary sport throughout the year is broader, covering many of the following areas: football, soccer, cricket, basketball, volleyball, softball, netball, tennis, golf, cycling, table tennis, lawn bowls, swimming. The College is a member of the Castlemaine & District Primary Schools Sports Association.

### **STUDENTS EXITING THE COLLEGE**

When parents wish to withdraw their child/children from the College, it is College policy that the parents meet with the principal.

### **STATEMENT OF FAITH**

All staff at the College are committed Christians and are required to sign the Statement of Faith as stated below:

(a) I have personally accepted Jesus Christ as my Lord and Saviour from sin.

I believe in:-

- (b) The divine inspiration of the Old and the New Testament Scriptures as originally given and their supreme and final authority for faith and life; and that the Bible clearly states that there is a Heaven to gain and a Hell to shun.
- (c) The eternal existence in three persons, Father, Son and the Holy Spirit of the one God, Creator and Sustainer of the universe.
- (d) The deity and perfect humanity of Jesus Christ, His Virgin birth, His atoning death, His bodily resurrection, His ascension to Heaven and His imminent return.
- (e) The sinfulness of all mankind making man subject to God's wrath and condemnation.
- (f) The personality of the devil.

I believe:-

- (g) That all who by faith receive Jesus Christ are born again of the Holy Spirit who indwells them and are therefore children of God.
- (h) That all who follow Jesus Christ are called to a life of separation from all sinfulness.
- (i) That the Church is the company of people who have been born again through faith in Jesus Christ and who have been baptised by the Holy Spirit into one body of which Jesus Christ is the Head.
- (j) That the church is commissioned to go into all the world and preach the gospel to everyone.
- (k) That I submit myself to God by submitting to the authorities God has placed over me.

**BY LAW:**

I recognize sincere differences of opinion amongst born-again believers in a variety of areas such as the end times, church government, baptism, communion, healing, and tongues. I will not teach or promote my beliefs in areas of doctrine where there are differences.

### **SUNSMART**

Our college is a SUNSMART College and as such there are requirements of the children to wear hats outdoors at the College and on excursions during Terms 1 & 4. The first school hat is provided free of charge. Primary students wear the brim hats and Secondary students have a choice of either the brim or peak hat. In Term 4, if a new hat is required, Year 6 Primary students have the option of purchasing a peak hat as they are so close to the Secondary option. Sunscreen will be available in the classroom and children are encouraged to use it regularly.

### **SUPERVISION ON STUDENT FREE DAYS**

The College appeals to parents to make appropriate arrangements for their children on student free days. This may involve taking time off work or organizing for another family to look after your children. The Child Protection Act does not specify a particular age when children may be left at home on their own, as the level of maturity and responsibility of children of the same age can vary significantly. However, it is the view of the Department of Human Services (Child Protection) that leaving children aged less than 12 years old on their own all day is unacceptable.

### **SUSPENSION OF STUDENTS**

The College will suspend a student from the College for a period when a student has violated the high standards of the College in a way that offends the College community.

If more serious discipline measures are required, a detailed log of dates and offenses is maintained, including phone calls to parents, notes in student diaries, contract letters negotiated between parents, students, and staff member/Principal.

When exclusion for a period of time (suspension), or even withdrawal of enrolment is required as a last resort, parents and students are required for an interview with the Principal.

### **SWIMMING**

All students in the Primary school where possible will participate in swimming lessons usually for at least one term. Students will receive a certificate upon completion of their swimming program if they have increased their levels. The College understands that a percentage of children have regular swimming lessons which are often at other centers. If you or your child feel that they are not in the correct swimming group, please discuss this with your class teacher and they will in turn talk to the swimming teachers. This does not guarantee that there will be a change, but simply that your child's level will be re-evaluated. Students are transported by school bus to the pool. Each child is required to bring a plastic bag containing a towel, (sports uniform) thongs or sandals. These should all be placed in their schoolbag. Lessons are usually 45 – 50 minutes' duration. The ratio of student to teacher can sometimes be as low as 1:4. Qualified instructors are provided to teach the children.

