



Plenty Valley
CHRISTIAN COLLEGE
In Christ: Wisdom & Knowledge

Parent Handbook



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INTRODUCTION

WELCOME TO PLENTY VALLEY CHRISTIAN COLLEGE

Thank you for making the decision to join the Plenty Valley Christian College Community. I am sure that you have invested a great deal of time and research in finding the right place for your children to be educated, especially in the vital early years of schooling. This information booklet should assist you in becoming better acquainted with our College.

Teachers work together here to create a safe supportive and caring environment that aims to foster a love of learning, an enthusiasm for life and openness to the transforming work of God in our lives. We seek to develop good relationships, a culture of courtesy, gratitude and self-discipline where children can feel safe and free to express themselves and to affirm one another.

The College has a learning environment that encourages, challenges and supports each student in the development of skills in key areas of learning. In particular, the Early and junior years offers the International Baccalaureate Program that concludes with a wonderful exhibition of student learning in Year 6. We also offer the Arrowsmith 'brain training' program for students who meet the criteria to join this group.

The College supports and promotes the democratic principles and practices of government including a commitment elected government, the rule of law, equal rights under the law, freedom of religion, freedom of speech and the values of openness and understanding.

We recognise the importance of all learning and we take seriously the calling to lay a solid foundation of skills, biblical principles and values upon which learning, good character and wisdom can be built. It is our desire to work in partnership with you in the delightful process of education.

I hope your family will be blessed through a long association with Plenty Valley Christian College and through your commitment to schooling within a Christian framework.

Principal

HISTORY OF PLENTY VALLEY CHRISTIAN COLLEGE

Christian Education National (CEN) has been in operation in Australia since the 1960's. Plenty Valley Christian College is part of this national group or partnership of Christian parent Associations that collectively form and support the national organization known as CEN Ltd. Some eighty-five schools in Australia operate through local Associations on behalf of around twenty-three thousand students. Victoria has fourteen CEN Schools.

CEN Ltd has links with other Christian schools in Australia and the similar organizations for Christian schooling in New Zealand, Canada, USA and the UK.

Our Association was formed in 1971 by a group of Christian people from the Diamond Valley area who believed that the choices for a truly Christian education in the area were limited. Some land was purchased in 1977. It was not until four years later that Plenty Valley first began operating, with an initial enrolment of 15 students and one head teacher. In the first two years the school used the premises of the old Mernda State School. Very few of the original group of faithful people saw their own children educated at the school, but without their vision and commitment the College would not exist today.

In Term 3, 1983 the College moved to its present site in Yan Yean Road, Doreen, with a community of about twenty families and forty-five primary aged children. In 1984 the College commenced secondary education with a single Year 7 class of 12 students. This class graduated from Year 10 in 1987. Year 10 remained the senior class until the Victorian Certificate of Education was introduced in 1991. The College student population is now about 780 with a staff of about 115.

To accommodate this enormous growth, there has been a continuous building program, and a parallel development of the College grounds, which has seen the site change remarkably from farm paddocks to its present state. This growth would not have been possible without substantial capital funding from the Federal Government, which has shown its faith in the College as a long-term educational provider. Plenty Valley Christian College is here to stay.

CORE VALUES

Plenty Valley Christian College upholds the core values of CEN Ltd. In summary these are:

- The central positioning of Christian scripture, Christian thinking and a vibrant demonstration of Christian faith in school communities.
- Christian parents having an ongoing involvement in establishing the educational direction of a school.
- School partnership in a national community of accountability and support.
- Sharing the vision of Christian education in the wider community.
- Education of children for competent and responsible membership of the Christian community.
- Training teachers to understand and to teach from a Christian perspective.

THE COMPANY ASSOCIATION

Company Associations are the local and incorporated body of Christian parents who own and operate schools through a Board of Directors elected from among their number. Our Company operates under a Constitution.

At Plenty Valley Christian College, membership of the Company is gained through unreserved agreement with the College's statement of faith, attendance at company meetings, a successful interview and payment of an annual membership fee. Application forms for Company membership are available from the Business Office at the College.

GOVERNANCE

Governance at Plenty Valley Christian School is achieved through the Board of Directors and the Principal (CEO). A Policy Governance Model is used whereby the Board of Directors establishes a set of outcomes for the College and the limitations on the means of their achievement.

The Board of Directors represents the Company by:

- Conducting meetings of the Company.
- Determining and monitoring the appropriate performance of the organization and CEO.
- Determining the Ends Policies of the College.
- Appointing Board members to bear particular offices and portfolios.
- Monitoring its own performance.

Operational governance and management is achieved through a College executive made up of the Principal, the Business Manager, the Deputy Principal – Learning and Teaching and the Director of Wellbeing. Heads of Sub-school, faculty coordinators, Curriculum Directors, Finance Manager, Registrar, an ICT Manager and a Facilities Manager make up the middle management of the College.

Board committees and College based operational committees provide the means of collective advice, planning and College management.

ORGANISATIONAL CHART

2019 PVCC Organisational Chart - Leadership



OUR LOGO



The three equal sides represent the triune nature of God, the Father, Son and Spirit.



The cross is recognised world-wide as a Christian symbol.

COLLEGE MOTTO: “In Christ: Wisdom and Knowledge”.

PVCC PARENTS AND FRIENDS

The PVCC P&F Group is coordinated by our Community Relations Officer, Sally Agostino. The function of this enthusiastic group of parents is to provide a focus for College community events. Participation in this group is warmly invited through contact with the coordinator.

COMMUNICATION WITH THE COLLEGE AND TEACHING STAFF

Communication within the College is a high priority. In a community the size of ours it takes effort on all our parts. The College newsletter is emailed fortnightly on Thursdays and published on the website. It is the “go-to” place for broad information of events etc. More detailed information will be emailed to parents from Heads of Sub-School or the class teacher for more focused events.

