



Faith | Learn | Lead

Verity Christian College



2020 College Handbook

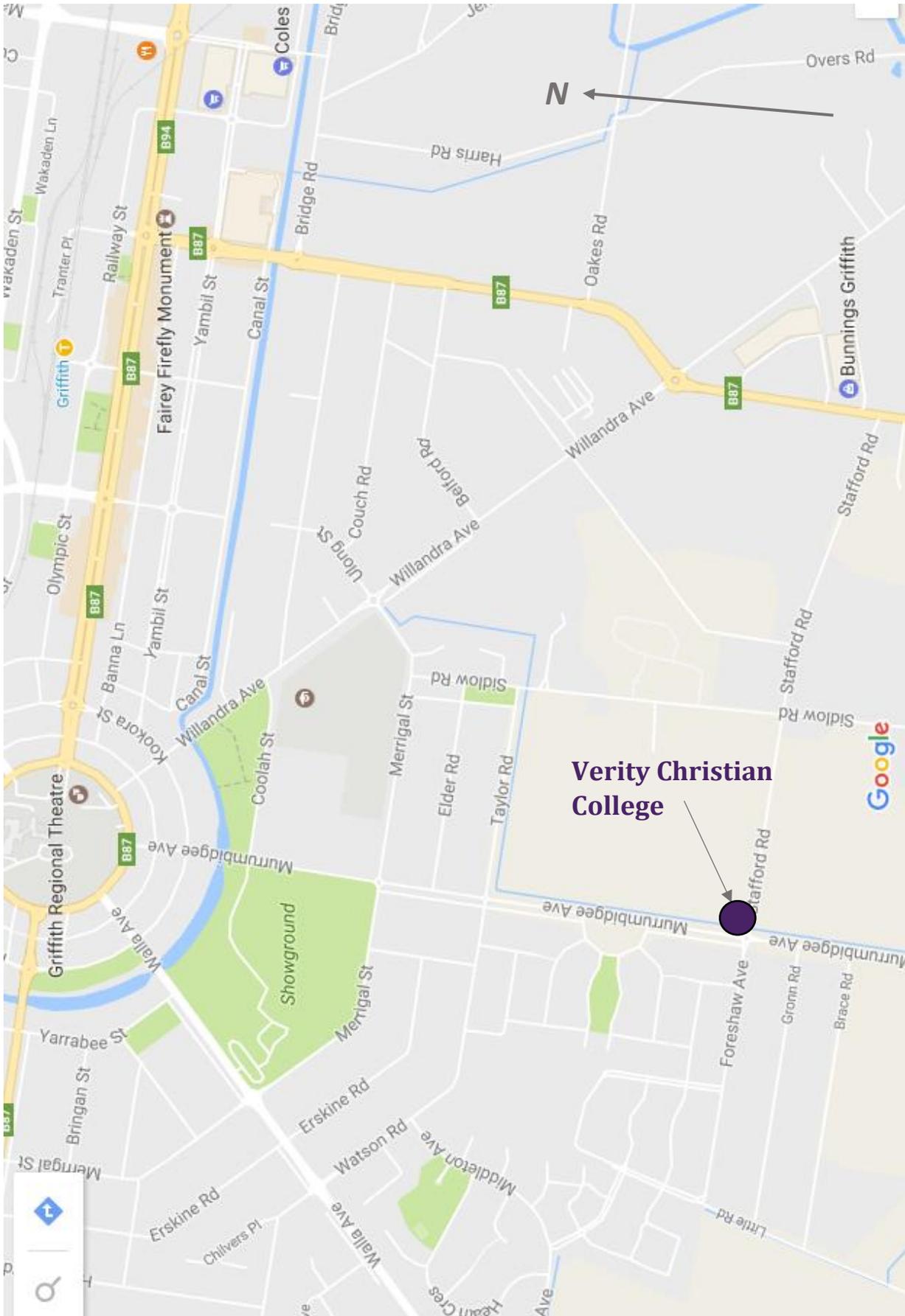
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Map of School



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LifeSource Church Incorporated

and

Lighthouse Christian College Cranbourne

Executive Principal- Mr Jacob Mathews

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Welcome to Verity Christian College

We thank you for your expression of interest for your child to attend Verity Christian College (VCC). This handbook will assist you in becoming better acquainted with our College, its purpose, values, practices and requirements.

We are here to serve the Christian community and in particular to assist Christian parents to teach and train their children in a Godly environment. To this end, all staff at VCC are committed Christians with appropriate teaching qualifications and registrations. We are continually developing a curriculum that will consistently reflect our Christian worldview.

The College is committed to compliance with civil regulations, and is registered by the NSW Education Standards Authority (NESA). Our Curriculum is compliant with NESA requirements and will be delivered with a strong Christian ethos.

We acknowledge the generous Federal and State Recurrent Grants, which have enabled us to maintain our low school fee structure. In turn, families in the school will benefit, as many would not have otherwise been able to afford a Christian Education such as that provided by the College.

The staff of VCC would like to express our gratitude to our God, and to the Churches with whom we work. We look forward to the opportunity to work with your child within our God-centred and nurturing environment.

Yours in Christ's service

David Fox

Principal



Why Christian Education?

An excerpt from 'Christian Education – a different starting point'¹

It's always good to see the work that our children do in schools but a natural question to ask is, "How is this different to work done in other schools?" In an age when all schools will be following a standard state curriculum you would expect the work to be very similar. In many ways this is exactly what we find. There is much that Christian schools have in common with all other Australian schools but there is also a radical difference. There is also much that student work from Australian schools will have in common. However, student work done in Christian schools flows from a different starting point.

A Christian school delivers the curriculum to its students as a disclosure of God's creation. This includes the natural world and the world of human achievement. The learning, and hence the work that students unfold in a Christian school, is based on the fundamental belief that the world belongs to God and that He has made Jesus ruler and redeemer of all things. The work that students do in other schools flows from a different starting point and is based on different fundamental beliefs. Some of these beliefs could be that humans determine knowledge and meaning, or that education is a competition for the best life or that human autonomy is the most important thing, or any of a number of other starting points.

