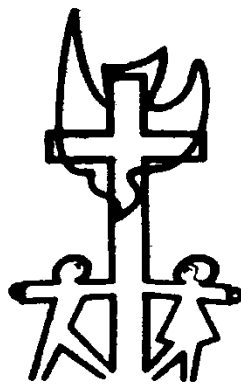


# **OLIVET CHRISTIAN COLLEGE.**

**ENCOURAGING...EQUIPPING...EMPOWERING...**

*"Train up a child in the way he should go and when he is old he will not depart from it.. ( Proverbs 22:6a).*

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## **PARENT INFORMATION HANDBOOK 2019**

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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
<b>EMAIL ADDRESS</b>	<a href="mailto:admin@olivet.vic.edu.au">admin@olivet.vic.edu.au</a>
<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

## 2019 TERM DATES

	TERM DATES	HOLIDAYS	WEEKS
<b>1st Term</b>	Tues 29th Jan – Fri 5 <sup>th</sup> April	6 <sup>th</sup> Apr – 22 <sup>nd</sup> April	10 weeks
<b>2nd Term</b>	Tues 23 <sup>rd</sup> April – Wed 28th June	29th June – Tue 14 <sup>th</sup> July	10 weeks
<b>3rd Term</b>	Wed 15 <sup>th</sup> July – 20th September	21st September – 6 <sup>th</sup> October	10 weeks
<b>4th Term</b>	Mon 7th October – 5th December	December 6 <sup>th</sup> -	9 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 : Mr Stephen Lacey  
 SECRETARY : Mrs Mary-Anne Revell  
 DIRECTORS : Mrs Mary-Anne Revell  
 Mrs Annette Kuhle  
 Mr Stephen Lacey  
 Mr Jim Box  
 Mr Steven Nicholas

### THE COLLEGE IS SEEN TO BE A PARTNERSHIP

#### THE PARENTS

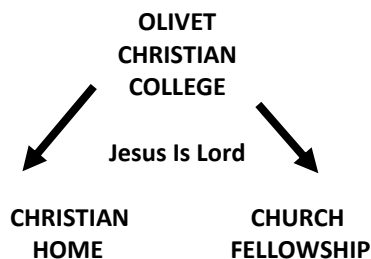
who have the primary responsibility for the training of their children, but who, in a practical way, need help with this task. The basis of each child's character, and the attitudes and values they encompass, are laid early in life.

#### 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

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). *"Teaching them to observe all that I have commanded you."* (Matt 28:20a)

## 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 15-minute recess at 10.45 am, a 45-minute lunch-break at 12.45pm (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. Parents may need to make arrangements such as dropping their children off to another school family who can bring them to the College after 8.30am. 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 expected at all times. 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.

#### **ANAPHYLAXIS AND ALLERGIC REACTIONS**

To limit possible anaphylactic reaction among students, parents are requested to refrain from sending lunches and morning teas which contain nuts eg peanut butter sandwiches, muesli bars containing nuts, hedgehog containing nuts etc. Thank you for your pro-active assistance to avoid this potentially serious situation.

#### **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 Monday, 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.

#### **ASTHMA**

Students suffering from asthma should carry their nebuliser and a spacer at all times. 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.

### **BANKING (Students)**

School banking is available to all students. This is a great way of teaching your children positive saving habits. The College also benefits from student banking as it receives a commission for each deposit your child makes. Student Banking Applications are made online. Once you receive your Account details you can start banking. Each Tuesday is banking day. The deposit booklet and money are brought in to Olivet each Monday or Tuesday.

### **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 expected at all times. 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 – 11am
Warning bell is rung at	10.58am
End of Period 3	11.50 am
Lunchtime is from	12.45pm – 1.30pm
Warning bell is rung at	1.28pm
End of Period 5	2.15pm
Students dismiss at	3.15pm

## **BICYCLES**

Students riding to and from the College must wear an approved bicycle helmet at all times. 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), **Strathfieldsaye** (via Harcourt) and **Maryborough** (via Carisbrook, Newstead) and these services are subsidised by the conveyance allowances where applicable.

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 expected at all times.
- 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**

1. 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: 2019 Yr. 9-10 & 5-6 / 2020 Yr. 3-4 & 7-8
  - Year 3/4** Overnight Trip in country Victoria
  - Year 5/6** Canberra Trip
  - Year 7/8** Round the Bay Trip (Port Phillip Bay Tour incl. tour of beaches, Arthurs Seat, Cape Schank, Sorrento - Queenscliff Ferry, Marine Discovery Centre & Aquarium, Adventure Park, Surf Museum, National Wool Museum)
  - Year 9/10** Melbourne Experience; Missions Trip.
2. All students in Secondary classes are usually expected to attend the bi-annual Student Convention held in Victoria during the second week of Term 4 (Monday to Friday).
3. South Pacific Convention is held every two years, and the College usually takes a group of students to each convention. The next one is to be held in December 2018.
4. ACE International Convention is held in the USA every May. Individual families are encouraged to consider involvement in at least one International Convention during their child's schooling.
5. Outdoor education trips are also available to Secondary students, with emphasis on teamwork, cooking for your group, tenting experience, and walking with a backpack. Recent 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 are able to 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.