Students may be billed for swimming lessons and bus hire on their school account if we do not receive a grant for the program. Please remember that the program is not a swimming program in its entirety. Group sizes are approximately 8-10 per instructor. This enables the school to keep fees to a minimum.

The Annual College inter-house swimming carnival will be held in late February/early March each year at a local pool.

### **TAFE EXTENSION COURSES**

TAFE Courses are completed by some of the older student's subject to availability if it is considered to assist in the desired choice of career for the individual student.

### **UNIFORMS (refer to the Uniform Booklet)**

**It is expected that all students are fully dressed in uniform as they leave home, and that they remain that way until they return home. In this way they demonstrate and keep the high standards and the good name of the College.** The correct school uniform must be worn when participating in any school events including performances, sports, and excursions unless a specific directive has been given for alternate clothing.

If your child has difficulty meeting the requirements of uniform, please send a note to the teacher or email the office. For a temporary approval until the issue is resolved. This may require a medical letter to provide information on the reason the student cannot meet the dress code.

Most of the uniform is supplied through the College and attempts are made to keep the cost to a reasonable level. The uniforms are attractive and functional. All students are required to comply with uniform regulations, not only at the College but also while travelling to and from the College.

Penalties may be given for a breach of the Uniform Policy. Parent Notifications, when issued, are to be signed and returned. Action is expected of parents to direct a student to rectify the uniform issue. Detentions may be enforced by the principal if no action is taken by parent to resolve the issue.

### **UNIFORMS - SECONDHAND**

As students grow out of an item of uniform or leave the College, they may leave uniform items (in good to excellent condition) for resale or donation to needy families.

### **VALUABLES AND MONEY**

The College will not be responsible for valuables or money lost at school. Our insurance policy does not cover the loss of students' private possessions. As a rule, students should not bring valuables to school. If they must bring items of value for a special purpose, such as a musical instrument, they should be handed to a teacher for safekeeping.

### **VISITORS**

All visitors including sales representatives, delivery personnel, ex-students, relatives of students etc. should first report to the General Office to sign the visitor's book in and out and where all enquiries will be dealt with or directed to the appropriate staff member.

### **VOLUNTEERS**

The College is very thankful for all the parents who volunteer their time to assist in the school. Volunteers are required to hold a current Working with Children Check and complete a Volunteers Form available in the office before working at the College. Volunteers and Contractors Policy must be adhered to. Any questions on this ask at the office.

### **WEATHER**

**Wet:** On declared wet weather days' students will remain under shelter outside or be kept inside during recess and/or lunchtime and supervised by a teacher.

**Hot:** Parents are advised that the Victorian Department of Education makes no provision for the closure of schools during days of extreme heat. The College does have air conditioning in the classrooms and will do its best to accommodate students in these conditions.

### **WORKING BEES**

The College may hold up to one Working Bee per semester on a Saturday, from 8.30am to 12.30pm, or alternatively class teachers will allocate tasks to be completed by a set date in the term. A notice advising what task has been set for your family will be sent out in advance. If families are unable to attend, a levy of **\$40.00** per working bee will be charged.

### **WORK EXPERIENCE & CAREERS**

Olivet Christian College is a member of the Bendigo Region Careers Association and adheres to the Work Experience protocols. The College allows students to experience one work placement annually if they are 15 years of age or above. The Principal or Careers Teacher will endeavour to visit the workplace at least once to gain knowledge of the student's skills, abilities, and performance.

Olivet Christian College uses the "School Guide to Student Work Placement" guidelines (Careers Education of Victoria Inc.) The Work Experience Arrangement form (Director of School Education) and the Work Experience Evaluation form (Central Gippsland Careers Advisers Committee).

**Assessment:** The Work Experience evaluation form is the most useful form for assessment since the employer who is independent of the College completes it.

### **WEBSITE**

The College website is updated regularly at [www.olivet.vic.edu.au](http://www.olivet.vic.edu.au). You can set this as your homepage, and this will keep you up to date with general information.