All phone calls come through reception and can be directed to many parts of the College. The telephone number is **9717 7400** and our FAX number is **9717 7475**. The College has a voice-mail facility.

The Heads of Sub-School are best able to answer questions regarding school policy and curriculum issues.

Parents are required to make written communication (a note or email) to the general office and/or the classroom teacher on a number of issues, specifically:

- Student absence, or leaving the College grounds before 3.20 pm
- Incorrect uniform, including sports uniform
- Changes to travel arrangements, especially for younger children
- Health issues, where a student cannot participate in the regular program
- Where medication requires a teacher or College nurse to administer or oversee.

Messages from parents to individual students are not encouraged. In particular, changes to travel arrangements should be made before the College day begins, except in emergency situations.

Classroom teachers cannot leave the class to take calls but will call back as soon as possible if you leave a message on voice-mail. The best times to call are recess and lunch times or after school.

Reception is open from 8.00am until 4.00pm. Reception has complete timetables for all departments of the College and can inform parents regarding the availability of teachers or other staff at any time. Student timetables are also available through the Parent Portal on SEQTA, the College LMS (Learning Management System).

Office Personnel:

Office Manager/Registrar:	Mardi Anderson
Executive Assistant:	Elizabeth Romano
Communications Officer:	Hannelie Page
Reception/Administration:	Alison de Haan Maryanne Haddad Adele Heaney

Business Office Personnel:

Business Manager:	Matt Duke
Finance Manager:	Michelle Cothill
Business Office Staff:	Sabina Janitis

Reason for Call	Person to contact
College Fees	Business Office – Finance Manager
Lost Property	General Office
College uniform	Uniform Shop - Lydia Ross (Ph: 9036 7354)
College Buses - schedule, arrangements, punctuality, etc.	Business Office - Michelle Cothill, or Sabina Janitis
College Bus - behaviour problems involving students	Relevant Head of Sub-school (HoSS)
Library queries, fines or restrictions	Library Manager - Cathy Walsh
Student Behaviour	Class Teacher, Year Level Coordinator, Head of Sub-School
Interschool Sport	Sally Park (Early and Junior Years) Helen Padget (Middle and Senior Years)
Student academic progress	Class Teacher, KLA Leader, Curriculum Coordinator
Music Tuition Program	Joanne Roberts, Director of Music or Bettina McMurray, Primary Music.
Student Welfare	Class Teacher, Year Level Coordinator, HoSS, Deputy Principal, College Counsellor, Chaplain

N.B. The fortnightly newsletter “College Connections” is emailed on a Thursday.

BELL TIMES

Early and Junior Years Monday - Friday			
Yard Duty	8:30	-	8:50
Warning Bell	8:45		
Period 1	8.50	-	9.40 am
Period 2	9.40	-	10.30 am
RECESS	10.30	-	11.00 am
Period 3	11.00	-	11.50 am
Period 4	11.50	-	12.40 pm
LUNCH	12.50	-	1.40 pm
Period 5	1.40	-	2.30 pm
Period 6	2.30	-	3.20 pm

Middle and Senior Years				
	Monday - Thursday		Friday	
Home-group	8.40	-	8.48	
Period 1	8.50	-	9.35	
Period 2	9.40	-	10.25	
RECESS	10.25	-	10.50	
Period 3	10.50	-	11.35	
Period 4	11.40	-	12.25	
LUNCH	12.25	-	1.15	Assembly 12.30 - 12.55
General Period	1.15	-	1.40	LUNCH 12.55 - 1.45
Period 5	1.45	-	2.30	
Period 6	2.35	-	3.20	

STUDENT DROP OFF AND PICK UP TIMES

Staff members begin supervision duties at 8.20am each day and students should not be dropped off at school before this time. Any Early and Junior Years students who need to be supervised during this time should be registered in the Before School Care Program. Supervision after school ends at 3:45pm and parents need to ensure that students are collected by this time. Parents are asked to contact the Reception if they are running late. Any Early and Junior Years students not collected by 3:45pm will be sent to the General Office for supervision until 4:00pm. Thereafter they will be signed into the After School Care Program for supervision at parent’s expense.

MUTUAL RESPECT FOR ROLES

PARENTS AND TEACHERS HAVE DIFFERENT AND COMPLEMENTARY ROLES

PARENT COMPLAINTS

Plenty Valley Christian College recognises that there are times where members of community may have concerns and complaints in relation to a decision taken or an action or activity for which the College is responsible. Where possible the College encourages such concerns to be resolved speedily and informally; the Complaints Policy is designed to apply when that proves more difficult and a formal process is required.

The College believes that staff, parents and students are committed to working closely together to provide the best educational opportunities for every child. The College is committed to the development of professional, trusting and cooperative relationships between the College, parents and the school community.

The Parent Complaints Policy provides a means by which parents can raise their concerns in a formalised manner. The policy is available on SEQTA and a summary of procedure is outlined below.

A parent / guardian can raise concerns or complaints about any aspect of the College operations.

About What / Issue	Who to Contact	How
Classroom activities, class curriculum	Your child's subject teacher	Telephone, email, arrange an appointment
Friendship issues	Your child's homeroom teacher	Telephone, email, arrange an appointment
Complex student issues, Student welfare	Head of Sub School	In writing by email (or letter). Email or telephone to arrange an appointment
School Curriculum, Staff Members - teaching	Key Learning Area Leader for Secondary Curriculum Coordinator for Primary	In writing by email (or letter). Email or telephone to arrange an appointment
School Policy, School Management	Principal	In writing by email (or letter). Email or telephone to arrange an appointment
School Fees and payments	Finance Manager	In writing by email (or letter). Email or telephone to arrange an appointment

SOME COLLEGE EXPECTATIONS

Plenty Valley Christian College encourages students to be responsible for their own learning and behaviour. The basic principles are:

- Students are to respect their learning environment and the learning of others.
- Teachers and students should be courteous and respectful to each other at all times.