Belief in God as creator changes the way we think about students. In a Christian school the students are seen as unique creations in the image of God, inherently rebellious, and thoroughly redeemable because of Jesus. The work they do is in response to God's goodness as creator and redeemer, celebrating the creator and the good essence of his world, discovering the gifts that God has placed within them; anticipating the good works that He has prepared for them to do in life, and being equipped to be useful in his world. The motivation to do well is not for personal gain or kudos but ultimately for God's glory.

Of course this is idealistic. Students don't naturally think this way but it is the foundation from which they are taught in the Christian school and the basis of their formation as people. Teaching in a Christian context is showing students what it's like to live in God's world as God's person.

Education from a biblical perspective simply views all of life from the vantage point of the big picture biblical story of the world that is centred in Jesus Christ. It acknowledges that all knowledge is God's knowledge, that there is purpose behind all understanding and that life is moving towards a destiny of a restored world reconciled by God's gracious act of redemption in Jesus. So English, Maths, Science, History and all the other elements of the curriculum are studied as lenses through which to understand God's world, his purposes and the students' place within these.

While Christian schools use the subjects and learning as lenses, it is important to remember that no learning is neutral. Those accepted disciplines of knowledge come to us already laden with values and assumptions about the 'way things are'. Therefore, as teachers introduce students to these curriculum subjects, they seek to discern and expose these unstated beliefs and present God's world as an integral whole rather than fragmented pieces of information that seem to have no purpose outside of the role of serving the student's personal gain.

¹ By Dr Ken Dickens, Chief Executive Officer, Christian Education National
http://cen.edu.au/images/CEN091_ADifferentStarting.pdf; accessed on 19/04/2017

As you enjoy the contributions of students within our Christian schools, I encourage you see them as examples of learning that are biblically grounded, academically rigorous and culturally engaging. I trust you can discern the attempts by teachers to provide learning experiences that help students to see the world within a coherent story of reality and their responsible place within that story.



Introduction

History

The mission statement of LifeSource Church, *“making a difference”*, stands as strong today as it did when it was first coined in the early 2000’s. This statement commits us as a church to seek ways of expressing this not only within the church community but at large within our own greater community of Griffith and the Riverina region. *We live by faith and not by sight* (2 Corinthians 5:7) as we endeavour to follow the leading of the Holy Spirit and explore doors of opportunity to make a difference. We also believe that our Almighty God *is able to do immeasurably more than all we ask or imagine, according to his power that is at work within us, to him be glory in the church and in Christ Jesus throughout all generations...* (Ephesians 3:20-21)

Verity Christian College (VCC) was born out of this vision of LifeSource Church. The desire was to facilitate an educational centre that would provide biblically based and faith building education while maintaining a high standard of academic learning. Established in 2018 VCC caters for classes from Kindergarten to Year Six. The vision is to expand into secondary education when the need arises.

The school will operate, in its initial stages, on the site of LifeSource Church utilising the current buildings and facilities. A building expansion plan will be undertaken as the need arises to include a full range of classes, equipment and resources.

Throughout the 40 plus years of LifeSource Church we have provided a stable and caring community to its congregational members and the city of Griffith. The church has grown and provided a spiritual home for many people of different and diverse cultural and social backgrounds. This diversity is a positive attribute which will continue to be a strong focus of Verity Christian College.



The Name

Verity - a 14th century word from Anglo-French and Old French “*verite*” which means truth, and from the Latin “*veritatem / veritas*” which means truth or truthfulness. In modern terms the word means:

- *the state or quality of being true; accordance with fact or reality*
- *something that is true, as a principle, belief, idea, or statement:*

Christian - our heritage and faith. We are followers of Christ and look to be the expression of our Lord here on earth within the context of our relationship with our Jesus Christ and with other people.

College - an educational facility aiming to achieve our vision through the expression of our philosophy, values, mission and objectives.

The Motto

Faith - Scripture prescribes two points in relation to faith. Firstly that without faith it is impossible to please God (Hebrews 11:6) and secondly that the fear of God is the beginning of wisdom and knowledge of the Holy One is understanding (Proverbs 9:10). Faith is the foundation of every aspect of our lives and through faith learning and leading finds its true context.

Learn - On the foundation of faith, learning becomes a journey of discovering the wonders of God’s creation from the vastness of the universe and the laws that govern it to the intricacy of the human mind, body and spirit. Language, science, mathematics and creative arts all take on a purposeful meaning as learning becomes about our connection with God and His creation.

Lead - To lead oneself and lead others is the ultimate purpose of all knowledge. Knowledge for the sake of knowledge is meaningless unless it finds expression in accordance with God’s intended purposes.

The Logo

The College logo is rich in meaning and creatively expresses who we are as a Christian educational facility.

Colour - Purple is the colour of royalty and depicts the principle that God has called us into His kingdom and as His children we are a part of a royal household. The children will understand they are precious in the sight of God; born with purpose and a plan for their life as a member of the King’s domain. This is not only a right and privilege but carries with it responsibilities.

Cross - The cross is central to everything we do as a Christian. Every blessing flows from the cross of Jesus Christ and is the foundation of our salvation.

Wings - One image which the Bible uses for the Holy Spirit is that of a dove. The wings are a reminder that we are reliant upon the Holy Spirit to guide us into knowledge of our Father in heaven and that He counsels us in right living.

Shield - Ephesians 6 describes our faith as a shield. A shield is used in battle primarily as a weapon of defence and the shield of faith allows us to stand firm regardless of wherever we find ourselves along the journey of life.

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Icons - In Ezekiel 1:10 and Revelation 4:7, both Ezekiel and John are given a vision of a unique creature. John's vision is of four different creatures but the description is the same as in Ezekiel.

Revelation 4:7 NIV The first living creature was like a lion, the second was like an ox, the third had a face like a man, the fourth was like a flying eagle.

