Edinburgh College

2026 Student Handbook

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 programs. 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.

College Details

Campus and postal address

33-61 Edinburgh Road, Lilydale VIC 3140

Hours of operation

School hours: 8:55 am - 3:25 pm

Reception: 8:30 am - 4:30 pm

Library: 8:30 am - 4:30 pm

College Directory

Phone:	(03) 9728 2211
Email:	admin@ec.vic.edu.au
Principal	Tanya Pascoe
Head of Secondary:	Ana Ferry (on leave) Cathy Poyser (Acting (Tue, Wed, Fri)
Business Manager	Peter Lynch
Accounts/Finance	Ashlee Best Anna Thompson
Marketing Manager	Tracey Reid
Enrolments Officer	Lilian Carnie
IT Support	Danny Field
Bus Coordinator	Paul Gossip
L&T Coordinator 7-12:	Kristen Hokin
VCE Coordinator	Stephen Frigo
Student Engagement & Support:	Heli Sawicki
Wellbeing:	Kate Johnson Brooklyn Chan Megan Jaworski
Chaplain	Adrian Peterson
Year Level Leaders:	**Year 7**: Jeanette Wall **Year 8:** Joshua Shaw **Year 9:** Amanda Te Boekhorst **Year 10:** Amanda Te Boekhorst **Year 11:** Christa Ackermann-Edwards **Year 12:** Sophie Morane

Overview of Edinburgh College

History

For over 60 years, Edinburgh College has served the community of East Melbourne, providing excellence in Christian education. The College has a rich heritage of developing children of character in a faith-nurturing environment.

Edinburgh College is an Early Learning to Year 12 private Christian School located in Lilydale. The College is situated on a quiet, picturesque property in the beautiful Yarra Ranges.

Edinburgh College provides education for the whole child, balancing academic, emotional, physical and spiritual development. The College offers continuous Christian education from Early Learning (2-5 years of age) through Primary School and Secondary School, all on one campus. The College accepts enrolment applications from all families who are supportive of our ethos, regardless of religious affiliation.

Our Vision

'Character… through nurture, learning and service'

Our Mission

Edinburgh College provides Christ-centered education for the community. Our mission is to develop children of character in a faith-nurturing environment that promotes academic excellence and a commitment to service.

Childsafe Statement of Commitment

All children and young people who come to our School have a right to feel and be safe. We are committed to the safety and well-being of all children and young people by providing child-safe and child-friendly environments both physically and online, where children and young people are safe and feel safe, and can actively participate in decisions that affect their lives.

We have zero tolerance for child abuse and other harm and are committed to acting in our students' best interests and keeping them safe from harm.

The School regards its Child Safety responsibilities with the utmost importance. It is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child-safe culture.

Each member of the School community has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the well-being and safety of all students are at the forefront of all that they do, and every decision that they make.

Child Safety Advocates

Anyone with any concerns, can contact any member of the Child Safe Team below:
- Principal: Tanya Pascoe
- Head of Secondary (Acting): Cathay Poyser
- Wellbeing Representative: Kate Johnson / Brooklyn Chan
- Year Level Leader: by invitation

Alternatively, if you feel more comfortable to talk to any other teacher, please do not hesitate. It is important that you speak to a responsible adult if you feel unsafe.

For mental health support:
- mentalhealtholine.org.au
- ecouch.anu.edu.au
- moodgym.anu.edu.au
- mycompass.org.au

Additional support networks available
- Kids Helpline 1800 551 800
  https://kidshelpline.com.au/teens
- Beyond Blue Youth 1300 224 636
  https://www.youthbeyondblue.com/
- Headspace
  https://headspace.org.au
- The Light FM Careline 03 9583 2273
  https://thelight.com.au/hope/careline/

Online Counselling:
- HeadSpace: http://eheadspace.org.au/ (12-25 years)
- Kids Helpline: http://kidshelp.com.au/ (5-25 years)

Statement of Objectives

1. Take a preventative, proactive and participatory approach to child safety
2. Value and empower children to participate in decisions which affect their lives
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to Children
4. Respect diversity in cultures and child rearing practices while keeping child safety Paramount
5. Provide written guidance on appropriate conduct and behaviour towards children
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk
10. Value the input of and communicate regularly with families and carers

Key 2026 Information

Key Staff Contacts

The administration team at Edinburgh College (Secondary) consists of the following:

Position	Role	Staff for 2026
Principal	Oversees all aspects of the school operation and communication	Tanya Pascoe
Head of Secondary	Oversees day-to-day aspects of the secondary campus	Ana Ferry (on leave) Cathy Poyser (Acting)
Learning & Teaching Coordinator	To lead the planning, implementation and evaluation of curriculum in the department, ensuring alignment with Christian values, state requirements, and best practice.	Kristen Hokin
VCE Coordinator	Administer VCE and advise students on VCE matters	Stephen Frigo
Student Engagement and Support	To lead student discipline, behaviour support and Positive Behaviour for Learning (PB4L), ensuring consistency, clarity and alignment with the school's agreed behaviour framework.	Heli Sawicki
Wellbeing	To provide counselling and wellbeing support to primary and secondary students and contribute to the school's wellbeing framework.	Kate Johnson Brooklyn Chan Megan Jaworski
Year 7 Level Leader	Manage the day-to-day matters pertaining to student organisation, minor discipline matters and liaising with class teachers	Jeanette Wall
Year 8 Level Leader		Joshua Shaw
Year 9 & 10 Level Leader		Amanda Te Boekhorst
Year 11 Level Leader		Christa Ackermann-Edwards
Year 12 Level Leader		Sophie Morane

2026 Term Dates

Term 1	Tuesday 27 January (Yr 7/12)/ Wednesday 28 January (Yr 8-11) - Thursday 2 April
Term 2	Monday 20 April - Friday 19 June
Term 3	Monday 13 July - Friday 18 September
Term 4	Monday 5 October - Friday 27 November (Yr 10- 11) / Tuesday 8 December (Yr 7-9)

Bell Times and Timetables

Students should arrive at school no later than 8:50 am in order to have materials needed for the morning classes when attending the morning roll mark at 8:55 am. If a student arrives later than the scheduled start or leaves before the scheduled end of the school day, the procedures are outlined in the section, 'Conduct Guidelines', and the sub-section 'Attendance: Student procedures for late arrival and/or early leave'.

Teacher supervision on the school grounds commences at 8:30 am and concludes at 3:45 pm. No student is to attend school outside these times unless there is a particular school function or excursion which requires student attendance or, using the Library or Open Gym as outlined below.

The Library is open and available for secondary students to study 8:30am - 4:30pm

Students have scheduled classes and commitments each school day between 8:55 am and 3:25 pm. A particular excursion may require attendance before or beyond these times. In such circumstances, details will be provided in the parent information letter related to that excursion. Individual student timetables are available on students and parent SEQTA portals.

The school day has 6 periods organised in three blocks. Classes are usually 50 minutes in length. The school timetable operates on a 2 week cycle.

Normal Week		WOW Week (Monday-Thursday)	
Period	**Time**	**Period**	**Time**
Homeroom	8:55 – 9:05	**Homeroom**	NA
Period 1	9:05 – 9:55	**Period 1**	8:55 – 9:38
Period 2	9:55 – 10:45	**Period 2**	9:38 - 10:21
Recess	10:45 – 11:05	**Recess**	10:21-10:41
Period 3	11:10 – 12:00	**Period 3**	10:46 - 11:29
Period 4	12:00 – 12:50	**Period 4**	11:29 - 12:12
Lunch 1	12:50 – 1:15	**Week of Worship**	12:17 - 1:00
Lunch 2	1:15 - 1:40	**Lunch 1**	1:00 - 1:21
Period 5	1:45 – 2:35	**Lunch 2**	1:21 - 1:50

Period 6	2:35 – 3:25	Period 5	1:55 - 2:40
		Period 6	2:40 - 3:25

Academics/Curriculum

The curriculum at Edinburgh College sees students develop their knowledge and understanding following the following curriculum guidance:

- Australian Curriculum - all relevant subjects Year 7-10
- Victorian Certificate of Education - select subjects in Year 10, heavily focused in Year 11 and 12
- Vocational Education and Training delivered during secondary school - available as an elective to students in Year 10-12
- Encounter Bible Curriculum - all students in Year 7-9 and 12; students not undertaking VCE Religion & Society in Year 10 and 11
- Keeping Safe: Child Protection Curriculum - all students in Years 7-12
- The Challenge - students in Year 9