PVCC has the following expectations of all students:

- We expect students to come to school every day in full school uniform.

- We expect students to move to their lockers at the designated times and to arrive at class punctually with all the required equipment for the next two classes. Punctuality shows respect for the learning environment.
- We expect students to be well mannered and to treat each other and teachers with respect, especially with regard for the Harassment and Bullying Policy.
- We expect students to work to the best of their ability at all times.
- We expect students to follow the general College and classroom rules.
- We expect students to participate in all classroom and College activities including sports and excursions.
- We expect students will respect the College environment and not litter or deface College facilities, equipment and furniture.

SOME IMPORTANT COLLEGE RULES

- Students are not to leave the College grounds without parental permission and must stay within designated areas. Students are not permitted to walk to local shopping precincts for any reason during school hours.
- Swearing, blaspheming and spitting are unacceptable at the College.
- Chewing gum is banned.
- Bags are to be left in lockers (Middle and Senior Years School) and at Early and Junior Years Class-rooms. They are not to be left around the College grounds.
- Lockers are to be locked at all times with the lock provided by the College.
- Students are to respect others' property.
- Students must respect College furniture and facilities and use them in the manner intended.
- Students are not to wear hats, scarves, or gloves inside the classroom.
- Students who disrupt learning in the classroom or who break College rules can expect to work through discipline procedures which progress from warning to removal from class, lunchtime and after school detentions, contracts, suspension and enrolment review.

ABSENCES

Students are required to attend College for the entire day and to be present in all scheduled classes. Parents must call the College absence line before the start of the school day on 9717 7499 when their child is going to be absent from school. All absences require a written explanation from a parent/guardian. Students in VCE years may on occasions also require a medical certificate to cover an absence. Students who are absent are required to bring a note of explanation from home and give it to their Homegroup Teacher upon their return.

Failure to notify the College of an absence will result in a SMS or a phone call from the College Staff to parents to confirm the reason for the absence.

If parents know of an impending absence, they are requested to notify the College office in writing in advance. Students are responsible for contacting their teachers to determine details of work missed and / or to negotiate deadlines.

Music students should notify their instrumental teachers if unable to attend a lesson. Failure to do so may result in the student losing their entitlement to that lesson.

APPOINTMENTS

Parents are requested to observe the protocol of not attempting to discuss genuinely serious issues with the classroom teacher immediately before a school day, immediately after a school day or during class time. Teachers will make appointments to discuss issues with parents but have the right to be able to conduct such discussions when they are not legally responsible for the care of children.

In many cases it may be easier and more direct to make an appointment with the Head of Sub-School or the Sub-School Assistants of the area involving your child. Serious issues of discipline and welfare will ultimately be directed to the Director of Wellbeing who is able to research your concerns and give you an appropriate response.

Formal Parent / Teacher Communication at Plenty Valley

	Event Information
Term 1	Early & Junior Years Information Night – 5 February Year 9 Information Night – 5 February VCE Information Night – 5 February Parent Teacher Interviews - 26 & 28 March Middle & Senior School Continuous Reporting
Term 2	Early & Junior Years Semester 1 Report Middle & Senior School Continuous Reporting
Term 3	Parent Teacher Interviews (& Student Lead Conferences)
Term 4	End of Year Report - end of term

ASSESSMENT AND REPORTING

Progress and Full reports for each subject are issued throughout the year. During Term Two and Three Parent/Teacher interviews are held.

BANNED ITEMS

Students are not to bring anything to the College that could be harmful to themselves or other students. Items such as permanent marking pens, chewing gum, steel rulers, weapons of any kind, and pornography are banned. Aerosol products are discouraged and should not be used in confined spaces. Please check with a Head of School if you are unsure about items that may be brought to the College.

BUSES

A fleet of buses is provided to transport students to and from College. Enquiries regarding bus-passes and casual bus-passes regarding bus travel should be made to the Business Office. Students who apply to travel by bus on a regular basis will be issued with a coloured bus pass. Students who wish to travel on a different bus for a particular purpose must obtain permission and a casual bus-pass from the Business Office. Issue of these passes will be subject to available seats on the bus. Those who wish to use a bus on a once off basis are to obtain a casual bus-pass from the Business Office and pay for the ticket. If students leave personal items on buses this is most easily retrieved by calling the bus company (Panorama Coaches) on 9438 3666.

BUS TRAVEL BEHAVIOUR

It is expected that students will behave in a responsible manner whilst waiting for and travelling on College buses. The bus driver and student bus captain will outline what is expected. Students who do not follow these instructions may lose the privilege of travelling on the College bus. If there are any problems on the bus these are to be reported to the student bus captain who will report them to the Head of Sub-School.

Some general guidelines for students who travel by bus include the following:

- Not moving about in the bus except to get on or off.
- Not putting any part of the body (head, arms, etc.) out of a bus window, at any time, or allow any object to protrude from any window.
- Not littering in or around the bus.
- Not throwing anything within or from the bus.
- Students should respect other students and their property.
- Loud raucous yelling is not permitted.
- The bus driver should not be spoken to whilst the bus is in motion.
- Vandalism is prohibited. Those responsible will be required to meet the cost of repairs.
- It is students' responsibility to be at the bus stop on time.

Students should notify another bus user when they will not be using the bus of an evening.

- Students should form an orderly group whilst waiting to board the bus. Students should not move on to the roadway until the bus has stopped or until directed to do so.
- Students who have alighted from the bus should not cross the roadway until the bus has moved away.
- If students miss the bus after school, they must report immediately to the teacher on bus duty and arrangements will be made to get them home.