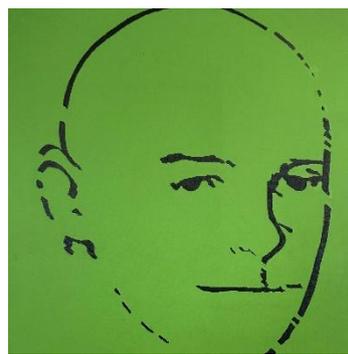
A picture of the four creatures have been linked to a value which gives us a visual image (icon) of the culture to which LifeSource Church and therefore Verity Christian College is committed. The value/visual icons are:

The first living creature was like a lion - **Mission**; we believe in the need to reveal the truth of God through our words and actions.

The second was like an ox - **Service**; we believe each one of us has a purpose in life.

The third had a face like a man - **Community**; we believe every individual has the right to belong.

The fourth was like a flying eagle - **Grace**; we believe in a transformed life through the grace of God.



Vision

Our vision is to outwork the purpose of LifeSource Church of “making a difference” by building a vibrant school that will enable our students to encounter Christ and equip them to fulfil their God given destiny. Stated simply, we are preparing divinely appointed and united generations who honour truth, inspire faith, impart hope and express love as leaders of their communities.

Philosophy

Our ongoing commitment is to ensure that our best practice pedagogy reflects the message of the gospel to promote love and respect for God and others, an understanding of who we are in Christ, the knowledge of truth (verity), grace and the practice of right living as it is presented in the Bible.

Values

We uphold the following values as important to the operation of every aspect of the College:

1. We value each individual as a unique person created in the image of God.
2. We value respect for self and others.
3. We value a strong sense of partnership between the College staff, our students, their families, their churches and the community.
4. We value a staff united in their Christian faith who pray to be led in God’s wisdom and inspiration.
5. We value an inclusive organisational culture that is responsive and sustainable.

Mission

The mission of Verity Christian College is to partner with Christian parents to educate their children in a Godly environment so that they will fulfil God’s purposes in their lives and bring an uncompromising Christian influence to our society. In keeping with this statement our Christian staff are committed to:

1. Support parents in their role of training each child in their spiritual, personal and intellectual maturity.
2. Provide the best possible methods and resources for each student to achieve academic excellence.
3. Be sensitive to each student’s needs regardless of his or her individual ability.
4. Embrace students from diverse cultural and social backgrounds.
5. Train students in Godly values, helping to establish them through self-discipline which is vital for success in every aspect of life.
6. Encourage students to develop their own personal relationship with God the Father, through faith in Christ the Son and the empowering of the Holy Spirit.
7. Secure an environment that is safe so that each student can develop free from social pressures of addictive behaviours and sexual impurity.

8. Prepare students for life with skills in order to serve God and to influence the world for Christ.

Objectives

Within the context of our College vision, philosophy, mission and values, the objectives of VCC are to:

1. Provide Christian education from Kindergarten to Year Six.
2. Encourage reverence for life and compassion for people.
3. Encourage each student's personal relationship with God and develop their faith through personal devotions, public witness and service.
4. Encourage self-confidence and self-discipline while maintaining integrity and personal responsibility.
5. Encourage respect for others and good manners.
6. Encourage respect for the environment and property.
7. Encourage the pursuit of academic excellence.
8. Strive for high standards of literacy and numeracy.
9. Develop the skills to access resources and locate relevant information for educational tasks.
10. Develop and strive for the opportunity to inculcate God's special and unique call upon each student as early as practically possible.

Declaration of Faith

The College as an arm of LifeSource Church believes in and presents the following basic truths:

1. The Holy Scriptures - Their inspiration and infallibility.
2. The Godhead - Comprising Father, Son and Holy Spirit.
3. The Lord Jesus Christ - His humanity, deity, virgin birth, sinless life, atoning death for the sins of the world, resurrection for our justification, ascension to the Father's right hand and personal return to reign upon the earth at the end of this age.
4. Salvation - By faith in and confession of Jesus Christ as Lord, producing an upright and moral life.
5. The Ordinances - Water Baptism, for all believers by immersion, and the Lord's Supper, celebrated regularly in remembrance of Christ and in accordance with His instructions.
6. Divine Healing - Secured for every believer through the atonement of Christ, and deliverance from all bondage to the power of Satan.
7. The Baptism in the Holy Spirit - With the evidence of speaking in other tongues.
8. The Gifts of the Holy Spirit - For the equipping of ministry and the edification of the Church; the fruit of the Holy Spirit as the expression of Christian character in believers.
9. The Church Universal - Comprising as "born again" believers of all nations and denominations under the headship of the Lord Jesus Christ.
10. Bible Prophecy - Its fulfilment in world events heralding the climax of this age and the physical return of the Lord Jesus Christ.

Partnership

The Verity Christian College Community is a necessary and committed partnership designed to take young people on to the destiny God has planned for them as disciples of Jesus Christ to:

1. Be leaders in the community for God.
2. Be uncompromising in their spiritual and moral values.
3. Grow up in all things unto Christ.
4. Reach their full potential with the gifts God has planted in them.
5. Serve the Lord in the fellowship of His Church.
6. Become effective witnesses for Christ.
7. Be effective parents of the next generation through godly marriage and biblically based nurture.

The Partners

The Verity Christian College Community consists of:

The Home/Parents – who have the responsibility for the training of their children but who, in complex societies such as ours, need help with this task.

The Church – which has the function of equipping its people for ministry by bringing them to maturity in Christ.

The College/Teachers – whom God has gifted to the church for this ministry and who are made up of people from varied and diverse backgrounds.

Students – a commitment to apply themselves to instruction as given by their parents, teachers and church and to apply themselves to learning and applying principles that they are taught for achieving the best possible outcome for their life.

In the united purpose of raising Godly children, each of the partners needs to fulfil their responsibilities, encouraging one another and maintaining a close relationship.



Expectations

The Home: What we expect of you.