## **COMMUNICATION ENVELOPES**

Newsletters, accounts, notices, etc. are sent home to parents in these special communication envelopes, usually via the oldest student in the family. It is the student's responsibility to deliver the envelope to parents and return it to the College on the following school day, signed by the parent. The student usually keeps the envelope inside their diary for safekeeping, and for easy access for both parents and teachers. It is imperative that the envelope is returned punctually and with any return slips to ensure notices etc. have been received.

## **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 of time. 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 student was in when it was approved, OR 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.

## **CONVENTION (VICTORIAN STUDENTS)**

The bi-annual Victorian Student Convention is generally held in Week 2 of Term 4 on alternate years to South Pac Convention and provides students with the opportunity to express themselves in competition in seven different

categories: music (vocal) and music (instrumental), platform, athletics, art, craft, and academics. Several other schools as well as ACE curriculum home schoolers join for this convention.

It is a privilege for students to participate in Convention. This privilege may be withdrawn at any stage up to the start of Convention.

Students are selected on the basis of age, must have been placed in a specific number of events, and reflect school spirit to attend South Pacific Convention, which is held every two years. Dependent on the location, a minimum secondary year level may be set.

#### **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 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.

#### **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 based in Maryborough and is either free or available at a reduced cost to parents on Health Care and Pension Cards. Parents will need to contact 1300 360 054 and must 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 home work (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.

#### **DIGITAL CAMERAS**

Digital cameras are not to be brought to school by students without express permission from the teacher/Principal. Students may not be photographed on school grounds without written permission. Mobile phones are not to be used to photograph students at the College unless it has been authorised for the school program.

#### **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 a number of 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 are held each six months 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.** An online copy can be completed at [www.olivet.vic.edu.au](http://www.olivet.vic.edu.au) under FORMS.

#### **EDUCATION PROGRAM OF THE COLLEGE**

Olivet currently has **five** General Learning Areas

Primary - Foundation - 2 Class, 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:

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, Food (as available)
- 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

## **KEY LEARNING AREAS**

### **FOUNDATION**

In Foundation year, students use a variety of different resources, hands-on learning activities and developmental play as they work towards reaching the achievement standards outlined in the Australian Curriculum.

#### **English**

Students begin the year by learning their ABC's and work towards completing other tasks such as:

- share weekly news with their peers
- explore different text types
- read high-frequency words
- develop beginning writing skills
- form upper- and lower-case letters
- correctly use capital letters and full stops

They also take readers and sight words home daily to be completed at their own pace.

#### **Mathematics**

Using a variety of resources including Maths Plus and the ACE's Math PACES, games and hands-on learning activities, students work towards understanding the following mathematical concepts:

- making connections between number names, words and quantities
- counting forwards and backwards, beginning at different points
- copy, continue and create patterns
- sort and classify familiar objects
- identify and sort basic 2-D and 3-D shapes
- compare objects using length, mass and capacity
- solve simple addition and subtraction equations
- connect days of the week to familiar events
- use appropriate language to describe location

#### **Other classes conducted during the year include:**

- Music
- PE
- Auslan (Australian Sign Language)
- Visual Art

- Digital Technology
- Health

**Students also participate in the following extra-curricular activities:**

- End of term excursions (previous locations include Castlemaine Botanical Gardens, etc.)
- Visit from the School Crossing Lady
- Friday Fun afternoons
- Cooking
- Swimming Sports & Swimming Program
- Mother/Father's Day stalls
- School Buddy program

## **Year 1 – Year 2**

**Mr Geoff Treloar**

We seek to engage the children in direct, intentional teaching activities through sequenced learning experiences as well as open-ended, inquiry based tasks to provide practical and stimulating experiences for rich learning and deeper thinking across the areas of the Australian Curriculum. Language knowledge and use are essential to learning, and as such, forms an essential part of the program with speaking, listening, reading and writing. The program includes THRASS phonics, grammar, spelling, personal writing and daily reading.

Numeracy is an essential skill and this knowledge is built through a balance of the Maths Plus, online Mathletics and PACE programs. We use concrete objects and experiences to build understanding, rote training for counting and number facts, strategies for solving word problems and methods to complete number processes.

PE, music, art, ICT, Auslan, Health, Science, Geography are taught each week.

Developmental play is a part of the program aimed at developing confidence, responsibility, cooperation and social skills. Christian character training is a focussed outcome for our students – acknowledging and correcting behaviours, learning Scripture, Bible stories, prayer and devotionals.

Students take home readers every day.

The Buddies Program runs across the whole school.

Language taught is AUSLAN.

The vegetable garden is also part of the F- 2 program and is a great opportunity to grow and eat the produce.

## **Years 3 - 4**

### **ENGLISH**

Primary student's complete individual units in English. Literature and Creative Writing units are used to enhance student learning. There is an emphasis on written expression, and text types.