CAMPS AND EXCURSIONS

Compulsory camps and excursions are an important and integral part of educating students and are conducted by the College after official notices have been sent to parents/guardians. Consent forms will be sent to you through EdSmart and must be duly completed, signed and returned to the college. Procedures for payment of excursions will be notified as part of the excursion information sheet.

CANTEEN

The Canteen operates five days per week and is run by volunteer staff under the direction of the Canteen Coordinators.

Parents play a key role in the daily function of the Canteen and are actively encouraged to participate in the operation of the Canteen. Interested parents should contact the Canteen Coordinator. Prices of goods sold at the Canteen are kept to a minimum and any profit is used to provide extra amenities for students.

Lunch should be ordered online from [Flexischools](#) before 8:30am. Snacks, drinks, ice creams and yoghurt will be sold over the counter at lunchtime. Students must behave appropriately when waiting for service and being served. Middle and Senior Years students collecting lunch may do so from the left side window between 12.25 and 1.00 pm. Thereafter, this window is for the sole use of Early and Junior Years students. All over-the-counter sales for Middle and Senior Years students will be from the right window.

If you require lunch earlier or later because of sporting or other commitments, you must order your lunch before school and write a note saying what time it will be collected.

College Connections regularly contains menu updates and canteen news.

CAREERS EDUCATION

Career advice is available to all students and formal Work Studies classes begin in Year 9. Particularly in the senior years, students are advised to seek information about prerequisites for tertiary courses leading to various careers. Such advice is available from the Careers Counsellor, Mrs Helen Madden and/or the College website. The College provides access for students to the Careers Tools software and psychometric testing for students in Year 10 through the Morrisby test. In Year 10 all students will be expected to undertake work experience, which provides an opportunity for students to learn first-hand about work outside school.

CHANGE OF DETAILS

It is absolutely vital that College records be kept up to date. Please notify the General Office (in writing) if there is a change of address, email address, phone number, parent workplace or medical condition.

CHILD SAFE CODE OF CONDUCT

All staff, volunteers and board members of PVCC are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children as noted in policies.

The nominated College Child Safety Officer is the College Counsellor. In her absence, the authority is delegated to a relevant member of the College Executive (Deputy Principal, Business Manager or Principal). Copies of our Child Safe Policies and Code of Conduct are published on the College website.

Our College endeavours to provide a culture where staff, volunteers, parents and children feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. Training and education is important to ensure that everyone in our College understands that child safety is everyone's responsibility. We therefore train our staff and volunteers to identify and minimise risks of child abuse and to detect potential signs of child abuse.

The College supports staff and volunteers through ongoing supervision to develop their skills to protect children from abuse and promote the safety of children of all genders, abilities, cultures and linguistically diverse backgrounds, taking into account the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable and make reasonable efforts to accommodate the matters with reference to the principle of inclusion.

COLLEGE CONNECTIONS

College Connections is the College's fortnightly publication that is sent via link, in email to each family every Thursday, it is also published on our website and College app. It is vital that students and parents read this to keep informed of coming events, College requirements and viewpoints. Extra copies are available from the College foyer.

EARLY DEPARTURES

Parents sometimes need to take children out of College during the day for medical, dental or other family reasons. In this event the following procedure should be followed to ensure good communication and safety of the child:

1. A note should be sent to the classroom/homegroup teacher, indicating the time the parent wishes to pick up the child and the reason for the early departure. Without a written note the child will not be allowed to leave the classroom. To avoid disruption to classes, students will only be called over the PA system during Recess or Lunch time.
2. If an adult other than the parent is to pick up the child, this should also be clearly indicated. Proof of identity will be required in these circumstances.
3. The adult collecting the child should report to the General Office and request that the child be called to the foyer. Parents should not go to the classroom.
4. Students should be signed out at the office.

Students who wish to leave because they are ill must ask the General Office to contact their parents for them. Students may not call home and arrange to be collected without the assistance of the General Office.

Any student leaving the College during the day, regardless of their age or the reason must be signed out, using the iPads at the General Office. It is important that students notify the General Office if they return to College on the same day. Any student who is to be dismissed into the care of someone other than their parent must bring a note giving their parent's permission for this to take place.

EMERGENCY EVACUATIONS

On occasions the College conducts practice evacuations and lock-downs. If you are at the College during these practices or during a genuine emergency, please move with the students and staff to the designated areas. The front oval is used for evacuations. Please do not leave the premises until directed to do so.

EXTRA-CURRICULAR ACTIVITIES

Students may participate in non-compulsory extra-curricular activities such as instrumental music, performance camps or mission trips on the basis College fee payments are up to date.

Families with outstanding fees or in receipt of emergency fee relief/fee assistance will not be permitted to participate in non-compulsory extra-curricular activities for which there is a substantial cost.

FIRST AID/SICK BAY

The College employs a nurse and several first-aid trained staff to attend to students **who become ill, or who are injured at the College**. Parents are requested to keep children home who are unwell. Minor ailments or injuries are treated in sick bay and the student sent back to class. For a more serious injury or illness, every effort is made to contact the student's parent/guardian as soon as possible. The Confidential Medical Form for *each child* is a vital document for contacting parents in an emergency. Please advise the College Nurse of any changes to your child's medical information immediately as this will assist them in the care of your child. This information is confidential. If students are unwell or injured during recess or lunchtime, they should go to the Nurse in Sick Bay. During class time students should ask their teacher for permission to report to sick bay.

The College keeps detailed records of any student who is injured or ill at school or on an authorised excursion. Parents will be contacted, where possible, in this event. If it is impossible to contact a parent or their nominated emergency contact, then College personnel will seek appropriate medical treatment. The signed Enrolment and Medical forms allow for this eventuality.

