



Edinburgh College

Student Handbook (Secondary) 2025

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Secondary College Student Handbook

Introduction

Edinburgh College is a private Christian school owned and operated by Seventh-day Adventist Schools (Victoria) Ltd. It provides a comprehensive academic program, from Early Learning to Year 12, in harmony with Christian beliefs, values and lifestyle.

Edinburgh College is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Edinburgh College has zero tolerance for child abuse. Edinburgh College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be given to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in Edinburgh College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Aim and Purpose for the Student Handbook

The purpose of the Student Handbook is to provide information for parents and students regarding the College and its program. It sets out the expectations of student behaviour in and out of class, general operational information and uniform requirements for students. It aims to enhance understanding, cooperation and support between all parties.

To assist with finding information, this handbook has been divided into three main sections:

1. Student Handbook

Here you will find behaviour expectations and directions for students and information about the Student Management System.

2. Uniform Requirements

This section lists the required summer and winter uniform items for boys and girls and also the sports uniform items. There are details about purchase of uniforms and also personal grooming expectations.

3. General Items

Here you will find a range of items including bell times, library details, lost property, lockers, etc.

1. Student Handbook

Student Conduct:

Edinburgh College seeks to support students in developing positive, constructive life habits through provision of a positive, nurturing learning environment, development of constructive relationships that foster learning, and by offering students opportunity to develop life-long values and behaviours.

We want to affirm constructive behaviours and to enable students to return to a positive relationship with fellow students and staff if an error of judgement is made. Management practices are based on principles of:

1. Emphasis on academic and holistic achievement
2. Implementing a system that is College-wide, focused on early intervention
3. Clearly stated behavioural expectations
4. Provision of consistent consequences
5. Utilising developmentally and culturally appropriate interventions
6. Integrating individual, classroom and college-wide benefits of constructive behaviour
7. Listening to students
8. Provision of staff training and professional development
9. Fostering positive, supporting relationships with families
10. Analysis of data to monitor and review the effectiveness of behaviour management programs.

As part of the enrolment procedure, each student signs an undertaking to uphold the values and standards of the College and to cooperate with the staff in all matters. It is expected that all students will support the standards of conduct both on campus and outside of college hours. Any student who finds that he/she is no longer prepared to conform to the requirements of the College, is duty bound to withdraw from the College.

General Behaviour:

Orderly conduct is expected at all times when the student is at College, on a College-organised function or traveling to or from the College. Students are expected to be courteous and respectful to staff and to one another. All staff members have the authority to direct and discipline students.

In order to maintain an environment that nurtures student learning students need to take care of the College grounds. Flowerbeds, shrubs, tree branches etc are to be respected and enjoyed, but left alone.

There are certain activities that are not acceptable at the College. Students who are involved in any of the following behaviours may face action from the Student Management Committee.

- Disruptive behaviour in class.
- The use of profane or inappropriate language (either spoken or written) or lewd suggestion.
- The possession of obscene literature/videos/CDs or computer files etc.
- Assault or any form of bullying.
- Tampering with or using the PA System.
- Unauthorised possession or use of College keys.
- Any involvement with pornography.
- Gambling of any kind.
- The use or possession of alcohol, tobacco, or any other non-prescription drug.
- The furnishing of any of the aforementioned substances to other people.
- Immoral or indecent conduct of any kind, including improper association with members of the opposite or same sex, either on or off the College campus. Intimate physical contact is not condoned on campus.
- The use or possession of fireworks, firearms, knives or any other hazardous item on the College Campus.
- Willful destruction of or damage to College property – including the computer system.
- Tampering with the College fire equipment or fire alarm system.
- Possession/use of laser lights.
- Undermining Christian ideals and values.

General Directions to Students:

The following list covers the expected behaviour code for students at Edinburgh College:

- Changing classrooms is to be done quickly and with a minimum of noise.
- Good manners and respect for others and their property are to be observed at all times.
- Bullying, fighting, put-downs and racist remarks are not acceptable.