### **MATHEMATICS**

Mathematics is based on units developed on the basis of the Australian Curriculum. Maths Mate sheets and Primary Maths Plus workbooks are used to develop concept skills, while extended investigations develop problem solving and project skills.

Proficiency with number skills including instant recall of times tables is expected.

### **SCIENCE**

Students complete Science inquiry skills and Science as a Human Endeavour based on the requirements of the Australian Curriculum

## **HEALTH AND PHYSICAL EDUCATION**

In this domain, students are provided with knowledge, skills and behaviours that will equip them to manage their own lives and interact with others on a physical, mental, social and emotional level.

Health is included in the afternoon program, in the Primary levels of the College. All students are expected to participate in 90 minutes of P.E./Sport each week.

## **HUMANITIES (History, Geography, Economics, Civics and Citizenship)**

An overnight excursion to country Victoria for Years 3 and 4,

- Students take home readers every day
- Buddies Partners across the whole school
- Weekly Spelling Tests – results emailed home to parents
- Weekly Tables Tests – results emailed home to parents
- Athletics and Maths Mate
- SoundWay Program in Term 1
- Language taught in primary is AUSLAN

**Regional Activities may** include – Cross country run, Netball, AFL 9s Football, MiloT20 Blast Cricket, Maths Problem Solving day and Primary Chess competition

### **Class Rewards**

Green Dot Treat – reward for diligent workers

- Students must complete all goals for 3 days
  - Students must read at home for at least 2 nights Cash (House) points **awarded for**
  - Goals complete
  - Memory verse learnt
  - Quiet work
  - Attentive listening
- 
- Academic, Character and encouragement awards each term
  - Mini Musical – End of year presentation

## **Years 5 - 6**

**Mr Ian Nicholas**

### **ENGLISH**

Primary student's complete individual units in English. Literature and Creative Writing units are used to enhance student learning. There is an emphasis on written expression, and text types.

### **MATHEMATICS**

Mathematics is based on units developed on the basis of the Australian Curriculum. Maths Mate sheets and Primary Maths Plus workbooks are used to develop concept skills, while extended investigations develop problem solving and project skills.

Proficiency with number skills including instant recall of times tables is expected.

### **SCIENCE**

Students complete Science inquiry skills and Science as a Human Endeavour based on the requirements of the Australian Curriculum

## **HEALTH AND PHYSICAL EDUCATION**



In this domain, students are provided with knowledge, skills and behaviours that will equip them to manage their own lives and interact with others on a physical, mental, social and emotional level.

Health is included in the afternoon program, in the Primary levels of the College. All students are expected to participate in 90 minutes of P.E./Sport each week.

### **HUMANITIES (History, Geography, Economics, Civics and Citizenship)**

Includes a trip to Canberra held once every two years for Years 5 and 6.

*This is just a few of the off-site activities enjoyed by our students.*

**Swimming** All Primary students are involved in the swimming program for either 5 weeks if in an outdoor pool or the whole term if the heated pool is available.

**Chess Challenge.** Students enjoy a day of interaction and challenge with the other Primary schools in the region. Harry Poulton has been an asset teaching the students the finer points of the game.

### **Sport activities - with other Regional Schools including – Cross Country Run, Netball, AFL 9s Football, MiloT20 Blast Cricket**

- **Cross Country Sport Day** Regional School challenge. Years 3, 4, 5 and 6 compete in the Castlemaine and District Primary Schools Cross Country Run at the Botanical Gardens in Castlemaine.
- **Orienteering Day** an interschool Orienteering Day is held, weather permitting, every May. This gives the students an opportunity to interact with the local schools and have a fun day of competition.

**Academic Challenges with other Regional schools** Maths Problem Solving day and Primary Chess competition

**Bi-annual Canberra Trip** the Grade 5 and 6 students enjoy a very busy week in Canberra. There is a lot happening all the time so it is great to be there. Students meet with a local politician and even Mr Rudd introduced himself to Mr Nicholas one year! The plane flight to Canberra is always a highlight as there are generally some students who have not been in an aircraft before.

**End of Term Excursion** are usually held in surrounding regions and are a highlight to the term.

### **Weekly efforts are rewarded with**

- Academic, Character and encouragement awards
- Medal awards toward house points
- Green dot treats (work fully completed for 3 days in the week)

### **Other Classes**

**Wood / Technology** Students commence formal Technology classes from Year 5. Students study the correct and safe use of hand tools and complete pre-selected projects as well as projects of their own choice. Students are assessed on their application and effort, along with accuracy of measuring and cutting, and the overall appearance of the finished projects. Currently students are working with acrylics and wood.

- Language taught in primary is AUSLAN
- Mini Musical – End of year presentation

## **Years 7 - 8**

### **ENGLISH**

Students study literature, reading class novels and completing individual book reports. They examine all types of text and media, analysing language and other forms of literacy such as visual texts. Oral communication is an important element of English through individual speech making and debating. Grammar is constantly reinforced in all writing and programs such as Spellodrome are used. Creative writing and thinking, persuasive skills and responding to prompts in varied written and digital forms is part of English across all levels with a growing depth of skills and response required.