Curriculum Year 7-10

Year 7	Year 8	Year 9	Year 10
Core Subjects			
Biblical Studies/ Encounter (5) Chapel (2)	Biblical Studies/ Encounter (5) Chapel (2)	Biblical Studies/ Encounter (6) Chapel (2)	Biblical Studies (8) • VCE U1&2 Religion & Society • Encounter (with 2 study periods) Chapel (2)
English (9)	English (9)	English (8)	English (9)
Maths (9)	Maths (9)	Maths (8) • Maths Methods Pathway • General Methods Pathway	Maths (8) • Maths Methods Pathway • General Methods Pathway
Science (9)	Science (9)	Science (8)	Science (8)
Humanities (5)	Humanities (5)	History (5)	History (4)
CSEN Sport (4) Health & PE (4)	CSEN Sport (4) Health & PE (4)	CSEN Sport (4) Health & PE (4)	CSEN Sport (4) Health & PE (2)
Year Level Specific Subjects			
LOTE - Mandarin (3)	LOTE - Mandarin (3)	Challenge (5)	Work Studies (2)
Band (3)	Band (3)		
Breadth subjects			
Term Rotations (7 lessons)	**Term Rotations** (7 lessons)	**Year-Long Elective X2** (5 lessons)	**Major Elective** (8 lessons)
• Art • Design Technology • Food Studies & Textiles • Digital Technology	• Art • Design Technology • Food Studies & Textiles • Digital Technology	• Advanced Science • Art • Basketball • Commerce • Food Studies & Textiles	• Advanced Science • Product Design & Tech • VCE/VET U1&2 Sport, Aquatics & Rec

		● Product Design & Technology	● VET Cert II Outdoor Rec ● External Enrolment: VSV/VSL
			Minor Elective (5 lessons)
			● Advanced Commerce ● Art ● Basketball ● Food Studies & Textiles ● External Enrolment: VETDSS
EC runs on a 2-week timetable - 60 lessons per fortnight			

Design considerations are aligned with the following ACARA document. (Annotated version) and Australian Curriculum Version 9 Learning Areas

Curriculum Year 11 & 12

Year 11	Year 12
Core Subjects (9 lessons)	
Biblical Studies (9) ● U3&4 Religion & Society ● Encounter (with 4 study periods) Chapel (2)	Biblical Studies (9) ● Encounter (with 4 study periods) Chapel (2)
English U1&2 (9)	English U3&4 (9)
Highly Encouraged (9 lessons)	
Mathematics ● General Maths 1&2 ● Maths Methods 1&2 ● Specialist Maths 1&2	Mathematics ● General Maths 3&4 ● Maths Methods 3&4 ● Specialist Maths 3&4
Breadth Subjects (9 lessons)	
● Art 1&2 ● Biology 1&2 ● Chemistry 1&2 ● Food Studies 1&2 ● Health & Human Development 1&2 ● History 1&2 ● Legal Studies 1&2 ● Physical Education 1&2 ● Physics 1&2 ● Product Design & Technology 1&2 ● Sport Aquatics and Rec 3&4	● Biology 3&4 ● Business Management 3&4 ● Chemistry 3&4 ● Health & Human Development 3&4 ● Legal Studies 3&4 ● Physical Education 3&4 ● Physics 3&4 ● Psychology 3&4 ● Systems Engineering U3&4

The Challenge (Year 9)

The Challenge is a year-long program for Year 9 students to assist in the development in their lives to becoming a Man or a Woman of God. It operates like a subject and fits into a subject slot, but is a way of teaching a journey of challenges, activities, camps and activities to promote resilience,

responsibility and respect with a Christian focus.

The class is run every Wednesday on a two week rotation. One week we have four periods in a row and often these are used for practical activities such as hiking, canoeing, city challenge etc. On the other Wednesday we have a single class that is used for discussions and team building. There is usually a theme that is developed surrounding the groups mentioned below over each of the four terms in the school year:

- Identity and character
- Teamwork & communication
- Values
- Godly living

Keeping Safe: Child Protection Curriculum

Ensuring the safety of our students is of paramount importance. At Edinburgh College we believe that a core aspect of their safety is teaching our students about themselves, their right to safety and how to recognise unsafe behaviour. This program developed by the South Australian government provides age appropriate content and resources to support students to grow in their understanding and confidence in how to keep themselves safe. All content has been vetted for alignment with our Adventist identity by Adventist Schools Victoria.

Encounter

Developing a head and heart knowledge of Jesue and His love for each of our students is at the core of our existence as a College. The Encounter Bible curriculum seeks to grow student understanding of the Bible and develop their understanding of the love of their creator God. Encounter classes operate at all year levels at Edinburgh College from 3 year old kindergarten through Year 12. Students may elect to enrol in VCE Religion & Society as an alternative program. This is currently offered at Year 10 and 11.