- Graffiti offenders will be dealt with severely. Students are to pay for any damage to, or loss of, other students' belongings or College property.
- Students are to keep their desks and lockers tidy and free of rubbish at all times.
- No student is to touch any television set, data projector or any other electrical appliance in any classroom without a teacher present.
- Students who arrive late to College are not permitted to commence any class until they have obtained a late note from the office. The note is to be presented to the teacher.
- Students who come late to any period during the day will not be excused for being late unless they have obtained a note explaining their absence from the teacher who detained them.
- All students are to wait outside classrooms before the commencement of each period.
- Students will enter a classroom only at the instruction of a teacher. When lining up outside classrooms, students are not to block the path of other students. Students should walk on the left hand side of the paths and hallways. RUNNING or PUSHING is not permitted.
- All students are to observe Library rules and expected behaviour outlined by the Library staff.
- Students are to take care with and be neat in their work.
- Correct uniform is to be worn at all times on the way to and from College. There is a summer and winter uniform and a sports uniform for PE and Sport. Students who do not have a uniform must bring a note with a satisfactory explanation. Lack of a satisfactory written explanation will incur further disciplinary action.
- Students should not join in any sport or other activity while eating. All rubbish should be placed in the bins provided.
- Unless by prior arrangement, food should not be opened and/or eaten in the classrooms, Library, Music Building or sport courts.
- It is good manners and a College requirement that you do not eat while travelling on buses or trains/other modes of transport.
- When students are absent from College, a note from parents must be submitted on the first day back. This note should set out the dates of absence and the reason for the absence. This note is to be placed in an envelope and addressed to the Roll Mark Teacher. A phone call does not replace a written note.
- Bags are not to be taken to class. They must be stored in the student's locker.
- Students are expected to go to their locker only before college, during recess, during lunch and after college hours. This means planning for two periods at a time.
- Mobile phones, ipods, skateboards, jewellery and gum are not permitted at College. If these are brought onto campus; they are to be left at the Secondary Office.
- Students are expected to record all homework in their diary (print diary for Yr 7 & 8; digital diary for older year levels) in the period in which it is given. Staff will be checking this on a regular basis.

Student Relationships:

Students are encouraged to conduct friendships with each other in a wholesome manner in keeping with the College's philosophy and standards. Kissing, cuddling, hugging, holding hands and other similar forms of physical contact are not permitted on campus or in public whilst in College uniform. Personal space must be respected.

Student Management System - PB4L:

The Positive Behaviour for Learning (PB4L) is designed to encourage students to take responsibility for their own decision-making processes and to provide them with the opportunity to make positive choices about their behaviour patterns. This system covers all areas of college operation including excursions and whenever the student is in college uniform.

Details of the Student Management System are outlined in the following College Policies:

- Behavioural Improvement Policy
- Bullying Prevention Policy

Student Discipline Committee Members

To discuss disciplinary actions with regard to student behaviour, the following people meet together:

- Principal
- Head of Secondary
- Wellbeing Coordinator
- Year Level Coordinator
- Learning & Teaching Coordinator (by invitation)
- Chaplains (by invitation)
- Roll Mark Teacher (by invitation)
- Counselor (by invitation)

Resolution of Student Grievances:

Students who have a grievance with the College are able to have the grievance dealt with through the following procedures.

Please take time to look at the following College policies:

- Guidelines for Complaints
- Complaints and Appeals Policy
- Procedural Fairness Policy
- Students must work through the various levels as outlined.
- An interview is to be organised with the Roll Mark Teacher or alternatively with the Chaplain.
- Following the interview, if the grievance is not resolved, the student will discuss the matter with the Level Leader.
- If the matter is not resolved the student will discuss the matter with the Head of Secondary
- If the matter is not resolved, an interview with the Principal will be arranged. The Principal may discuss the matter with the Student Discipline Committee.
- The matter may now be brought before an independent panel, appointed by the College Council.

The above resolution process does not negate the student's right to pursue other legal remedies.

Out of Bounds:

The following areas are out of bounds to students:

- The bush and Dam areas
- The front of the College and Edinburgh Road
- The Car park and bike racks (except when arriving at College or departing)
- The Primary College and Early Learning Centre including their playgrounds
- The Staff Room and Teacher's Offices
- The Music Building, except with the permission of the Music Co-coordinator, attending a class, assembly or an appointment:
- The Maintenance Shed area
- Beyond the oval
- The Garden area, except with the permission of the Horticulture teacher or attending a class.