### **CIVICS AND CITIZENSHIP**

In Year 7, students examine the Australian government and how it aims to protect all citizens. They examine Australian citizenship values and the importance of being a good citizen.

In Year 8, students examine how they can be active citizens and how they can be involved in democracy. They look at our national identity and investigate the factors that shape this.

### **HISTORY**

History in Year 7 begins with the question of 'What is History?' and continues through ancient history and the historical investigations involved.

Year 8 history is based around the medieval times in Europe, the Asia-Pacific world and expanding contacts around the world.

### **SCIENCE**

All students study a Science course throughout Secondary School to provide an understanding of the main topics in Science. Topics include Separation Techniques in Year 7, Body Systems in Year 8, Energy Transfer in Year 9 and Galaxies and Stars in Year 10, as well as many others. Students experience the joy of scientific discovery through a process of inquiry and experimentation, and follow the development and influence of Science in the strand known as Human Endeavour. The traditional areas of Science are referred to, such as Chemistry, Physics, Biology, Ecology, Astronomy and Geology so that students know their interests and can choose the Science subjects that intrigue them in any future study.

### **GEOGRAPHY**

Geography is a part of the Humanities and Social Studies Learning Area. In Geography, each semester's work is based on a particular unit. Examples of these units are Water in The World in Year 7, Changing Nations in Year 8, Biomes and Food Security in Year 9 and Geographies of Human Well-being in Year 10. Over 4 years each student completes 8 units altogether.

At the start of the semester, the student follows teacher instruction, to gain a good understanding of the unit of study. Then for the following term the student creates an inquiry project, using what they have already learnt as a springboard for further research. In Year 7 & 8 the students develop their own questions based on the Concepts of Geographical Understanding, "Space, Place, Interconnections, Change, Environment, Sustainability and Scale". In Year 9 & 10 the inquiry project centres on a hypothesis that has been developed by the student. During the inquiry project the teacher acts as a facilitator guiding the students through their research and providing them with the skills they need for good Geographical study.

### **ECONOMICS YEARS 7 - 10**

Economics is a part of the Humanities and Social Studies Learning Area. In Economics, each semester's work is based on the development of a topic. Examples of these topics include Successful Businesses, the Market and Australia's economy, Work Places and the Work Force, and Consumers and Financial Decisions. Many of these topics provide practical skills investigating such things as taking out a car loan, how to beware of scammers or how to know your rights as an employee.

### **FOOD TECHNOLOGY YEARS 7 - 10**

Food Technology is a part of the Technologies Learning Area and as such Food Technology is provided to all students in Secondary School for 1 semester each year. Activities included as part of Year 7/8 include safe and hygienic handling techniques, characteristics and properties of food, food preparation techniques, design and presentation of food, nutrition, following a brief, evaluating a product. Activities included as part of Year 9/10 include considering ethical and sustainable issues regarding food choices, evaluating various preparation and preservation techniques and how they affect food, design and presentation of food, sensory assessment of food and principles of food safety.

#### *Secondary Excursions and Competitions*

The secondary students are also involved in a number of extra-curricular activities. These may include:

Around the Bay – Bellarine Peninsula Trip (Bi-annual)

Outdoor Education Program

Student Convention (1 week at Moe)

End of Term Trips

Regional Chess Competition

Australian Maths Competition

Australian Science Competition

Buddies Partners

House Points for Scripture memorisation

Design Technology  
Visual Arts  
Language - AUSLAN  
Academic, Character and encouragement awards

## **Years 9 - 10**

### **ENGLISH**

Students study literature reading class novels and completing individual book reports. They examine all types of text and media, analysing language and other forms of literacy such as visual texts. Oral communication is an important element of English through individual speech making and debating. Grammar is constantly reinforced in all writing. Creative writing and thinking, persuasive skills and responding to prompts in varied written and digital forms is part of English across all levels with a growing depth of skills and response required.

### **HISTORY**

Year 9 history looks at the industrial revolution, movement of people around the world such as the slave trade and an in depth study of World War I.

Year 10 students examine rights and freedoms, such as the US Civil Rights movement and Australian civil rights and land rights. They study World War II and society after the war.

### **CIVICS AND CITIZENSHIP**

Students in Year 9 investigate our global connectedness and examine how change can be made through the political and court systems.

Year 10 students examine Australia's roles and responsibilities in the world, through the United Nations, our relationship with Asia and compare our government to that of other countries. They also examine the role of the High Court.

Other activities also include:

Work Experience  
Design Technology  
Visual Arts  
WW1 Research for the Western Front Assoc. Central Vic Branch  
Buddies Partners across the whole school  
Community Service – Hospital – Gardening  
Outdoor Education Program  
Language - AUSLAN  
Melbourne Experience (biannual)

### **External Competition**

- Student Convention
- Australian Maths Competition
- Australian Science Competition
- Regional Science Competition
- First Aid Certificate

### **Class Awards**

- Excursions
- Academic, Character and encouragement awards
- House Points for Scripture memorisation

Secondary students complete a semester of Geography and a term of Careers and another of Economics. Students in Middle Secondary participate in the Work Experience program.