# APPENDICES

## APPENDIX 1

### PERSONAL ACCIDENT INSURANCE SECTION 2 - GROUP STUDENT ACCIDENT SCHEDULE OF EVENTS AND COMPENSATION (subject to change)

**PRINCIPAL UNINSURED PROPERTY / PERILS / RISKS:**

- Intentional self-injury or suicide
- Criminal or intentional illegal acts
- Training or participation in professional sports
- Air travel except as passenger in properly licensed aircraft
- Deliberate exposure to exceptional danger
- Driving or riding in any race or on any motor-powered conveyance
- Sickness, disease, or any kind of infection (except for Emergency Transport benefit)
- Pregnancy, childbirth, miscarriage
- Sexually transmitted disease, AIDS, or HIV infection
- Medical expenses prohibited by law and Medicare GAP expenses
- Non-Medicare Medical Expenses which are recoverable from other sources
- War/Nuclear risks
- Radioactive contamination or radioactivity
- Various other exclusion and uninsured areas apply to all sections of this policy. Refer Policy document for all details

**SECTION A – CAPITAL BENEFITS**

1	Permanent Quadriplegia	\$750,000
2	Permanent Total Paraplegia	\$750,000
3	Death	\$50,000
4	Permanent Loss of Independent Existence	\$750,000
5	Permanent Total loss of entire sight in both eyes	\$350,000
6	Permanent Total loss of entire sight of one eye	\$150,000
7	Permanent Total loss of use of two limbs	\$300,000
8	Permanent Total loss of speech	\$100,000
9	Permanent Total loss of use of one limb	\$150,000
10	Permanent Total loss of Hearing in both Ears	\$150,000
11	Permanent Total loss of Hearing on one Ear	\$ 50,000
12	Permanent Total loss of use of four fingers and thumb of either hand	\$ 80,000
13	Permanent Total loss of use of four fingers and thumb of either hand	\$ 50,000
14	Permanent Total loss of one Thumb of either hand	
	14.1 Both joints	\$ 30,000
	14.2 One joint	\$ 15,000
15	Permanent Total loss of use of fingers of either hand	
	15.1 Three joints	\$50,000
	15.2 Two joints	\$20,000
	15.3 One joint	\$10,000
16	Permanent Total loss of use of toes of either foot	
	16.1 All of one foot	\$20,000
	16.2 Great, both joints	\$15,000
	16.3 Great, one joint	\$10,000
	16.4 Other than great, each toe	\$5,000
17	Shortening of leg by at least 5 cm	\$10,000
18	Fractured Leg or kneecap with established non-union	\$20,000
19	Third degree burns and/or resultant disfigurement received from fire or chemical reaction which extend to cover 20 – 40 % of the entire body more than 40% of the external body	\$250,000 \$350,000
20	Permanent Partial Disability not otherwise provided for under Events 4-19 Inclusive, and 23-25 inclusive	

Such % of the maximum compensation which corresponds to the % reduction in whole bodily function as certified by no less than 2 two) legally qualified Medical practitioners one of whom shall be the insured persons' treating doctor and the other shall be nominated by the insurer. In the event of a disagreement between them, a third legally qualified medical practitioner's opinion shall be obtained and the % awarded shall be the average of the three options.