Medication: If a child is required to take medication at school, it is important for parents to contact the College nurse to work out an appropriate routine. Classroom teachers may not be able to administer some medicines. In other cases, the medication may be dangerous and will need to be locked away for the safety of other children. Good communication is the key in every case. **Please note that the College does not dispense Paracetamol to children without written or phone permission.**

INFORMATION CENTRE (Library)

Our Information Centre is open to all students from 8.30 am to 4.00 pm on College days. No food, drinks or bags are allowed in the Centre. Middle and Senior students may borrow 6 items and Early and Junior students 4 items at any one time, normally for a period of two weeks. High demand items are on overnight loan only and must be returned before school begins the following day. Photocopy cards are available for purchase from the Information Centre office.

Students are expected to show consideration by keeping conversation to a minimum. Students wishing to work in the silent study area should seek permission from the Information Centre staff. The misuse of computers or failure to cooperate with the requests of Information Centre staff may result in loss of privileges. Assistance is available to help students make the best use of the resources within the Information Centre.

LATE TO COLLEGE OR CLASS

Students who are late arriving at College must provide a note of explanation. On arrival, students must report to the General Office and sign in using the iPads in the foyer. Students will be issued with a late pass that they will need to take with them to class to hand to their teacher. Details of students who arrive late are tallied and parents are informed by letter if tardiness is a persistent problem.

Students must be on time for all classes and homegroup. If they are late to class without good reason their teacher will ask them to get a late pass and may issue a further consequence.

LOST PROPERTY

If students lose an item, they should inform their homegroup teacher. In addition, it is worth checking the lost property boxes and asking the General Office if items have been found or handed in. Sports materials are often directed to the Sports Office. It sometimes takes a few days for items to be recovered. Any money, or items of value found, should be handed in to the General Office. All suspected thefts from bags or lockers must be reported to the relevant Sub-School Coordinator.

MEDICATIONS

Medications are any item administered that are deemed to be therapeutic to a person's health. This includes tablets, inhalers (e.g. Ventolin), epipens, creams, vitamins, antibiotics and any over-the-counter chemist and supermarket medicines (e.g. Panadol, Paracetamol or other headache tablets or cough medicine). Students should not carry medications, prescribed or non-prescribed, without the written approval of the Head of Sub-School. Exceptions will be made for asthma medication, epipens and a small quantity of Paracetamol. It is the responsibility of the parent/guardian to supply the medication each week.

- It is preferred that no more than one week's supply be brought to College at any one time.
- All medications, prescribed or over-the-counter, must be in the original bottle/pack, appropriately labelled by a pharmacist or doctor. Medication should not be brought to the College in an envelope. Medication must be handed in and registered with the College Nurse. The medication will be kept in a secure cabinet or refrigerator.

- Parent/guardians should also send a signed and dated note to confirm administration details.

Students may bring over-the-counter medications such as headache tablets, cold tablets etc. when the parent/guardian has provided it. Analgesic products such as Paracetamol will not be given to students unless over-the-phone permission has been granted by parents/guardians. The College does not keep a supply of cold, flu or hay fever medications. Students are expected to bring their own tissues to school, or they can be purchased at the canteen.

MESSAGES

Please limit messages to students for emergencies only. All travel arrangements need to be made before school time. For urgent messages received before lunch a call will be made over the P.A. system. It is not always possible to contact Middle or Senior Years students during the afternoon when sporting activities often take them off campus or out of range of the P.A. system.

MUSIC LESSONS

Plenty Valley Christian College is able to facilitate private music tuition for students learning a variety of instruments. Details about these lessons can be obtained from the music teacher. If students have a scheduled music lesson, they are responsible for arriving punctually, informing their class teacher prior to their absence and catching up on missed work. At the conclusion of an instrumental lesson, students should proceed directly back to the relevant class. If students know they will miss a scheduled music lesson because of illness, a College excursion or for any other reason, they must inform the Music Department no later than 9.00 am on the morning of the lesson to prevent forfeiting the lesson.

NO SMOKING



From 13 April 2015, **smoking** is banned within four metres of an entrance to all primary and secondary **schools** in **Victoria**, and within the **school** grounds, under an amendment to the **Tobacco** Act 1987.

OFFENSIVE MATERIAL

Students are not permitted to have offensive material at College. Pornography, crude pictures or comments, derogatory pictures or comments, drug and alcohol substances, devices or references to these and pictures or drawings of unclad or minimally clothed men or women will be considered as offensive material. Students must never access this material on the internet.

OUTSIDE SCHOOL HOURS CARE

The before and after school program at Plenty Valley Christian College is managed by Camp Australia. Camp Australia delivers a well-planned, exciting and organised program of activities and experiences suited to primary aged children. More information can be found on their website <http://www.campaustralia.com.au> or by phone 1300 105 343. Hours of operation are Before School Care 6:45am – 8:50am, After School Care 3:20pm – 6:30pm and Holiday Program 7:00am – 6:30pm.

PARENT CONTACT

Parents are welcome to contact the College at any time and are encouraged to visit. For the safety and care of our students, parents are not allowed to visit with their child during lunch time or recess. If you wish to see a particular staff member you are asked to call first and arrange a suitable time and wait at the front Reception or General Office upon arrival. A visitor's pass is required if it is necessary to proceed to another area in the school. It is not acceptable to approach staff directly in their offices, classes or staff room.

PARENT PARTICIPATION PROGRAM

Plenty Valley Christian College actively encourages parents to become involved as much as possible during the schooling of their children. In order to achieve this in a practical and structured way a Parent Participation Program is run by the College.