Every two years, the Year 7 and 8 students participate in a Round-the-Bay tour experiencing the Mornington and Bellarine Peninsulas on a 3-day tour.

### **HEALTH AND PHYSICAL EDUCATION**

In this domain, students are provided with knowledge, skills and behaviours that will equip them to manage their own lives and interact with others on a physical, mental, social and emotional level.

Health is included in the afternoon program, in the Primary levels of the College. All students are expected to participate in 90 minutes of P.E./Sport each week.

In Year 7 and 8 students complete an 18-month study of Health and Nutrition. The Year 9 and 10 students complete the course including fitness, nutrition and exercise, mental health and well-being, identity and development of confidence and independence and safety awareness including first aid and risk management.

All secondary classes participate in at least 100 minutes of Health/P.E./Sport each week.

Both Primary and Secondary students participate in the swimming program. An outdoor education trip is arranged for secondary students at least as often as every two years.

## **THE ARTS**

Art, music and drama are an integral part of the College's program for Primary and Secondary students.

Students develop their understanding and skills in music through singing, playing instruments, games, listening and written activities.

Secondary students may participate in a bi-annual Victorian Student Performing Arts Week held in the second week of Term 4. This can provide the opportunity for competition in seven different categories: music (vocal), music (instrumental), platform, athletics, art, craft and academic.

Students use their artistic gifting in community events and gatherings like the Castlemaine Show, and perform at local social events when invited.

## **LANGUAGES**

AUSLAN is the name given to Australian Sign Language, a unique language with its own grammar which unites the Australian Deaf Community.

All classes learn Auslan, a recognised language in its own right. By developing an understanding of Auslan, students will be able to communicate with the ever-growing community of signing people across Australia. It forms an intrinsic part of the culture, traditions, attitudes and values of Australian Signing people and Deaf communities.

**TECHNOLOGY (ICT)** Information and Communication Technology is a subject in all year levels and is also incorporated across the curriculum.

In the Primary levels of the College the students focus on ICT as a part of their General Studies program.

**TECHNOLOGY (Systems / Wood)** Students commence formal Technology classes from Year 5 and continue through to Year 10. Students study the correct and safe use of hand tools and complete pre-selected projects as well as projects of their own choice. Students are assessed on their application and effort, along with accuracy of measuring and cutting, and the overall appearance of the finished projects. Currently students are working with acrylics and wood.

**TECHNOLOGY (Food)** Food Technology classes develop students' skills in three dimensions; investigating and designing, producing, analyzing/evaluating.

## **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**

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.

<h2 style="margin: 0;">OLIVET CHRISTIAN COLLEGE</h2> <h3 style="margin: 0;">FEE SCHEDULE 2019</h3>	
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Level		Code	Fee (\$)		
			Annual	Annual Stationery /Books	Term
Primary (P – 2)	First Child	A	\$ 2,045	25	\$ 505
	Second & Third Child	B	\$ 1,185	25	\$ 290
Primary (3 – 4)	First Child	C	\$ 2,145	25	\$ 530
	Second & Third Child	D	\$ 1,225	25	\$ 300
Primary (5 – 6)	First Child	E	\$ 2,265	25	\$ 560
	Second & Third Child	F	\$ 1,365	25	\$ 335
Secondary	First Child	G	\$ 2,965	+ camp 225	\$ 685
(Year 7 – Year 10)	Second & Third Child	H	\$ 1,975	+ camp 225	\$ 445

**PLUS Computer Technology Levy \$160 max per family per year** (\$40 per term per family Yrs 5 – 10)  
 Technology Materials  
**PLUS Cleaning / Maintenance Levy \$160 per family per year**

**NOTES:**

1. Fees have increased by \$10 per child for all fee levels
2. Fees are invoiced on a term basis unless requested for an annual invoice.
3. Payment Options: IF you are unable to pay upfront each term, we recommend fortnightly payments by instalment. You may pay by Cash, Cheque, or by Direct Debit. Direct Debit payments are made to Reachout Enterprises Ltd BSB 033-214 Account 771194
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. Fees for families with a number of children are calculated as follows:  
 e.g. **A family with five children - Years 8, 7, 3, 1 and Foundation**

	<b>2019</b>
	\$
First Child Yr. 8	2,965
Second Child Yr. 7	1,965
Third Child Yr. 3	1,225
Fourth Child Yr. 1	0 (Fourth and subsequent children - no charge)
Fifth Child	0 (Fourth and subsequent children - no charge)
Other costs	
Computer	160
Cleaning	160
<b>TOTAL</b>	<b>\$6475 for four plus students plus Annual Stationery/Books/Camps</b>

**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.**

## **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 HLTA311A.

**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 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 experiencing difficulty in 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 on a daily basis. 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.

From 28 February 2018 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 or not your child has completed the childhood immunization course. <https://www.humanservices.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 of time 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 general 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 kept up to date at the College at all times. 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 a trained First Aid staff member at the College at all times.)