Change of Subject

Requests to change subjects should occur within the first 3 weeks of a semester. A student wishing to change subjects is to obtain a Subject Change Form from the Learning and Teaching Coordinator or VCE Coordinator (for VCE subjects). Subject change requires signing off by the student, parent/guardian, the teachers of the subjects the student is seeking to leave and enter. This process allows for counselling of the student by parents and teachers.

The completed form is to be returned to the Learning and Teaching Coordinator/VCE Coordinator. Further restrictions apply to VCE subjects.

Assessment

Homework

Regular homework and an organised study program are expected of each student and will play an important part in his/her success. Parent support is also of significant value. This may be demonstrated in a range of ways including checking SEQTA for homework, assisting the student in planning ahead for homework completion that fits the family schedule and, where possible, planning for a specific homework location for the student.

The aim is for students to develop independent management of homework because: \

- Students are on a 'Learning Journey' and so need to develop good study skills in preparation for moving up through school education and for those aiming for higher education (e.g. University).
- Work done in class periods needs reinforcement: to be able to remember information and skills, they have to be rehearsed (practised and reviewed). Research into memory shows that rehearsal significantly improves recall.

Homework may include but is not limited to:

Type of Homework	Task Examples
Class preparation	- Pre-reading - pre-watching
Class work completion	- finishing tasks begun during class
Extra/practice tasks	- questions practicing work undertaken in class in order to build confidence/capacity
Revision/Assessment study	- preparation for assessments through revising - Re-reading - answering practice questions
Reflection	- tasks directed to have students reflect on their learning and how they can continue to improve

Homework and Revision per weeknight:

Year Level	Average Homework Time (per weeknight)
Year 7 & 8	Between 1 - 1 ½ hours
Year 9	Between 1 ½ - 2 hours
Year 10	Between 2 - 2 ½ hours
Year 11	Between 2 ½ - 3 hours
Year 12	Between 3 - 4 hours

Students who do not have specific homework on a particular evening should be encouraged to use their time at home for extra academic activities such as reading, organising folders and/or reviewing class notes. Review is a key element of maintaining memory of information.

Ideally, students should review new class material at the following intervals:

- within the first 24 hours;
- then a week later;
- if not able to review sooner, the next review should be no later than 1 month after the second review (done at 1 week).

Academic Integrity and Authentication of student work

Students must ensure that all unacknowledged work submitted for assessment is genuinely their own. This includes the use of generative AI. Teachers may consider it appropriate to ask students to demonstrate their understanding of the task at or about the time of submission of the work. If any part or all of the work cannot be authenticated, the matter must be dealt with as a breach of rules.

More information on Academic integrity can be found in the Edinburgh College Academic Policy and VCE Authentication Policy..

Co-curricular and Extracurricular Programs

Edinburgh College has a range of co-curricular and extracurricular programs available to support student interest and development.

- Student Representative Council (SRC)
- Subject/Year level Incursions/Excursions
- Camps
- Bible Studies
- Music lessons
- Sport competitions
- Basketball Academy
- Competitions (non-sport)

Required Materials

Books and Supplies

 It is expected that students will have purchased texts and stationery items according to the book list and stationery list for the relevant year level. Unless stated otherwise, supply of these items is not included in the fees.

The list of required textbooks and stationery items is contained in the booklist. This is published near the close of fourth term and is available via the Lilydale Books booklist link.

Laptops

At Edinburgh College students require a school-approved laptop to participate in the school curriculum.

The following arrangements are currently in place to facilitate appropriate, reliable and cost effective digital access for all students.

- Year 7-9 students- Specific Chromebook and bag are required and must be purchased via Learning with Technologies.
- Year 10-12 students - BYOD- Students can bring a suitable laptop that has been approved by the school administration. Students must bring the laptop into the school to be assessed for suitability before it will be allowed on the network. Any student breach of the Digital Learning Agreement may lead to the loss of the BYOD privilege. Where the BYOD privilege has been lost the students will be required to purchase a Chromebook and restrictions will be placed on their account to assist them with appropriate digital usage.