Every family seeking enrolment must be willing to agree to the following expectations:

1. That you are committed Christians who will uphold God's Word in your lives and in your home, or at least that you will move in this direction.
2. That you accept the Biblical basis of the values and standards at VCC and that you will bring up your children by Biblical standards similar to those upheld by the College.
3. That your aim will always be to see your children following the Lord Jesus Christ.
4. That you will not knowingly allow your children to be exposed to practices harmful to their spiritual and moral development (e.g. pornography, graphic violence, drugs, alcohol etc.)
5. That you are happy for the College to seek to lead each child to Christ, to disciple them and to encourage them to be filled with the Holy Spirit and that you will support every effort of the College to these ends.
6. That you will take an interest in what your child is learning at the College.
7. That you will always support the efforts of the staff of the College, including their spiritual and academic focus as well as character training.
8. That you will participate in the life of the College including attendance each year at the:
 - a. Dedication Service (usually the Sunday before school commences).
 - b. Class Information Nights for a particular grade or section of the College.
 - c. Parent/Teacher Interviews (twice a year).
 - d. Parents' Seminar (usually held in Term 2 or 3).
 - e. Presentation Night (held in December).
9. That you will commit to pay all fees on time according to the schedule given to you at the commencement of each year and that if you have trouble doing so you will communicate honestly with the College.
10. That you will contribute regularly to the College's Capital Works Fund.
11. That you will contribute at least 12 hours per year of labour (otherwise pay \$240), which will take the form of either participation in working bees or helping in the College in some other acceptable way (e.g. class aid, gardening, maintenance etc).
12. That you will provide full school uniform for your children at all times in full conformity with the College requirements.
13. That your children will always attend classes and be on time unless unable to do so and that any absences or late arrival will be fully explained.
14. That you will ensure that your children have adequate time and an adequate environment to complete all homework set by their teachers. That you will give them every encouragement to complete all such homework on time and that you will write a note explaining any deficiencies.

15. That you will read and (where requested) reply to every communication from the College including the College newsletter.
16. That you will abide by the safety procedures in the school including procedures for car parking, drop-off and pick-up formalities.

The College: What you can expect of us.

1. That we will endeavour to provide all students with a quality education founded on Biblical Christian principles.
2. That we will employ as teachers, only accredited persons who are Spirit-filled Christians and who have the children's best interest at heart.
3. That our curriculum is based on the teachings and standards in God's Word, the Bible.
4. That we will give our best efforts to help your child grow spiritually in relationship with Jesus Christ.
5. That we will provide firm but fair discipline.
6. That the College will uphold strict rules governing the children's behaviour based on the Bible.
7. That we will adopt a smart uniform which is compulsory for all students.
8. That we will work for high academic standards that will help each student do their best including a reasonable level of homework.
9. That all our practices, curriculum and teachers' qualifications are in line with the requirements and expectations of education authorities in NSW.
10. That we will provide facilities and resources sufficient for the students to successfully learn every part of the curriculum.
11. That we will not knowingly admit students into the school whose parents do not agree to the College's standards or whose past behaviour would indicate a substantial risk to our existing students.
12. That we will endeavour to communicate with you regularly about your children's progress and any other relevant matters including making available at least one face-to-face interview with their teachers per year.
13. That we will honestly answer any questions or problems that you raise with the College leadership.
14. That we will do our best to support your role as parents showing you the respect appropriate to your position as the ones primarily responsible for the training of your children.

What we cannot promise is:

1. That our teachers will never make mistakes.
2. That every student will be academically successful at the highest level.
3. That every student will respond to the spiritual challenges given at the College.
4. That every student will always behave in a manner worthy of the College's ideals.
5. That we will solve every problem your child has when admitted to this school.

The Student: What we expect of you.

The Need for Rules

All children need to have an environment that allows them to develop and grow into maturity without facing situations too difficult for their moral development. Establishing such an environment requires rules to maintain order and protect the vulnerable. This is also a reflection of God's nature and necessitated by the basic sinful nature of man. Christian maturity in children is not promoted by exposure to evil for the purpose of students "making up their own minds" but by exposure to God's Word in a controlled environment.

All rules help establish righteousness but many rules simply relate to the provision of order and the establishment of a common standard.

Whilst the goal of the College will be to have Godly values internalised by the students (arising from a personal relationship with Jesus Christ), for some this will not occur and they will obey rules because they have to rather than out of a desire to please.

Rules at VCC are based on the following principles:

1. Does it affect others?
2. Is it safe?
3. Is it common sense?
4. Is it what Jesus would want me to do?



Discipline Policy

Approach to Discipline

The approach to discipline at Verity Christian College is based on God's word and consistent with what is expected in a Christian home.

Discipline is sometimes considered in a negative context. Actually, it has a much broader meaning and can be defined as "*character development through instruction, challenge and correction.*"

In applying discipline, it must be remembered that for a Christian, it should not bring condemnation (Romans 8:1). In disciplining, the child is 'separated' from the behaviour; that is, the behaviour may be condemned but the child is not. This allows for co-operation between child and teacher to correct the inappropriate behaviour. Students therefore can be trained to receive and respond to discipline, understanding that it is something positive in their life. This is certainly how it is viewed in the Bible:

Proverbs 3:11 - 12 My child, don't ignore it when the LORD disciplines you, and don't be discouraged when he corrects you. For the LORD corrects those he loves, just as a father corrects a child in whom he delights.

We expect that each student at VCC will display many of the Biblical character traits of good discipline. Students are expected to show respect for all at the College and in the wider community in which they live and to develop an appropriate level of self-discipline.

Children are under authority from a number of sources including God, parents, churches, teachers and government. The Bible tells us that all authority is delegated from God and so we all remain accountable to God. It is in this light that the school exercises authority from Him. Ephesians 6:4 reads

And you fathers, do not provoke your children to wrath, but bring them up in the nurture and admonition of the Lord.

The word "nurture" is associated with the total upbringing of the whole child. In various translations it is interchanged with a range of thought, including "education, upbringing, training, punishment, discipline, instruction, correction or chastening." Similarly "admonition" can be taken to mean: "put in mind right values, kindly reprove, seriously advise, admonish, counsel, instruct, warn, encourage, keep right, train or steer."