### 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>Amoebiasis:</b>	Exclude until there has not been a loose bowel motion for 24 hours
<b>Campylobacter:</b>	Exclude until there has not been a loose bowel motion for 24 hours
<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. <b>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded</b>
<b>Conjunctivitis</b>	Exclude until discharge from eyes has ceased.
<b>Diarrhoea</b>	Exclude until there has not been a loose bowel motion for 24 hours.
<b>Diphtheria:</b>	Exclude until at least 2 negative swab tests have been received at intervals of <b>not less</b> than 48 hours. 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. <b>Exclude family/household contacts until cleared to return by the Secretary</b>
<b>Hand Foot &amp; Mouth Disease:</b>	Exclude until all blisters have dried.
<b>Haemophilus influenzae type b (Hib):</b>	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.
<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>Leprosy:</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. <b>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>
<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. <b>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>
<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>SARS</b>	Exclude until a medical certificate of recovery is produced.
<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 need to take medicine at school, please ensure that IT IS PROVIDED IN ORIGINAL PRESCRIPTION PACKAGING WITH clearly identifying the child's name and with clear written instructions for administration. 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/ MP3 PLAYERS/ ELECTRONIC GAMES**

Mobile Phones must be kept in school bags at all times and in the OFF position. Phone cameras must not be used at any time at the College. Any mobile phones or such items or devices including CD Players and iPods in use during school hours will be confiscated.

## **MUSIC**

Children learn music appreciation through classes and in choir preparation for the State Convention. Handbells are taught at the College. 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 to the office area unless given special 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 recognises 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. 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 throughout the day and 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.

#### **PHONE CALLS/ FAXES/ PHOTOCOPYING**

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

The cost of phone calls is 50c per local call – more if long distance.

The cost of faxes is \$1.00 per page.

Personal photocopying is charged at 10c per page.

#### **PRAYER NETWORK**

Parents are encouraged to uphold the College in prayer throughout the year. Pray that the Lord Jesus will be glorified and that the school will be a place of blessing and peace for our children. If you would like to be a part of the College's prayer network, please provide your email address or contact the College.

#### **PRESENTATION OF AWARDS**

All parents are encouraged to attend the presentation afternoon on the last day of each term. 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 morning presentation of the term's awards followed that evening with Presentation Night including presentation of annual awards.

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

The Principal's Newsletter is sent home each Thursday usually with the eldest student in each family, along with any other relevant information, in the communication envelope. 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 the course of 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.

### **RE-ENROLMENT INFORMATION**

Each year we need to update family information for the coming year. Information sheets will be sent home to update data. Students aged 15 years or over must sign the forms as part of their commitment to abide by the policies of the College.

### **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. The passage must be recited to the teacher, with no more than three assists, by the end of three weeks in order to qualify 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. **If any harm was to occur to a child left without adequate adult supervision, the Department would prosecute the parents.**

## SUSPENSION OF STUDENTS

The College will suspend a student from the College for a period of time 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 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 are billed for swimming lessons and bus hire on their school account. 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 sports will be held in late February/early March each year at the Harcourt 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**

All students are required to be in School Uniform when in attendance on all School days unless a specific directive has been given for an excursion etc. The uniform is required when a student is participating in any School function including performances, games and excursions.

The appropriate Sports/Physical Education Uniforms are to be worn to school for Sports and Physical Education on their prescribed sport day which may be changed each term dependant on the timetable.

#### **JEWELLERY**

- Girls may wear one small plain stud earring or sleeper in each earlobe.
- No other jewellery is permitted.
- A wrist watch is permitted.

#### **TATTOOS**

- Tattoos are not permitted.

#### **NAILS**

- Clean, well-trimmed
- No nail polish, enamel etc.

#### **MAKE UP**

- No makeup is permitted.

#### **SHOES**

- Clean, well-polished, laces tied.

#### **GENERAL**

- Clean, ironed.
- All clothing is to be named.

The essence of the rules is that Olivet Christian College students should be excellently presented without focus on personal vanity. Parents and Teachers play an important role in guiding students in the right attitudes towards uniform and personal presentation.

Detentions or other penalties may be given for a breach of the Uniform Policy. Parent Notifications, when issued, are to be signed and returned by parents. Action is expected of parents to direct a student to rectify the uniform issue.

As in all matters, the Principal is the final arbiter of all matters pertaining to school uniform and grooming.

If parents have difficulty meeting the requirements of uniform, please send a note to the teacher or email the office. If issues are not resolved, you can contact the Principal Mr Steven Nicholas. The majority 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.

**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.**

## **UNIFORMS - SECONDHAND**

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

### **UNIFORM POLICY (BOYS)**

**All items to be purchased direct from the College** Price List is listed in Appendix 2

#### **SUMMER: (Term 1 and 4)**

White shirt

Approved grey shorts (no cords, jeans or cargo pants)

Grey socks

Black lace up shoes (not boots) Steel capped shoes or "high backs" are not permitted.

SHOES MUST BE EITHER LEATHER OR VINYL (not canvas)

Bottle green V neck jumper

Bottle green cap or hat (first hat supplied by the College. The hats remain at school and are to be worn when outside during Term 1 & 4).