- At the back and behind the Gym
- The roof of any building.

Inappropriate Items:

Inappropriate items are not to be brought onto the College property by students. These include:

- Drugs, cigarettes or alcohol
- Any inflammable matter or ignition sources such as lighters/matches, etc.
- Aerosol cans including deodorant, spray paint, etc.
- Firearms, knives, or any weapons
- Chewing gum
- Jewellery and makeup
- Projectiles
- Liquid paper or other items that can be used for graffiti
- Laser pointers
- Skateboards/Roller-blades
- Students riding bicycles to College are not permitted to ride them around the College Campus.

Bike riders must wear an approved safety helmet and follow all road rules. Skateboards and roller-blades are not permitted at the College. Students who bring these items to College are required to leave them with their Homeroom Teachers until the end of the College day.

Mobile Phones:

The College Mobile Policy on mobile phones recognises that students bring phones to College for the purposes of communicating with parents/carers about their location after classes etc, or to arrange transportation to home following an excursion. The use of any device for making audio or visual records of yourself or any other person is not acceptable. **Students misusing any device, including mobile phones will have it confiscated, parents notified and the students will incur an infringement. The phone will only be returned to the parent/carer. On the second incident of confiscation, the phone will be returned to a parent/carer after 7 days. On the third incident of confiscation, the phone will be returned to a parent after 21 days.** The College cannot be held responsible for the loss of mobile phones, as this is the responsibility of each student. Mobile phones can be left in the office for the day. Should a student need to contact a parent, they can come to the office to arrange a call.

*Note: Exceptions may arise due to the nature of the learning activity, either on or off campus.
Clear instructions will be outlined before each learning activity.*

2. Uniform Requirements

This section lists the required summer and winter uniform items for boys and girls and also the sports uniform items. There are details about the purchase of uniforms and also personal grooming expectations.

Winter Uniform for Secondary - Term 2 & 3

GIRLS (ACADEMIC UNIFORM)

White Long Sleeve Blouse with Navy Piping with Full Crest Logo on Left Chest

Cross Bow Tie

Navy Tartan Skirt worn to the knee **OR** Navy Pants with EC Tone on Tone Logo

Blazer – Compulsory – Must be the outer layer of the formal uniform

Navy Sock – Short or Knee High or Navy Tights

Black Leather Shoes

PLEASE NOTE:

A thermal can be worn under the white shirt but only if it cannot be seen. This means that we do not allow shirts that show their colour or writing through the white uniform shirt. This undershirt must not be above the neckline of the white uniform shirt.

BOYS (ACADEMIC UNIFORM)

White Long Sleeve Shirt with Full Crest Logo on Left Chest

Straight Tie

Grey Pants

Grey Socks

Black Leather Shoes

Blazer – Compulsory – Must be the outer layer of the formal uniform

OPTIONAL EXTRAS FOR ALL STUDENTS

Blue Jumper (years 7-10)

Maroon Jumper (years 11 & 12)

Beanie with Edinburgh College Logo (must not be worn in the classroom)

School or Navy Scarf

Navy Gloves

Summer Uniform for Secondary - Term 1 & 4

GIRLS (ACADEMIC UNIFORM)

Dress

Blazer – Compulsory outer layer

White crew Socks

Black Leather Shoes

Hat

BOYS (ACADEMIC UNIFORM)

White Short Sleeve Shirt with Crest Logo on left chest

Grey Shorts

Blazer – Compulsory outer layer

Grey Socks

Black Leather Shoes

Hat

OPTIONAL EXTRAS FOR ALL STUDENTS

Blue Jumper (years 7-10)

Maroon Jumper (years 11 & 12)

Scarf

Sports Uniform for Secondary - All Year Round

ALL STUDENTS

Polo Regulation

Boys Shorts – Parade Style or with inner bike short option

Girls Shorts – with inner bike short

¾ Zip Track Top – Fleece lined with Edinburgh on the arm and logo on the left chest

Track Pants Logoed - There are 2 styles – one with cuff and one with straight leg - These are optional

White Crew Socks

Sport Shoes in school colours. No fashion shoes i.e. Converse, Vans, or Dunlop Volleys etc are to be worn

OPTIONAL EXTRAS FOR ALL STUDENTS

Windstopper Softshell Jacket with Logo

Long Sleeve Navy T-Shirt or Navy Thermal may be worn under the polo for extra warmth

School or Navy Scarf

Beanie with Edinburgh College logo (must not be worn in the classroom)

PLEASE NOTE:

You can wear a navy thermal only under your sports polo for extra warmth. No other colour will be accepted. The accepted shirts can be purchased through the Uniform Shop.