21	Bed Care Patient (for a period of more than 24 hours as a result of An injury undefined) payable for up to 52 weeks	\$750pw
22	Injury Assistance Benefit – In the event of an insured persons suffering Temporary Total Disablement, the insurer will reimburse domestic Help and Child Minding Services and/or Extra Public Transport Expenses certified as necessary by the Insured Persons’ legally qualified and registered medical practitioner Elimination period is 7 days per injury Aggregate period for this Benefit is 52 weeks	up to \$450pw
23	Injury defined resulting broken and/or fractured bones of the	
	a) Finger, Toe, Hand or Foot	\$200
	b) Arm, Elbow, Wrist, Leg, Ankle, or Knee	
	simple fracture	\$500
	compound fractures	\$1000
	c) Collarbone	\$500
	d) Breastbone	\$500
	e) Rib (each)	\$200
	f) Shoulder, cheekbone or nose	\$500
	g) Jaw	\$500
	h) Vertebrae of the Neck or Spine, Skull, Pelvis, or Hip	\$3000
	i) Concussion	\$2,000
	Maximum amount payable for any one injury	\$75000
24	II. Internal injuries	
	a) Torn ligaments or ruptured internal organs	\$2000
	b) Knee Reconstruction	\$2500
25	Injury as defined in a Dislocation of the	
	a) Hip	\$500
	b) Knee	\$250
	c) Shoulder blade	\$250
	d) Collarbone or Jaw	\$250
	e) Ankle, Elbow, or Wrist	\$150
26	Dental Expenses Benefit – Second Teeth (except where such a payment is prohibited by law) 100% of the actual cost incurred for loss of teeth or crowning or damaged teeth with cast metal or porcelain or similar restorations, provided that this occurs within 24 calendar months from the date of the injury to permanent or second teeth (no cover provided for milk or first teeth, dentures or fillings)	up to \$5000
27	Dental Cash Benefit – Milk Teeth Lump sum payment, provided the Event occurs within 24 calendar months from The date of injury to milk teeth or first teeth	\$100 per tooth
28	Student Tutoring Expenses Benefit Elimination period is 7 days per injury Aggregate Period for this benefit is 52 weeks	up to \$350 pw
29	Fee Relief- Following the death by injury of the Insured persons’ parent, Guardian, or Benefactor, the insurer will pay the annual school tuition fees of up To \$3500 for each of the remaining school terms of the current school year (student only)	\$3,750 per term \$15,000 max 4 term
30	Overseas Medical Expenses Benefit Excess each and every loss is \$Nil	\$7500
31	Emergency Transport Benefit (due to injury or illness)	\$5000 max per injury or illness
32	Non Medicare Medical Expenses (except where such reimbursement is Prohibited by law) 100% of the actual cost incurred after deduction of the Policy Excess to the maximum amount specified. Excess each and every loss \$Nil Please refer to Events 26 for Dental Expenses Benefit	\$7500 max per injury
33	Clothing (including spectacles and or Sports Equipment. The insurer will pay For clothing worn and/or Sporting equipment being used by the Insured Person that has been lost or damaged in the course of an injury or in the Course of treating an injury	\$500 per injury
34	Psychological Trauma Expenses We will pay for psychological trauma expenses incurred as a result of an Insured Person suffering a Temporary Total Disablement caused by a Traumatic Event provided:	\$30,000
	a) The temporary total disablement occurs as a result of a sudden Traumatic Event:	
	b) Such Insured Person is under the continuous care of a legally qualified Registered psychiatrist or psychologist who is not the insured person or his/her Family member;	
	c) Such Insured Person have remained in Australia during the claim period.	
35	Parent/Guardian Visitation due to 72 Hours of Hospitalisation (new benefit)	\$ 2,500
36.	Accidental HIV Infection Benefit (Conditions apply)	\$25,000
37.	Loss of Income – actual loss of income of an Insured Person’s parent or legal guardian who, On the advice of a registered medical professional, is required to care for the insured person	

Following a covered injury (cover is only available for one parent/legal guardian per event)	100% of Income up to \$1,500 per week for a maximum of 10 weeks
38. Surgical Benefit – Injury, not covered elsewhere in this policy, resulting directly in a surgical Procedure for treatment of an injury (excluding any claim which arises directly or indirectly From or is caused by any type of illness, disease, infection, or contagion even if contracted Through an injury, or an elective or cosmetic procedure	\$2,000
39. Kidnap, Ransom, Extortion	\$300,000