With the above as the underlying philosophy of VCC, its task is to support parents in being an extension of the Christian home and to encourage the development of a personal relationship between their children and God.

All discipline is to be used wisely ensuring that:

1. The child is not disciplined unduly, unfairly, or as a result of teacher frustration with a class in general;
2. Any discipline is procedurally fair and age appropriate;
3. The student is disciplined in love and is made to understand that the discipline imposed is for their own good;
4. The student is helped to realise that although the discipline was necessary they are still accepted as an important part of God's creation.

Structure for Progressive Discipline and Corrective Strategies

To help keep disciplinary matters structured, thus providing support for teachers and a safe and consistent environment for students where they are aware of expected and acceptable behaviour, progressive procedures are followed which may include such action as the following (adapted to the seriousness of the problem and the age of the student):

1. Reminding the student of the School Rules.
2. An official warning.
3. Imposing extra duties or restrictions upon the child; e.g. lunch time detention.
4. Separation from other students.
5. Referral to the Principal.
6. After school detention.
7. Suspension of student.
8. Expulsion.

The College does not advocate corporal punishment by its staff or a child's parents.

Detention Procedure

Generally detentions will be enforced for the following reasons:

1. Homework not completed, not submitted, lack of reasonable effort.
2. Non-compliance of uniform code - grooming, use of forbidden items.
3. Misbehaviour - includes class room behaviour, playground behaviour, and use of improper language, bullying, lying, cheating, disrespect of adults or classmates, disrespect or misuse of school property or wilful disobedience or disrespect of teacher.

Further information relating to the College's policy on discipline and detention please refer to **VCCP7.01 - Detention Policy** and **VCCP7.5 - Student Discipline Policy**. Both policies are available upon request from the College office.

Parent Notification

Parents will be notified of misdemeanours and detentions served via a detention note.

Suspension

Suspension in itself is not a punishment but rather is seen as an opportunity to develop an appropriate resolution to the situation. The resolution meeting will involve the child, their parent / caregiver, Principal and College Chaplain. A Behavioural Contract may be developed during the resolution process. Failure to comply with the resolution agreement will lead to a further immediate suspension.

Expulsion

Where no reasonable solution can be found to the student's problems the Principal may deem it necessary to have the student expelled.

Counselling

If counselling is deemed necessary for a particular student (or at the request of parents) the student may be referred to an appropriate Christian counsellor in accordance with **VCCP6.7 – Counselling Services Policy**.

Anti-Bullying

Verity Christian College is committed to provide a safe and happy environment for young people that is free from negative or hurtful experiences. All forms of harassment, bullying or discrimination are unacceptable in the College.

College Procedures for Dealing with Bullying

Step 1: A student who commits minor or unintentional acts of bullying will be interviewed and counselled by their teacher. If the issue is considered significant, parents will be informed and the student will receive the appropriate minor disciplinary action. The teacher will arrange for an opportunity for apology and forgiveness and will seek to restore the relationship between the students.

Step 2: Further or more significant acts of bullying will result in students being interviewed by the Principal and / or College Chaplain. Parents will again be contacted, and the student will be disciplined in a manner appropriate to a serious misdemeanour. Parents will be asked to initiate some counselling processes to help the bullying student deal with their problem.

Step 3: If the student continues with bullying behaviour, the Principal will consider requiring that parents withdraw them from the College. This action will be taken if the Principal feels that there has been no positive response from the student to the discipline and counselling process.

VCC11.61 - Anti-Bullying Information has more detailed information on anti-bullying and is available from the College office.



Daily Schedule

Time Table

8:20am - 8:30am	- Staff Prayer
8:40am - 8:55am	- Staff Preparation
8:55am - 9:20am	- Student Assembly and Devotions
9:20am - 10:15am	- Class
10:15am -10:25am	-Short Recess
10:25am- 11:20am	-Class
11:20am - 12:05pm	- Lunch Break
12:05pm – 2:00pm	- Class
2:00pm - 2:20pm	- Long Recess
2:20pm - 3:15pm	- Class
3:15pm	- Student Dismissal
3:15pm - 3:30pm	- After school supervision



Chapel

School Chapel will be held on the last Thursday of each month during the last class period. This will also incorporate student awards and Communion. Parents and other related people are encouraged to attend.

Arrival and Dismissal of Children

Students should not arrive at the College before 8:30am. Parents should make sure their children are accompanied into the Foyer area. No student must be seen loitering in the car park or crowding around the entrance.

As school dismissal time is 3:15pm parents should try to collect their children from the pick-up point at 3:15pm but no later than 3:30pm.

Before and After School Supervision

Staff will supervise care for students being picked up at the end of school. This supervision will last until 3:30pm.

As the school does not provide 'Before and After School Care' it is the responsibility of parents to make such arrangements as required. If you require special consideration in this regard, due to some pressing matters please ring the College to organise suitable arrangements.

Travelling To and From the College

Students using public transport or College transport should be quiet and courteous, being seated where possible except when an adult needs the seat. No student is to stand at or near the doorway and bags should be kept out of the way of other passengers. Uniform should be worn correctly whilst travelling to and from the College.

Punctuality

All students are required to be on time for the start of school (8:55am) and to each session. For students who are late to College a parent should sign the Late Arrival book at Reception. Unexplained lateness may result in a detention. Continued lateness will necessitate a meeting between parents and the Principal.

Attendance and Absence

Students are to be in regular attendance unless unavoidable. A student's academic and social progress may be impeded by excessive absence.

In case of absence please ring the College Office before 9:30am otherwise the school will ring your home to confirm absence. The number to ring is 69649953 and a voice message operates to record messages before and after school hours. On returning to school the student must present the class teacher with a written note signed by the parent giving the dates and reason for absence. ***This is a legal requirement.***

Students are expected to take the initiative to catch up on work missed due to absence.

Dismissals/ Requested Early Dismissals

Students are dismissed from class at 3:15pm. On dismissal, the children become the responsibility of the parent and to avoid congestion and disturbance, you are encouraged to leave as soon as your child is with you.