HOUSE BADGES

The House Badge is to be worn on the left sleeve just above the sewn line – about 1 – 1.5 cm above the end of the sleeve.

Uniform Guidelines

Uniforms should be kept in a clean and ironed way so as they always look their best. If any part of the uniform is in a state of disrepair, you will be asked to purchase a new item to replace the damaged one.

There is no mixing of summer and winter uniforms. This means Short Sleeve Shirt with Shorts and Long Sleeve Shirt with Long Pants.

SHOES

Black leather shoes should be kept polished. Laces need to be kept tied up to avoid trip hazards. Sports shoes should be in line with the school colours of Black, Navy or White. No bold colours please. The shoes need to have non marking soles. They must be proper sports shoes and not fashion shoes.

JUMPERS

Jumpers are an optional extra and should never be worn as an outer layer.

GIRLS

All skirts and dresses are to reach the top of the knee of the girl wearing them.

Winter skirts must not be rolled up at the waist.

Winter Shirts must be worn out not tucked in.

The Winter tie is a cross bow tie and not a straight tie.

BOYS

Shirts for summer are to be worn out.

Shirts for winter must be tucked in.

Boys winter ties are a straight tie.

HAIR

All hair must be tied up if it touches the students shoulders. Hair needs to be pinned back when operating machinery.

NAILS

No coloured polish to be worn. Clear is accepted.

JEWELRY

No Necklaces are to be worn.

Earrings are limited to 1 piercing in the earlobe. No other piercings are permitted. Small gold/silver studs (no greater than 3 mm) are allowed. No Band-Aid coverups allowed.

No Rings or Bracelets are to be worn.

Medical Bracelets are exempt. These need to be accompanied by a letter from a medical professional and kept on file in the office.

MAKEUP AND FAKE EYE LASHES

No makeup is to be worn while at school. Fake eyelashes are not allowed to be worn at school.

HAIR COLOUR

Only natural colours are allowed.

FACIAL HAIR

All students need to be neatly groomed. It is the preference of the school for students to be clean-shaven.

PERMANENT or TEMPORARY TATTOO

Whilst the College does not endorse tattoos, students who do have a tattoo must ensure that the tattoo/s is/ are not visible at any time whilst at school or travelling to or from school. Temporary tattoos (including henna and other temporary tattoos) are not permitted.

YEAR 12 COMMEMORATIVE JUMPER/JACKET

These are allowed to be worn by year 12 students only. They may be worn on Wednesday and 2 other days that are decided by the Leadership of the school. These jumpers are not allowed to be worn on official off-campus visits.

YEAR 9 CHALLENGE JUMPERS

These are allowed to be worn by year 9 students only. They are only allowed on days when The Challenge program is being run. No other students from other year levels are to wear these jackets.

HOUSE COLOURED SHIRTS

These are allowed on inter-house competition days only.

Please ensure each article of clothing is NAMED!

FREE DRESS

There are several days in the year when students are allowed to come to College in casual clothes (not College uniform). Students are usually asked to bring a gold coin donation or other nominated items, which is then allocated to specific projects. Students are required to wear modest clothing items (not singlet style tops or tops with straps), and closed-in shoes (not open footwear). Rules regarding makeup and jewellery apply as for a normal College day.

Students are not to go on College excursions in free dress, unless the activity requires it and the teacher in charge requires it. Students are not to come to College in free dress when they have Stuvac/study days.

UNIFORM SHOP

The Uniform Shop is located at the rear of the secondary campus.

All items for are available directly from the shop.