**STUDENT ACCIDENT SCHEME HIGHLIGHTS –**

- **WORLDWIDE COVER, 24 HOURS PER DAY, 365 DAYS PER YEAR**
- Economical protection and broad coverage
- Nil deductibles and low time deductibles
- Substantial dental benefits
- Non-Medicare Medical Benefits
- Emergency Transport
- School Fees reimbursement (following accidental death of pupil’s benefactor)
- Cover includes students involved in school organised activities for two (2) school terms prior to commencement at the school and two (2) school terms after they officially leave the school (in Year Twelve)
- Expenses period extended (from date of accident) to 24 months

Policy number	005	Last Approved by Executive	September 2021
Drafted by	Mary-Anne Revell	Scheduled review date	September 2024
Responsible person	Steven Nicholas		

**Rationale:**

The College seeks to provide a safe, harmonious, and caring environment for the nurture of all students. Staff seek to promote an atmosphere of co-operation and encouraging one another to do and to be their best.

**1. Purpose of this policy**

- 1.1 Olivet Christian College rejects all forms of bullying. It is not acceptable for any student to experience bullying within the learning and social environment of the school.
- 1.2 In rejecting bullying and harassment, the school is committed to the development and the reinforcement of a culture of positive behaviour, respect, and tolerance.
- 1.3 The anti-bullying policy sets out the principles and framework governing the school's behaviours and activities that support all members of the school community in enacting a zero tolerance of bullying. The policy, together with the policy implementation documents listed in section §10, should be read and understood by all those connected to the school.

**2. Principles**

- 2.1 The school rejects all forms of bullying and takes a zero-tolerance stance in response to bullying wherever and whenever it occurs within the school community.
- 2.2 The school believes that, to reduce and eliminate bullying behaviour, it is essential to create a culture of positive behaviour, respect and tolerance.
- 2.3 Underpinning the school's zero tolerance stance in response to bullying is a belief that all students, no matter what their background, race, ethnicity, gender, physical and intellectual attributes, are to be valued and respected.
- 2.4 The school is committed to the importance of students both being and feeling safe within the school.
- 2.5 The school, in discharging its duty of care, understands that it has a responsibility to enable students to flourish in relation to their emotional, mental, and physical health.

**3. Aims of the policy**

- 3.1 To set out the school's clear expectations in relation to positive student behaviour and in so doing to define what constitutes unacceptable bullying behaviour.
- 3.2 To support the school and its employees, parents, and students themselves in creating a climate characterized by respectful and positive relationships.
- 3.3 To comply with the requirements of the Education and Training Reform Act 2006 (Vic.), to implement anti-bullying (including cyberbullying) and harassment strategies and procedures as part of the school's responsibility to provide an environment which is safe, where the risks of harm are minimized and where students feel emotionally and physically secure.

**4. Legal and regulatory basis for compliance**

- 4.1 Duty of Care

- 4.2 Education and Training Reform Act 2006 (Vic)
- 4.3 Education and Training Reform Regulations 2017 (Vic)
- 4.4 Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- 4.5 Victorian Government Department of Education and Training's (Vic DET) guidance for government schools, equally applicable to non-Government schools, on bullying, cyberbullying, and the role of the school.
- 4.6 Disability Discrimination Act 1992 (Cth)
- 4.7 Racial Discrimination Act 1975 (Cth)
- 4.8 Sex Discrimination Act 1984 (Cth)
- 4.9 Equal Opportunity Act 2010 (Vic)
- 4.10 Racial and Religious Tolerance Act 2001 (Vic)

**Aims: BIBLICAL PERSPECTIVE**

Any form of bullying is completely contrary to the Scriptures. Christians are to be concerned about the wellbeing of others (Philippians 2:3-4) and to act in a manner towards others that reflects love, kindness, patience, and gentleness (Galatians 5:22-23). Any acts of hatred, jealousy, discord, provocation, and intimidation are not acceptable (Galatians 5:20,21,26). Christians are to love their neighbour as themselves (Galatians 5:14).