If it is necessary for a child to leave school before regular dismissal time, please send a note to the teacher stating the date, reason and time of departure. Parents must sign the Early Dismissal Book before removing child from school. Parents must wait at the Reception/foyer while the child is being called from class for early dismissal. No child is permitted to leave school early unless accompanied by an adult.

If a student becomes ill at school, the office will contact the parent/guardian via the Emergency Contact Number provided by the parent and will act upon further advice from the parent.

Staff Meetings

Staff meetings will be held on Wednesdays from 3:45pm to 5:00pm in the Staffroom.

Change of Contact Details

Please notify the school office **immediately** if you change your address, home or work telephone number, mobile number or emergency information. It is extremely important for us to have this current information on file.

Visitors

Parents are welcome to visit their child's class. In interest of safety of children and respect for the teacher's instructional responsibilities, please schedule your classroom visit in advance. Parent volunteers or visitors will be required to sign in at the Reception before visiting the classrooms so that all visitors can be assisted. Visitors will also be given a visitor's lanyard which is to be worn at all times during the visit and returned to the reception on completion of visit. We request your full co-operation in this matter. This regulation is to safeguard the school and your children.

Use of College Telephone and Mobile Phones



In case of emergency, parents may leave a message with the office staff and they will be glad to forward it to your child. Children are allowed to use the telephone in case of an emergency only. If it is necessary for your child to have a mobile phone it should be handed in at the office on arrival and collected at dismissal of school.

Medication at School

All prescription medications to be dispensed at school and/or field trips must be given to the College Office in an appropriate container with measuring spoon and written instructions.

Legally, the school requires that:

1. Medication should be sent in the original pharmacy bottle, properly labelled by the pharmacist.
2. Parents sign a **VCCF12.6 - Student Medication Form** (available upon request).
3. Students bringing in any medication (prescriptive or not) should not have it on their person but rather hand it in at the College Office.

VCC11.5 - Student Medications Information and **VCCP6.8 - Medications Policy** has more information in regards to medication procedures at the College.

Parent / Teacher Interviews

As discussed earlier, Parent/Teacher Interviews between teachers, students and parents are relied upon for the exchange of information, expectations, and concerns as well as for the solution of problems.

The school schedules two Parent/Teacher Interviews per year; in the second half of Term 1, the middle of Term 3. Advance written notice of these interviews will be given.

Should a parent feel the need to meet the teacher at other times, an appointment should be arranged. Please arrange for this at the College Office.



Excursions

Classroom teachers plan excursion trips that are integrated into the curriculum and enhance students' regular classroom experiences. Children will be required to bring in a signed General Excursion Consent form in order to participate in any trip.

Permission to Participate In Excursions and Other Activities

Permission to be involved in excursions or other out of school extra-curricular activities will be sought from time to time. In general, your child will not be able to participate in such activities without your written approval (in some cases verbal approval may be acceptable).

In case your child is not able to participate in a core-curriculum activity you should write a note in the diary requesting your child to be excused.

Finances

Parents should direct all fee and other payments directly to the College office either in person or online through a direct deposit. All payments will be receipted.

All families are reminded that a regular payment arrangement must be put in place and adhered to.

Where payment is in arrears in excess of one term's fees, enrolment at the College may be withdrawn at the discretion of the College Council. Parents should make every effort to ensure all outstanding amounts are paid by the end of October each year.

Monies sent to school via your children must be sent in an envelope with the correct amount enclosed. The student name, grade, amount and purpose for payment must be stated clearly on the envelope.



How the College Keeps Parents Informed

The College understands the importance of communication in any partnership and will endeavour to use best practices to ensure clear and current information is forwarded to the parents of students. The parent will be able to determine how they will receive the majority of communications by indicating on the enrolment form or through the College office. Most of the communication will give indications of how your child is progressing, working and behaving but will also include College events, updates and other important information to facilitate a harmonious Christian community. The College staff expects that all information arriving home will be read and acted upon when necessary. Parents are also requested to communicate with the College to avoid uncertainty, possible frustration or unrealised expectations.

Homework Diary

The responsibility for scholastic achievement is placed on students. Realistic goals are set and if the student does not meet those set for the day, he or she will be required, at the discretion of the teacher, to complete the work at home. Should the student have homework, this will be indicated in the student diary. The diary is to be signed by the parents and returned the next day to be inspected by the class teacher.

Continual non-completion of daily goals indicates the need for attention and follow-up. You will find details of consequences for non-completion of homework under the detention system.

Progress Reports

The assessment system of the College is designed to give parents a true indication of the student's progress and standard of learning. The College academic year is divided into four terms. Parent / Teacher interviews are conducted around the middle of the first term and early in the third term while detailed written reports are sent home mid-year and end of the year.

Achievement Tests

New students are tested either before or when they commence at the College and all students (apart from Kindergarten classes) take achievement tests towards the end of the School Year. The tests are used to measure a student's general knowledge and mastery of reading, language, arithmetic and spelling skills.

Newsletters

Communication with parents is a priority. Newsletters are a vital means of communication between the parents and the school and may contain a message from the Principal. Important dates for the term and events happening in the school are also conveyed through the School Newsletter. It is also another way to share some of our children's work and successes with the wider community.

Please make sure you read the Newsletter which will be sent with the oldest child in the family or via email.

Other Parent Communication

Newsletters, accounts, notices, etc. are sent home to parents via the oldest student in the family. It is the student's responsibility to deliver the communication material and where applicable return it to the College on the following school day. You are welcome to telephone and arrange to come to the College to discuss any areas of concern or to observe how your child is working. The College appreciates the interest and concern of parents and encourages as much communication as possible.