Opening Hours:

Monday 8am-9.30am & 3pm-4pm

Tuesday 8.15am – 9am & 3pm-4pm

If you need to contact the Uniform shop please call the school reception and your call will be transferred to the shop Manager. Alternatively, you can email uniform@ec.vic.edu.au

3. General Items

Here you will find a range of items including bell times, library details, lost property, lockers etc.

Bell Times

Normal Week	
Period	Time
Homeroom	8:55 – 9:05
Period 1	9:05 – 9:55
Period 2	9:55 – 10:45
Recess	10:45 – 11:05
Period 3	11:10 – 12:00
Period 4	12:00 – 12:50
Lunch 1	12:50 – 1:15
Lunch 2	1:15 – 1:40
Period 5	1:45 – 2:35
Period 6	2:35 – 3:25

Laptop Usage by Students

Students should refer to the EC 'Internet, Computers & Mobile Technologies Acceptable Use [EDIN | ICT Acceptable Use Agreement \(Students\)](#) Policy'.

Class and College Attendance

All students need to arrive on time – 8:50 am. All students are expected to attend all classes as required for that subject, except where a valid excuse applies. Any student who has a structured study period is expected to report to the Library for private study. All students who are at College are expected to be in class or in the Library during class times.

Students who do not have an “Out of Class Permission Slip” when not in class will incur an infringement.

Excused Absences:

Definition: An absence is excused if the student provides verification from the parent/legal guardian, houseparent or staff member stating one or more valid excuses for the absence. These may include:

- Illness of the student (as verified by parent, houseparent or medical practitioner).
- Death in the immediate family.
- Mandatory court appearance.
- Medical or dental appointment.
- College-approved activity.
- Parent-initiated absences which have been arranged in advance with the Principal or other members of the Administration Committee. This includes early departure and late return from College holidays.

Unexcused Absences:

Definition: An unexcused absence occurs when a student misses a class without a valid excuse. Leaving an assigned classroom without permission, whether or not a teacher is present, is also considered an unexcused absence. Unexcused absences will result in disciplinary action. (See section: “Student Management”).

Excessive Absence for Year 11 and 12 Students:

Students in Years 11 and 12 missing more than 20% of classes of a VCE subject are liable to be awarded an N (not satisfactory) for the Unit. Excessive absence from College may also place a student’s continued enrolment at the College in jeopardy.

A student will remain enrolled in a subject until advised by the VCE Coordinator that permission to withdraw has been granted or the student has completed the de-registration process.

In exceptional circumstances the student may appeal to the Principal to have an absence excused. This should be in writing with supporting documentation.

Reporting Student Absences:

If a student is absent from College, it is mandatory that the parent/guardian notify the College in writing the reason for the absence. If this is not possible, ring the College by 9:30 am. The College on a daily basis will contact Parents/Guardians when students are absent from College by 9:30am.

Where a student is absent from a class, the absence will be regarded as an unexcused absence if the student does not make satisfactory arrangements with the teacher concerned.

Library Resource Centre:

As the main function of the Library Resource Centre is to aid the learning and teaching process, a respectful working atmosphere is to be maintained at all times. The following is a list of other operational expectations for the Library Resource Centre:

- The Library Resource Centre is open from 8.30am until 4.30pm on school days. Students are welcome to utilise the library space for personal study purposes before and after the College timetabled academic day.
- No food or drink (except water) is to be taken into the Library Resource Centre.
- Resources must not be removed from the Library unless a library staff member has checked out the item.
- Resources may be borrowed from the Library Resource Centre for a period of three weeks at a time. The loan may be extended by presenting the resource to the library staff for renewal. Borrowing is unlimited if there are no overdue items.
- Overdue reminders will be distributed regularly. There are no overdue fees but any items which remain overdue for a term will be considered "lost" and a replacement charge will be levied.

Student ID Cards:

Student ID cards are used for a range of processes at the College, such as:

- Verification of Student Status

These will be supplied to students free of charge each year during the first few weeks of College. If ID cards are lost, replacement cards are available from the Secondary Office at a cost of \$10.

Student Leaders:

The College encourages student initiative and leadership. Opportunities to display leadership include:

- House Captains/Vice Captains
- SRC Representatives (6-12)
- College Vice Captains (Yr 11)
- College Captains (Yr 12)

House Captains - These are chosen by the whole College body during Term 4. They take a leading role in organising student involvement in sports carnivals and weekly inter-house competitions.