***WHAT IS BULLYING?*** (In the context of the College community)

*Bullying is the deliberate psychological, emotional and/or physical harassment of one student by another (or a group) occurring at the College or in transit between the College and home. Bullying causes harm and pain to others, is systematic and repeated and involves an abuse of power.*

*Bullying may take many forms and can include:*

- Picking on others.
- Making hurtful, sexist, and racist comments.
- Any form of physical violence such as hitting, pushing, or spitting.
- Making suggestive comments or other forms of sexual abuse/harassment.
- Forcing others to act against their will.
- Verbal threats of aggression against property or possessions.
- Using put-downs, belittling other abilities and achievements.
- Using offensive names, teasing, or spreading rumors about others or their family.
- Acts of vandalism.
- Deliberately excluding a student from college activities or other friends.
- Cyber Bullying (refer to Cyber Safety Policy)

***BULLYING IS NOT TOLERATED AT OLIVET CHRISTIAN COLLEGE.***

As a caring Christian community, the College

- Always expects a high standard of behaviour.
- Is committed to striving to provide a safe and caring environment for everyone.
- the right of every person to be free from all forms of bullying is observed.
- Encourages and positively reinforces behaviour which is courteous and considerate.
- Is educating the students about issues relating to bullying behaviour.

### **WHAT CAN YOU DO IF YOU ARE A WITNESS TO BULLYING?**

*There is a risk that you can become the victim, or be labeled as a “dobber,” but we need to work together if we are to be effective.*

When you report acts of bullying, we know that you care enough to want to do something. If possible, you could intervene as the bullying occurs by simply saying, “Cut it out,” “leave him/her alone.” “Quit it.” This is very useful if you have influence with the bully: e.g., are older, a friend, a House Captain.

If you cannot act immediately, it is important to report the incident to someone you trust as soon as you can. Alternately you may wish to make an anonymous report that will advise of a trouble spot, a bully, or a victim. You need to offer support and friendship to the victim.

The person you report to could be your parents, teacher, or Principal. Your privacy is important, so raise this when you report the incident. We will not involve you without your permission.

### **WHAT CAN YOU DO IF YOU ARE BULLIED?**

- *As the victim, you are the one who should act most strongly:*
- Try not to retaliate by becoming a physical or verbal bully yourself.
- Try to ignore the bullying. If you show that you are not upset, the bully may stop.
- Tell the bully to “quit it” or “cut it out.”
- Leave the area and go directly to a responsible adult. They may help you decide how to handle the situation.
- Do not gossip or backstab; seek advice from students who will offer constructive help.
- Establish a friendship network.
- Be smart about avoiding high-risk places and times.
- Always report what is happening – the bully relies on your being silent!
- There are many adults at the College who want to help you such as teachers or your Principal. They can help you decide how to handle the situation, and they can act.

*Bullying is not “ok.” Do not tolerate bullying - it is too important not to report. Remember, we are on your side. We take bullying seriously and want to stop it, but we need you to report incidents otherwise we do not know and cannot help.*

A tradition of silence is a barrier to be broken down. As a member of Olivet Christian College, it is not only your right to not have it happen to you, but it is your responsibility to report bullying, regardless of the circumstances. To say nothing sends a silent message to the bullies that they can get away with it.

### **CONSEQUENCES**

There must be clear consequences for bullying, and if a student is found to be bullying, then he or she will expect some of the following responses or sanctions:

- Written records being kept on the student's file on SchoolPro.
- Monitoring behaviour.
- Referral to the Principal.
- Warnings to the student, accompanied by notification to his/her parents.

- Consultation with parents.
- Formal apologies to offended parties.
- Reparations for any damage caused.
- Exclusion from privileges.
- Detentions.
- In-School Suspension.
- Suspension from College, resuming only on the condition that a formal contract is signed undertaking to cease all bullying behaviour.
- Expulsion.

Those who bully or harass others are themselves in need of help. This could be by way of assistance with behaviour modification strategies, counseling, and the provision of very clear boundaries.

### ***WHAT CAN PARENTS DO?***

If parents are concerned that their child is being subjected to bullying, they should contact the school without delay. Remember, if we do not know about it, we cannot help.

***Evaluation:*** This policy will be reviewed as part of the College's three-year cycle