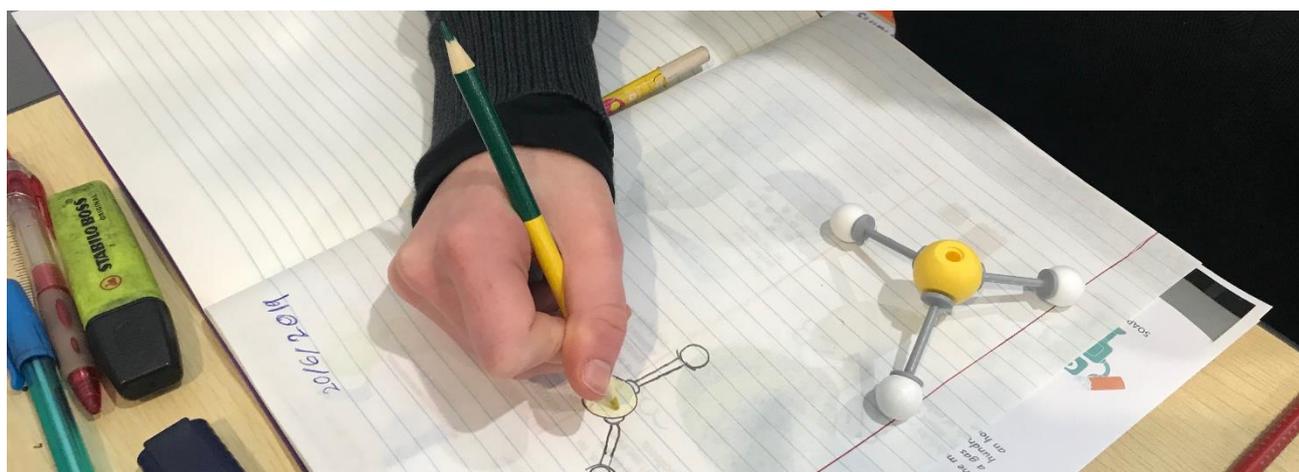
How Parents Should Communicate with the College

Parents or members of the community may need to approach the school to enquire about school issues, policies, practices or the progress or welfare of their own child.

The following points are given to ensure a harmonious College community with parents, carers, staff and students all working together. The aim is to:

- a. Provide a guide to ensure that issues are dealt with in a fair and open manner.
- b. Ensure that the rights of students, teachers and parents are respected and upheld.
- c. Assist parents, carers and school staff in organising a time to communicate in a safe and confidential atmosphere.
- d. Establish guidelines for parents to follow if they have an issue with another student or students at the school.

Concern	Appropriate Action
General enquiries	Contact the College office and speak to the Administrator.
Enrolment enquiries	Contact the College office for an appointment with the Principal or their delegate. School tours are held regularly and can be booked by contacting the office.
Financial enquiries	Contact the College office and speak to the Administrator.
The welfare or academic progress of your child	Contact the class teacher to organise a suitable time to discuss the issue.
Serious concerns about a student at the College	Contact the College office and request an appointment with the Principal or their delegate.
Change any information relating to your child e.g. legal documents, custody issues, change of address, emergency contacts or medical details	Come to the College office and complete the changes to your details. Please ensure you have supportive evidence for the proposed changes.
Enquiry, feedback or concern in regards to College policy or procedures	Contact the College office and request an appointment with the Principal.
Student late or leaving early on a school day	Come to the College office to sign student in or out. Do not take them directly to or from their classroom. On special days parents will still need to sign their child out by completing a form for the class teacher.
Change to pick up arrangements or late pick up of student	Ring the College office and make arrangements for your child with the Administrator.
Extending student absence for any reason e.g. illness or extended holiday	Contact the College office and inform the Administrator of student return date. This is essential to secure your students enrolment at the College. Documentation may be required.
Translators	Contact the College office to organise a translator for any of your school meetings.



Uniform and Dress Code

The College has a uniform policy and every student is required to abide by it. The College Uniform is beneficial for the following reasons.

1. Easy identification of our school students
2. Better presentation
3. Cheaper maintenance which is cost effective
4. Less confusion on choice of clothes etc.

Any change in uniform will require the approval of the College Council. A current uniform list is available on request. As a school we try to keep the uniform costs as low as possible for parents.

Regular uniform

Students should come to school with regular school uniform other than on sports or casual dress days.

Shoes and Socks

Boys are required to wear black lace up shoes and College approved socks and girls can either wear black lace up shoes or black t-bar shoes with College approved socks.

Dresses and Skirts

Girls' dresses and skirts should cover the knees when standing.

Shirts

School shirts should always be tucked in.

Blazers and Ties

College blazers and ties will not be a part of the College uniform for students in K - 6. Student leaders who are called to represent the College at a formal event may need to wear these items. In such cases the College will supply the blazer and tie which will be returned clean to the College office after use.

Jumpers

The only jumpers allowed are the approved College jumpers.

School Bags

Verity Christian College approves black bags only with no offensive or inappropriate markings or graphics. If unsure please check with the College office prior to purchase.

Jewellery

No jewellery is allowed in school except for wrist watches. Girls with pierced ears may wear a plain stud or sleeper and only one piercing per ear allowed. Students may wear a necklace if it is concealed underneath their garment.

Grooming

VCC expects all students and staff to be well presented and groomed at all times. Items such as hair styles, uniforms and personal hygiene are expected to reflect College values and culture. Radical departure from these values will be questioned and adjustment may be needed.

Make-up

Students are to avoid make up and nail polish.

Other Garments

If students need to use extra garments such as scarves, beanies, etc. they should be black, grey or purple in colour. Cultural exceptions may be permitted within the College only with prior permission.

Purchasing Uniform Items

Our official uniform suppliers are Lowes.

Second Hand Uniform Shop

Until further notice there is no second hand uniform items available.

Lost And Found

Items found will be kept in the Lost Property Locker under the management of the College Administrator. Parents and students can enquire about lost items at the College office. Office staff will be happy to help you further. We urge you to label your children's belongings for easy identification. All unclaimed items which are unlabelled will be disposed of as deemed fit after 60 days.



Enrolment Procedures

Priority of Enrolments

To maintain an adherence to the College's vision, values, objectives and expected outcomes priority is given to children of parents on the following basis:

1. Families who are members or adherents of LifeSource Church.
2. Where one or more of the family is already enrolled at the College.
3. Ministers or paid staff members of churches or religious organisations within the district of similar beliefs.
4. Families who are members/adherents regularly attending local churches of similar beliefs.