SRC Representatives - These are chosen by their homeroom groups. College Captains are automatically members. The main purpose of the SRC is to be the liaison between the student body and the staff. They are also responsible for the yearly banquet.

College Vice Captains – These are elected by the student body and staff. The role is to support the College Captains in consultation with the Administration. Students wishing to be considered for College Captain must be involved in this process.

College Captains – the Administration Team selects these positions during Term 4. Consideration will be given to the following criteria:

- Contribution to the College Program
- Support of the College Rules and Regulations
- Ability to work constructively with Administration

- Support of, and involvement in, the College Religious and Value based ethos and programs.

They take a leading role in:

- Chapels
- Representing the College at official events
- Supporting the SRC
- Pastoral Care program
- Student conduct
- College outreach programs
- Liaising between staff and students.

NOTE: Additional details are contained in the College Captain Job Description.

Locker Information and Responsibilities

Every student is assigned a locker. The following guidelines outline the process and student responsibilities regarding lockers:

- **Locker Allocation and Lock:** Edinburgh College allocates a lock to each student upon enrollment. This lock remains with the student for the duration of their time at EC.
- **Locker Security:** The locker must be locked at all times.
- **Respect for Property:** Students are expected to respect the property of others, including lockers and bags.
- **Valuables and Personal Property:**
 - Money or other valuables should not be left in lockers or College bags.
 - Valuables should be given to the Receptionist for safekeeping.
 - The College does not accept responsibility for the loss or removal of students' personal property.
 - As there are no secure changing areas, shoes and other clothing should be locked in lockers.

- **College Bag Storage:** Each student must have a College bag, which is to be stored in their Locker during the school day.
- **Locker Assignment:** Students are not to swap lockers.
- **Locker Maintenance:** Lockers should be neat and tidy at all times.
- **Locker Inspections:** Locker inspections will be held on a regular basis.
- If a lock is lost or broken, the student must purchase a new lock from the locker coordinator for \$20.

Personal Property Disclaimer:

Personal property of students is not covered by College insurance. It is the responsibility of families to place items of value on their own insurance policies. The College does not accept responsibility for loss/damage/theft of goods. This includes the contents of lockers, laptops, mobile phones or MP3 players.

Personal Music Players:

Radios, Tablets and all similar personal devices are not allowed at the College. This includes the use of mobile phones as music devices.

Sickness While Attending Classes:

Students who are unwell while attending classes must request permission from the teacher to go to the office for medical attention from the College First Aid Officer/Receptionist. Arrangements will then be made for the student to either lie down in the sick bay, go home or be treated by a medical practitioner. Reception staff will notify parents if required. Students should ensure that the college is contacting home/parents/guardians rather than students on their devices.

Students who have infectious diseases (e.g., mumps, measles) must not attend College until the contagious stage has expired and a medical practitioner has given them clearance.

Visitors to the Campus:

All visitors to the Campus must visit Reception, sign in and receive a VISITOR pass before making contact with a student or staff member.

Parent Contact:

Parents can use the regular College number, 9728 2211, to leave messages for students, or to speak with students outside of class times.

Sale of Goods/Signage and Posters:

Students must secure permission from the Administration before they sell goods or foodstuffs on Campus. No posters or signs may be posted on College property without the express permission of either the Principal, Head of Secondary or L&T Coordinators.

Lost Property:

Any lost items found by students must be handed in to Reception where it will be placed in the lost property room. Students who misplace personal items should enquire at Reception.

Leaving Campus:

Any student (including Year 12 students) wishing to leave Campus during the day must have a note of authorisation from their parent or guardian and must sign out on the Ipad Kiosk in Reception prior to leaving the Campus. Students, who wish to sign out, must complete all tasks prior to signing out. This is important from a supervision and OH&S point of view. Once signed out, students are considered to be no longer on Campus and therefore outside of our procedures and checks in the case of an emergency.

Enrolment Withdrawal:

Any student withdrawing from the College (either voluntarily or involuntarily) must complete a DE-REGISTRATION FORM obtainable from the Enrolments Officer, and notify the college one term in advance.