#### **WINTER: (Term 2 and 3)**

White shirt

Bottle green tie

Dark grey school trousers are to be purchased from the College. (no corduroy pants, jeans or cargo pants).

Grey socks

Black shoes (not boots) Steel capped shoes or "high backs" are not permitted.

SHOES MUST BE EITHER LEATHER OR VINYL not canvas

Bottle green V-neck jumper

All jackets must be worn with school jumpers.

#### **SPORT:**

Gold sports shirt with school logo

Black sport shorts

White sports socks

Runners (not school shoes)

Black Sport Jacket with school logo

Black track pants (school style only for Secondary)

NB Hair is to be of a conservative style, off the collar and eyebrows, and the lower half of the ear is to be clearly visible. Hair colour must be within the natural colour range.  
Unusual hairstyle or those, which would otherwise draw attention to the individual student is not acceptable. No earrings are to be worn by boys.  
No jewellery (other than a wrist watch) is permitted. Bracelets and wristlets are not to be worn at school.

### **UNIFORM POLICY (GIRLS)** Price List is listed in Appendix 2

#### **SUMMER:**

Green check dress (length to bottom of knee)

Bottle green V neck jumper

Short white socks (**Anklets are not acceptable**)

Black school shoes (heel no higher than 5cm)

Bottle green hat (Primary) cap or hat (Secondary) supplied by the College (to remain at school and to be worn when outside during Term 1& 4). Parents may contribute to the cost if they wish.

#### **WINTER (under 11 years)**

White blouse

Green bow tie

Grey/green check pinafore (length below knee)

Black tights (ribbed or opaque)

Black school shoes lace up or buckle shoes (heel no higher than 5cm)

(NOT PATENT OR SUEDE – NO DECORATIVE BUCKLES)

Bottle green V-neck jumper

**(Over 11 years)**

White blouse  
Green bow tie  
Grey/green check skirt (length below the knee)  
Black tights (ribbed or opaque)  
Black school shoes lace up or buckle shoes (heel no higher than 5cm)  
(NOT PATENT OR SUEDE – NO DECORATIVE BUCKLES)  
Bottle green V-neck jumper

**SPORT:**

Gold sports shirt with school logo Black sport shorts  
White sports socks Runners (not school shoes)  
Black Sport Jacket with school logo Black track pants

**HAIR ACCESSORIES:**

Bottle green ribbons Bottle green scrunchies  
Clear hair combs Bottle Green headbands  
Brown or bottle green hair clips (no longer than 75mm or 3 inches)

**HAIR**

- Brushed/combed and neat.
- No dye other than standard colours.
- No faddish styles.
- Girls' long hair must be tied back, off the face.
- Burgundy or navy ribbons only.
- Boys' hair must not be longer than the top of the collar and off the face.
- Boys are not permitted to have "knots" or ponytails.

The Principal has the authority to send a student home if consistently out of uniform. Items of jewellery or hair clips not part of school uniform will be confiscated. Items not part of school uniform will be confiscated.

**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.

**VIDEOS**

Students are not to take video or digital images at school without express permission from the Principal. No photos are to be taken of students or staff on the school grounds without prior consent.

**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 clearance. 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. You can enter other websites from the homepage. If you set Olivet as your homepage it helps the college to generate income if there are a large number of hits on the page each day.



# 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	up to \$450pw

	Elimination period is 7 days per injury	
	Aggregate period for this Benefit is 52 weeks	
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

## APPENDIX 2

### CURRENT UNIFORM PRICE LIST

(subject to price rises)

SUMMER DRESS	
SIZE 4-10 CHILD	\$63.00
12-20 CHILD / LADIES	\$69.80
WINTER PINAFORES	\$50.00
WINTER SKIRTS (over 11 yrs.)	\$65.00
WINTER BLOUSES	
SIZE 6-12	\$20.50
SIZE 14-24	\$21.00
BOWS – GIRLS	\$14.85
TIGHTS	
SIZES 4-6, 7-11, 11-14	\$8.00
SIZES - Small, Medium & Large	\$9.40
MIDFORD SHORT SLEEVE SHIRTS	
SIZE 4-14	\$18.00
Size 16 – 24	\$19.00
MIDFORD SHORTS	\$18.00
Longer length shorts	\$25.00
MIDFORD LONG SLEEVE SHIRTS	
SIZE 4-8	\$18.50
SIZE 10-16	\$19.90
MIDFORD LONG TROUSERS	
Elastic backed SIZE 6-16	\$24.95
Not elastic SIZE 10 -16	\$37.50
MENS Size 4 -7	\$37.50
TIES – BOYS	\$15.00
WOOLLEN JUMPERS	
SIZE 6 - 8	\$53.00
SIZE 10 - 14	\$59.15
SIZE 16- 24	\$62.55
SPORTS SHIRTS	
SIZE 4-16	\$15.00
SMALL, MEDIUM, LARGE	\$18.95
X LARGE XXL	\$18.95
SPORTS JACKET 4- 16	\$43.30
SPORT JACKET XS – XL	\$47.00
SPORTS PANTS	\$25.50
SPORTS SHORTS	\$16.50
HATS	
Brim	\$9.80
Peak	\$6.0

## APPENDIX 3

OLIVET CHRISTIAN COLLEGE

Policy Document

### BULLYING POLICY

#### **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.

#### **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 school community)

*Bullying is the deliberate psychological, emotional and/or physical harassment of one student by another (or a group) sustained 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 others abilities and achievements.
- Using offensive names, teasing or spreading rumours about others or their family.
- Acts of vandalism.
- Deliberately excluding a student from College activities or other friends.