A levy of \$400 per year is invoiced to your College account for each family. As families are able to contribute to the College in various ways this money is credited back into their account at the amount of \$20 per hour of assistance up to the amount debited to your account. In families where both parents work full time the payment of \$400 may be the preferred method of contribution.

There are a number of ways in which parents can participate in this program, either during or out of College hours. Below is a list of the usual areas of voluntary assistance currently recognised by the College as an acceptable form of parent participation.

Attendance at Company Meetings
Canteen
Information Centre (Library)
Book Covering
Classroom Assistance
Excursion Assistance
Sports Assistance/Coaching

Sick Bay Cleaning/Tidying
Sick Bay Laundry
Gardening
Art Room Cleaning
Sewing
Board Membership
PVCC Parents Fundraising Committee
Specialist work sought by College

If there is an area listed above that you would like to become involved in, please fill in the form on this link <https://www.pvcc.vic.edu.au/parent-helper-sign> or contact the General Office. It is also helpful if you are able to indicate days and times that you are available. You will then be contacted when work becomes available.

After you have contributed the time you are available please enter the number of hours on the visitor iPad located in the General Office foyer or Reception. These entries are checked at the end of each term and the hours are credited back into your family account.

PAYMENT OF COLLEGE ACCOUNTS AND BUSINESS ARRANGEMENTS

The main Business arrangements of the College with families are listed below. (This is an extract of the enrolment policy and may be amended from time to time).

- Payment of fees, levies and contributions as fixed and invoiced by the College. The minimum fee invoiced will be 25% of the annual fee. The person/s signing an enrolment application are responsible for payment of all fees and charges. Fees are payable within 14 working days of the billing date.
- Provision of one terms notice in writing to the Principal of intent to withdraw a student or payment of an additional 25% of the full year's fees above those previously invoiced, in lieu of notice. Continuation of tuition from one year to the next is assumed. The full term's notice provision therefore applies also if this continuation is not to occur.
- Students in Year 6 are required to confirm their continuation to Year 7 by the end of semester 1. If confirmation is not received, then a place will not be reserved and student's enrolment in Year 7 is not guaranteed.
- Enrolment fee is non-refundable.
- The right of the Principal to suspend or terminate student enrolment if more than the minimum fee invoiced is outstanding, or to direct that another fee arrangement be entered into.
- No remission of fees for student absence or for any other reason including private arrangements entered into by, or on behalf of, the student.
- A retaining fee is paid by families seeking leave from the College for a College term or more. This will normally be 25% of a scheduled fee for each term a position is held open at the discretion of the Principal.
- A reduced fee payment upon approval of a fee assistance application with the College. This is normally a calendar year arrangement considered for families with unforeseen and extreme financial difficulties.
- A sibling discount as notified in the annual fee schedule.
- Enrolment of separate but cohabitating families will attract discounts for siblings of separate biological family members only.
- Sibling discount status of adopted and fostered students will be the same as for biological family members.
- Involvement in the parent participation scheme.
- The fees payable for students withdrawn at the request of the College will be invoiced to the date of the termination of enrolment.
- Families will warrant full cooperation in all College policy and procedural matters.

Payment of Accounts

- College fees are invoiced four times a year.
- Payments of fees are due by the second Friday of each term; unless an agreed payment plan has been arranged with the Business Office This due date is shown on the invoice.
- Overdue accounts may attract a monthly Account Administration fee
- Payment may be made by Bpay (preferred), EFTPOS, Credit Card, Cheque, Cash, Direct Debit or Direct Credit.
- To contact the Business Office in regards to your account call the Bursar on 9717 7415.

PERSONAL PROPERTY

Students should have their name on everything that they bring to College. All clothing, books and equipment should be clearly named. This will enable lost articles to be returned promptly to their rightful owners. Students are expected to look after their own property. Students are encouraged not to bring valuable possessions such as jewellery, iPods, mobile phones, or large sums of money. If it is necessary to bring money to the College it should be placed in an envelope bearing the student's name and left at the General Office. Money and valuable belongings should not be left in school bags, pockets or lockers. Vehicles, laptop computers and other electronic items of value may be brought to College at the owner's discretion, however student's private property is not insured by the College and Plenty Valley Christian College will not accept responsibility for any loss or damage to personal items.

iPods or mobile phones are not permitted to be used during classes or in the library. Recording of classes or people on any device without appropriate permission is forbidden.

PET FREE ZONE

For the safety of our staff and students, Plenty Valley Christian College is a pet free zone. No animals can be brought onto the property or into the classrooms without prior permission from the Principal, Deputy Principal, or the Business Manager.

PHONES

Students must obtain permission from the receptionist before using the phone at the General Office. Students are strongly discouraged from making personal calls from phones at General Office or staff rooms. Domestic travel arrangements should be made at home. Students are permitted to have mobile phones at College. However, if mobile phones are brought to school, they must be switched off and locked into lockers during class time. They must not be taken into classes. No responsibility will be taken by the College for their loss or theft.

STUDENT SENATE: PRIMARY AND SECONDARY

The School Captains run the Secondary “Student Senate”. Senior students elected to it and is designed to organize student initiatives and represent student concerns. Primary senators are elected to represent primary students and to serve the College through advocacy, organisation and activity.

TERMINATING ENROLMENT

Provision of one term’s notice in writing to the Principal of intent to withdraw a student, or payment of an additional 25% of the full year's fees above those previously invoiced, in lieu of notice is required. Before leaving the College, Middle and Senior Years students are required to complete an exit form which is available from the Heads of Sub-School. The student must then ensure that they have returned all books, music, equipment etc., on loan and obtain signatures from all class teachers, homegroup teacher, coordinator and library staff. This form, when completed is to be handed to the Registrar. VCE students exiting must sign a VCE withdrawal form in addition to the College exit form.