For Kindergarten children, a copy of their birth certificate is required. The child must be 5 years of age by the 30 June in the year of enrolment.

Process of Enrolment

Verity Christian College welcomes all enquires in regards to the enrolment of students. We value the desire of parents who seek a Godly foundation to their children's education and ask that the following steps are taken in regards to the enrolment of their child/ren. Please note that the submission of a **VCCF12.01 - Expression of Interest (Student) Form** does not guarantee a place for their child/ren with the College. Before submitting an application it is advised that you read this handbook carefully making any notes of points you would like clarified during your interview.

Once you have decided to seek enrolment for your child at VCC you will need to submit a **VCCF12.01 - Expression of Interest (Student) Form**. Once this form has been submitted and reviewed you will be invited to an interview with the Principal or their delegate. The outcome of the interview will be a decision to either offer enrolment for the child or not. The parent at this stage also has the right to refuse the offer of enrolment. If an offer of enrolment is made and accepted then the following forms shall be completed, in full, by all applicants:

- **VCCF12.1/11 – Family Information Form (One per family)**
- **VCCF12.12/13 – Student Enrolment Form (One per child)**
- **VCCF12.14/15 – Pastor/Minister Reference Form (One per family)**

Once these forms have been filled out they are to be submitted to the College Office along with all the supporting documents referred to in the application, a copy of the students last two school reports where applicable, a payment of the \$200 enrolment fee and a signed copy of **VCC11.1 - College Handbook** in which you acknowledge that you agree to and abide by and contribute to the ethos, culture and values of Verity Christian College.

Once the child's enrolment is approved and finalised you will need to:

1. Attend the orientation day if your child is enrolled for the next school year.
2. Purchase a uniform.
3. Purchase all necessary resources as detailed on **VCC11.4 - Student Resource List**.

Orientation and Testing

Newly enrolled students will be invited to an Orientation Day towards the end of Term 4 at which time they will be able to experience something of the College life and studies.

All new students are tested on this day (or at another time by special arrangement) to determine their learning needs for the new school year.

Withdrawals or Transfers

At least one term's notice of an intended withdrawal or transfer is required in writing, as part of the Conditions of Enrolment. This is necessary for planning purposes. Families who do not comply with this will be required to pay a term's fee in lieu of such notice.

Before a transfer note is issued, students must return any library books, textbooks, or other College property. All outstanding fees must be paid or suitable arrangement put in place.

Fees

Upon application for enrolment of a new student it is required that parents / caregivers of the student sign **VCCF12.12 - Student Enrolment Form** agreeing to the conditions of enrolment regarding the payment of school fees along with the \$200 enrolment fee.

School fee accounts will be forwarded by the College at the start of the school year. The College offers various flexible methods of payment to accommodate individual family budgets. All families are expected to enter into an approved active payment plan by the first day of the school year.

All outstanding fees should be finalised by the end of the current school year. If a family finds it is struggling to make payments of the fees then it is advised that contact is made as soon as possible with the College office to discuss the matter. Where non-payment of fees becomes an issue then the College will undertake proceedings as outlined in **VCCP8.03 - College Fees Policy** to recover the outstanding amount.

VCC11.3 - Fee Structure outlines the fees payable to the College for all students.



Privacy Policy

Information Collection Notice (For College Parents)

Under the Privacy Act, schools are required to protect your privacy by exercising proper care in the way personal information about students and their families is collected, stored, and disclosed to others. This notice is designed to inform you of the process and procedures which we will employ to protect the privacy of your personal information.

Purposes for collecting information

Verity Christian College collects personal and sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College.

The primary purpose of collecting this information is to enable the College to provide properly informed schooling for the student. Also, 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.

Certain laws governing or relating to the operation of Verity Christian College require that certain information is collected. These include Public Health and Child Protection Laws. Health information about pupils 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.

What If You Do Not Wish To Give Us The Information We Need?

If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child/children.

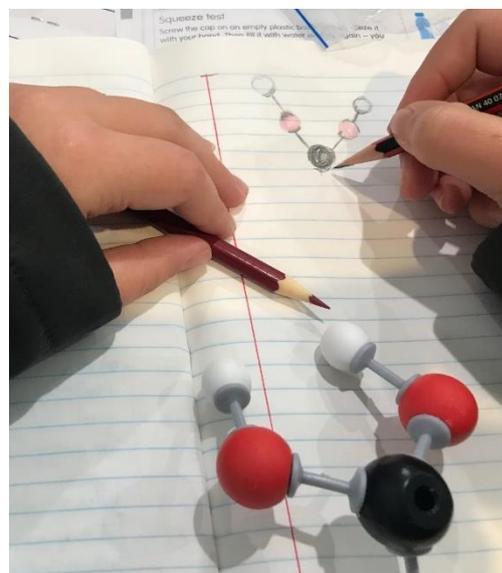
Disclosure of Information to Others

Verity Christian College from time to time discloses appropriate personal and sensitive information to others for administrative and educational purposes. This disclosure may be to other schools, government departments, medical practitioners, and people providing services to the Verity Christian College.

For further information about privacy refer to **VCCP9.31 – Privacy Policy**.

Acknowledgment

Verity Christian College is grateful for the Australian Government's support of schools like ours. We operate wholly for Christian students and mainly for those of Pentecostal and Charismatic persuasion. We whole heartedly support and promote the principles of Australian democracy including a commitment to elected government and rule of law. The College is also committed to the Australian democratic values of equal rights for all before the law, freedom of religion, openness and tolerance and freedom of speech and association.



Agreement

Please sign below and submit this handbook with the enrolment application.

Family Name: _____

Date: _____ / _____ / 20_____

We acknowledge that we have read the handbook and agree to abide by the requirements of Verity Christian College.

Parent 1 Name: _____

Signature: _____

Parent 2 Name: _____

Signature: _____

Comments or suggestions for the next handbook:



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LifeSource Church