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

As a caring Christian community, the College

- Expects a high standard of behaviour at all times.
- Is committed to striving to provide a safe and caring environment for everyone, where
- 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 or a School 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, school captain, teacher, Assistant Principal 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 take action 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."
- ☒ Laugh it off, use humor.
- ☒ Don't be afraid to talk about it with your friends or family.
- ☒ Leave the area and go directly to a responsible adult.
- ☒ Talk to some of the other students at school. 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, your Assistant Principal or the Principal. They can help you decide how to handle the situation, and they can take action.
- ☒ *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.
- Warnings accompanied by a formal letter to the student and his/her parents.
- Monitoring behaviour by use of the card system or Diary.
- Consultation with parents.
- Formal apologies to offended parties.
- Reparations for any damage caused.
- Detentions.
- Referral to the Assistant Principal and/or the Principal.
- Exclusion from privileges.
- Suspension from School, 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 their child's teacher without delay. Remember, if we do not know about it, we cannot help.

**APPENDIX 4  
OLIVET CHRISTIAN COLLEGE  
Policy Document**

**COMPUTER / INTERNET POLICY**

**Rationale**

The Internet, E-mail and Network Access Users Policy has been developed and implemented by Olivet Christian College. These resources have been developed for educational purposes only.

The term 'educational purposes' refers to classroom activities, curriculum related research activities and career development. Therefore, the school retains the right to restrict use and or access on materials sent or received through the system.

All users of the system are expected to abide by the rules set out in the policy and any other community laws relating to or pertaining to Internet and E-mail use.

The documents available in support of this policy are: DEET Internet/E-mail Protocol

**Rules and Responsibilities.**

The following guidelines will apply to all users accessing the network resources and on-line services. Any breach of guidelines will be considered a breach of DEET codes of conduct Teacher and or Student codes of conduct and appropriate consequences will be enforced

1. Each person accessing the network and resources will have a password identity. The person assigned the password is responsible for ALL activity under that identity

2. Network storage areas will be treated like other personal property

The Network administrator has the right and responsibility to check all files and communications which may contravene guidelines and or Codes of conduct

**RESPONSIBLE USERS MAY/WILL:**

Bring any security problem or breach of policy to the attention of the Network administrator

Understand that the Network Administrator is obliged to keep a log of all Internet activity

Access school software and electronic information stored on the school network

Use the Internet for educational research

Send and receive e-mail and explore other computer systems

Treat all communication and information accessible via the Network as private property

Cite sources and credit author when using information gathered from Internet, and E-mail.

Ensure all disks put into the system are checked for virus' and cleaned

Regularly check files and disks for virus'

**ACTIONS NOT PERMITTED**

- Transition of any material in violation of State, Federal or International regulation is prohibited
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copy right laws in regards to music, games and licensing agreements and trademarks
- Using other Users passwords
- Trespassing in other user's files or folders
- Intentionally wasting resources. Eg. Printing
- Using the Network for commercial purposes, nonprofit organisations, advertising, or political lobbying
- Disrupting the use of the network by other individuals or connecting networks

Olivet Christian College makes no guarantee that the functions or services provided by or through the network system will be error free or without defect.

The school will not be responsible for:

Any damage suffered including but not limited to loss of data or interruption to serviced

Accuracy or quality of information obtained through or stored on the system

Financial obligations arising through misuse or unauthorised use of the system

**STUDENT AGREEMENT Conditions:**

- I understand that the schools Internet account exists to provide access to educational related information.
- I understand that information published on the Internet is not always accurate; therefore, I will be careful in my use of the information.
- I understand what is meant by copyright and I will respect other peoples' work by correctly acknowledging them.
- In all communications I will be respectful, accurate and use appropriate written expression, as would be acceptable in a school publication.
- I understand if I access any inappropriate material, I will exit it and inform the supervising teacher.
- I will not use the Internet unless the area is supervised by a staff member.
- I will respect the e-mail privacy of staff and students.
- I will ensure that the e-mail I send out shows that I am a responsible student of Olivet Christian College.

**Biblical Perspective:**

The scriptures require Christians to abide by standards of honesty and purity, *"Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things."* Philippians 4:8

As a Student of Olivet Christian College, I wish to continue using the internet and e-mail as an educational resource, therefore I will use it in a responsible way.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Classroom Teachers Signature

I/We have read the statements and have discussed them with our child.

I/We understand a breach of any of the above rules may forfeit my child's access to the Internet and E-mail.

\_\_\_\_\_  
Parent/guardians signature

\_\_\_\_\_  
Date