TRAFFIC MOVEMENT AND PARKING

The College has grown to the point where there is in excess of 750 students, with approximately half of these travelling to school by car. At least 100 staff members require permanent parking spaces. Presently eleven large coaches enter and leave the College grounds each morning and afternoon with many others coming during the day for sport programs and excursions.

Strict adherence to the signage around the car parks is very important for student safety and for the orderly management of traffic. In the Main Car Park, vehicles are to be reversed into the angled parking bays and students are to leave vehicles and move to the nearest curb. People are not to walk across the bitumen except when using the pedestrian crossings. It is most important that vehicles do not stop in the roadways to drop off students. Parents who wish to drop students off without parking may do so in the left-hand lane of the front bay of the Main Car Park. [See diagram below].

VCE students may only drive to College and park their cars in the car park located behind the Early Years building, if they have a College permit to do so. Students are not to access their vehicles before the end of the day.

All students coming to College by car are to be dropped off at the front car parks and are expected to walk to their classrooms. Parents who ignore this policy are endangering students and create difficult traffic situations, especially at peak times. Students should cross the roads only on the marked pedestrian crossings provided and walk along the pathways. No student is to climb through a fence and walk across the grounds.

Parents may not drive beyond the Main Car Park, closest to Yan Yean Road, to drop off their students unless there is a special circumstance and may not park in the spaces marked “RESERVED”. Under no circumstances are students to be dropped off in the bus bays and bus turning circles.



UNIFORM POLICY

RATIONALE:

School uniform is compulsory for students attending Plenty Valley Christian College.

This is a policy matter that parents and students agree to support by virtue of enrolment at Plenty Valley.

A properly worn uniform:

Will enhance the school image and student pride in the College.

- Is an indicator of a good school tone.
- Is a means of student identification with the College community.
- Allows others in the community to identify our students.
- Diminishes clothing costs, fashion competitiveness and superficial individual differences.
- Provides one avenue through which students may learn respect for parental and teacher authority in our community. Uniform is one expression of the College's legitimate boundaries.

REGULATIONS:

In order to protect the uniform standard, all items of the College uniform, except for shoes, should be purchased through the College uniform shop.

The wearing of a correct College uniform is compulsory under the following guidelines. This is **not** a complete Uniform Policy. A complete version is available on the College website.

GENERAL:

1. Standards:

- The uniform fabric and design standards are held for reference at the uniform shop.
- Students are expected to wear a clean, neat and tidy uniform as determined by the Head of School. A Head of School's interpretation of the College policy and regulations supersedes all others.
- Winter shirts and blouses are to be worn tucked in. In Summer, short-sleeved shirts may be worn untucked if the jumper or blazer is not being worn. Jumpers are not to be tied around the waist.
- Dress and skirt lengths must be at knee-length, meaning touching the kneecap.

2. Summer uniform period is Terms 1 and 4. Winter uniform is worn in Terms 2 and 3. There will be a three-week overlapping period for wearing summer and winter uniform depending on the weather and at the student's discretion.

This will only be at the beginning of Terms 2 and 4. Further variation is at the discretion of the Principal.

3. Formal/Public Occasions and Representative Sporting Events:

- Blazers are to be worn as the outer item over a shirt/dress in summer and winter on formal occasions or in public.
- The sport spray jacket is to be worn as the outer item over sports uniforms in summer and winter when students are representing the College in sporting teams.

4. In Winter:

- Blazers must be worn to and from the College (locker areas)
- The sport spray jacket must be worn to and from the College (locker areas) on days where PE uniform can be worn.

5. In summer the jumper or rugby top may be worn as the outer garment to and from the College.

6. All uniform items should be labelled with the student's name.

7. Each student must wear the protective clothing and equipment as required in specialist subjects. Any faculty providing protective clothing or equipment to be worn by students should ensure an adequate supply for their class. If protective clothing is to be worn, students should not be permitted to take part in classes without it.

8. Only gloves and scarves in College colours are permitted with the uniform as provided by the Uniform Shop, (navy/green). These are outdoor garments only.

9. Shoes are to be black, leather, lace-up, non-runner style school shoes with heel < 4cm high.

10. In Terms 1 and 4 the wearing of the College sun hat is compulsory when undertaking lessons outdoors in direct sunlight, and PE. Students are encouraged to wear the hat while outdoors during recess and lunchtimes.

PE AND SPORT:

11. Sports uniform must not be worn to or from College apart from times specified by the Heads of Sub-School.
12. PE or sports uniform must not be worn on days when PE or sport is not timetabled for the student.
13. Anklet socks are only acceptable as part of the sports uniform.
14. PE uniform must be worn over bathers on the journey to and from the pool.
15. Sports shirts are not to be worn under school dress uniform. Students must not wear a combination of dress and sports uniform.
16. Students must wear the approved footwear (cross trainers with appropriate foot support structure and soles) for sport and PE and not casual/street shoes/Volleys, etc., which bear a resemblance to the approved footwear.

ACCESSORIES AND INCIDENTALS:

17. Hair must be worn neatly at all times. Hair shoulder length or longer must be tied back securely using a tie in College colours, (navy, green or white) as available from the Uniform Shop. Students must avoid extremes in hair colouring that conflict with the rationale of this policy. Boys must be clean-shaven and well groomed.
18. Underwear, including T-shirts, must not be visible.
19. Cosmetics—coloured nail polish or extensions, eye make-up and other obvious cosmetics are not permitted.
20. No jewellery may be worn with the school uniform except for the following concessions:
 - Students are encouraged to wear wristwatches.
 - Ear jewellery may be plain 3mm studs or traditional 15mm sleepers no more than 1mm thick. Not more than two items may be worn in each ear. Ear jewellery must be removed for safety reasons as required.
 - A small flesh-coloured or clear stud may be worn in a nose piercing. Only one such piercing is permitted.
 - No jewellery or other material is to be visible in body pierced areas other than the ears and nose as outlined. Normal uniform items must cover any tattoos.
 - No other visible jewellery may be worn.

Girls Summer	* Compulsory Items
Dress*	Prep - Year 12
Pullover	Prep - Year 12
Blazer*	Year 7 - 12
Jacket	Prep - Year 6
Socks* - white (short or knee-high)	Prep - Year 12
College Hat*	Prep - Year 6 (may be worn in Years 7 - 12)
School Bag*	Prep - Year 12
Black Shoes*	Black leather lace-up shoes (P-2 black leather Velcro option). Heel less than 4cm.
Hair Accessories	School colour – navy or green (white Optional)
Dress Hat	Prep – Year 12

Girls Winter	* Compulsory Items
Tunic*	Prep - Year 3 (Optional grades 4, 5 & 6)
Skirt*	Years 4 - 12
Blouse*	Prep - Year 12
White skivvy	Prep - Year 3
Pullover	Prep - Year 12
Blazer*	Year 7 - 12
Wet Weather Jacket	Prep - Year 6
Rain coat – Navy (from supplier)	Years 7 - 12
Socks - Navy knee-high* or Tights – Navy*	Prep – Year 12
College Tie*	Years 7 - 12
School Bag*	Prep - Year 12
Black Shoes*	Black leather lace-up shoes (P-2 black leather Velcro option). Heel less than 4cm.
Hair Accessories	School colour - navy or green (white Optional)
Scarves/gloves	School colour - navy or green

Boys Summer	* Compulsory Items
Shorts - Junior grey* or double knee trousers*	Prep - Year 6
Shorts* or pinhead trousers*	Years 7 - 12
Shirt*	Prep - Year 12
Pullover	Prep - Year 12
Blazer	Year 7 - 12
Jacket	Prep - Year 6
Navy-marle socks with shorts*	Prep – Year 12
Short socks with trousers (black or grey)*	Prep – Year 12
College Hat*	Prep - Year 6 (May be worn in Years 7 - 12)
School Bag*	Prep - Year 12
Black Shoes*	Black leather lace-up shoes (P-2 black leather Velcro option). Heel less than 4cm.

Boys Winter	* Compulsory Items
Double knee trousers*	Prep - Year 6
Pinhead Trousers*	Years 7 - 12
Shirt - long or short sleeve*	Prep - Year 12
White skivvy	Prep - Year 3
Pullover	Prep - Year 12
Blazer*	Year 7 - 12
Wet Weather Jacket	Prep - Year 6
College Tie*	Years 7 - 12
Socks* (black or grey)	Prep - Year 12
Rain coat – Navy (from supplier)	Years 7 - 12
School Bag*	Prep - Year 12
Black Shoes*	Black leather lace-up shoes (P-2 black leather Velcro option). Heel less than 4cm.
Scarves/gloves	School colour - navy or green

Sports Uniform	* Compulsory Items
Shorts*	(PVCC label)
Polo top*	(PVCC label)
Sports hat*	(slouch / bucket)
Socks*	(white with PVCC label)
Track pant*	(PVCC label)
Rugby Top	(optional)
Wet Weather Jacket*	
Runners:*	cross trainers (predominantly white & non-marking soles)
House & team sport items	(e.g. Socks, shorts, bathers etc.)

Notes: * Denotes Compulsory Items.

All items except shoes and team sport uniforms are supplied through the uniform shop. Various items must have the College logo as supplied.

VISITORS TO THE COLLEGE

Any visitor should attend the General Office or Reception where they will be given a visitor's pass. Unauthorised persons are not permitted in the College grounds or buildings. Under no circumstance are students to invite friends/acquaintances to the College unless they have made prior arrangements with the Head of Sub-School.

The College uses video surveillance to identify visitors to the site out of school hours.

WELLBEING STAFF

The College employs a school Counsellor, Mrs Celeste Putter. Appointments may be made to see her. The Counsellor is committed to keeping any information shared strictly confidential, except in cases where student safety or a legal obligation makes this impossible.

Emergency counselling during the counsellor's absence may be outsourced.

The College also employs a school Chaplain, Mr Lee Watson, who is also available to meet with students and provide pastoral care.

WORKING WITH CHILDREN CHECKS

Parents, Guardians, Grandparents or any person over the age of 18 years will be required to have a valid Working with Children Check and a Police check in order to participate in any activities or volunteer work or excursions at Plenty Valley Christian College.

Who Needs to Apply

- Under the *Working with Children Act 2005*, any person engaging in 'child-related work' must apply for and pass the Working with Children (WWC) Check.
- You need to apply for and pass the WWC Check if you meet **all** of the following criteria:
 - your work or volunteer role involves contact with children
 - you volunteer or do this work on a regular basis
 - you have direct contact with children under 18 years of age
 - you do not qualify for an exemption from the need for a WWC Check.

Benefits of the Check

The benefits of the WWC Check include:

Ongoing checking of a person's criminal record while the person's WWC Check is valid.

- Providing employers, volunteer organisations and agencies with the ability to verify the validity of WWC Check cards at any time
- WWC Check cards are valid for five years (unless suspended or revoked sooner)
- Card holders do not need to apply for a new WWC Check when they change their employer or volunteer organisation, unless they are moving from volunteer to paid work.
- Card holders are required to notify the Department of Justice within 21 days of a change in the employer, volunteer organisation or agency they work with, or any additional employer, volunteer organisation or agency they start work with.

A police check is required as it covers potential offenses committed in other states. More information about Police checks can be found on the Victoria Police Website at http://www.police.vic.gov.au/content.asp?Document_ID=274.