Notes on laptops:

- **Battery life** must be considered; chargers and extension cords are not permitted in the classroom as they become tripping hazards. They are also not practical when moving between rooms for each lesson.
- Laptop bags including the cross-body strap must be used to prevent damage or dropping when moving between classrooms. Year 7-9 laptop cases are prescribed in the purchasing portal and have been chosen based on durability, functionality and cost-efficiency. Devices are not to be used outside of the classroom unless instructed to do so by a teacher. Device free time is encouraged during all break times.
- Network settings are in place to promote learning and protect students. The internet at Edinburgh College is filtered through our onsite firewall. Students must always use the EC network while on campus and must never use a hotspot unless directed by a teacher. EC network settings will only apply to devices while they are on the school network or during school times.
- The library has a limited number of Chromebooks that can be borrowed for $2 a day in the event of a student's own laptop being temporarily unavailable. Library laptops cannot be borrowed overnight or during school holidays. This service is for short term use only and students needing to borrow for more than one day will need to show evidence of their device being logged for repair with LWT.
- Repairs need to be logged with LWT: service@lwt.com.au ph 1300 556 788 and may be covered under warranty/insurance, depending on what the family paid for at the time of purchase.
- Replacement laptops for Yr 7-9 must be purchased through edinburghcollege.orderportal.com.au
- It is an expectation that students regularly check their school emails.
- Students and parents can access SEQTA Portals for timetables, reports, merits and unit outlines and important documents

Attendance

Attending class is an important step in building knowledge and skills. As such Edinburgh College highly encourages students to minimise non-essential time away from the classroom. However, we understand that there are circumstances where a student is unable to attend school for a whole or part of a day.

In these circumstances it is both student and parent have responsibilities:

Student responsibilities:	Hand in any work (assignment/homework) that was due in the missed class.
	Ask a reliable classmate or the teacher for worksheets and/or other work given in the class.
	Check SEQTA for any handouts and instructions.
	Catch up on missed work.
	Arrange (as soon as possible) with the class teacher to sit any missed tests.
Parent responsibilities:	Email (admin@ec.vic.edu.au) or call (9728 2211 ext 1) to notify the office of the absence by 9:30 am. If The College is not informed an

	SMS will be sent to parents to advise that their child is marked absent and the parent will need to call the school for confirmation.
	Provide a reason fo the absence in order that the absence may be deemed excused

Late to School

If a student arrives at school any time after 8.55 am they are considered late. On arrival at school after this time, the student must sign in via the iPad in the Secondary administration office to sign in to The College.   A parent note, email or phone call is needed for late arrival. The student Receptionist can be notified by phone call on (03) 9728 2211 or by email to admin@ec.vic.edu.au. Students must give the late pass to their teacher upon entering their class.

If the student is late and does not sign in, the parent will receive an SMS to advise their child has been marked absent and the parent will need to call the school for confirmation.

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.

Absences (Excused/Unexcused)

Excused Absences

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

- Illness of the student .
- 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.

For VCE students in order for an absence to not count against the VCE attendance requirements of 90% students must supply one of the following (for each day absent):

- Medical certificate
- Statutory declaration

For more information about VCE attendance requirements see the VCE Handbook

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 may result in disciplinary action.

Sickness or Accident

If a student becomes sick or sustains an injury, he/she should report immediately to the class teacher. If necessary, the teacher will give permission for the student to be absent from class to see the College First Aid Officer who will provide support as required. Where the matter is regarded as serious, the student will be taken to a doctor or to a hospital and the parents will be notified as quickly as possible. A student will be taken to hospital by ambulance if deemed necessary. An Incident Report will be completed by the teacher in charge and given to the Head of Secondary. All family ambulance subscriptions and Medicare details must be kept up to date on the student's medical form. Copies are sent out at the start of each year to ensure data is accurate.

Students who are unwell before school are advised to stay at home. Students who have diarrhoea or vomiting should not come to school for 24 hours after their last episode of either.

Please note the section on Insurance earlier in the Handbook that particularly applies to accidental injury that occurs outside of school hours.

Academic Reports

The school year is organised into two semesters. Assessment of students occurs on a continuous basis throughout the school year. A range of evaluation instruments and techniques are used.

There are 2 parent interview evenings and dates for these are published in the EC calendar to enable parents to plan well ahead to attend. Teachers are generally available between 4pm and 8pm on these evenings. Bookings are required online; booking instructions are sent to families via text messages before each interview event.

Written school reports are issued at the end of each semester (Terms 2 and 4) via the SEQTA Parent Portal.

Refer to the website calendar for SEQTA release dates for reports and for parent-teacher interview dates. Emails are sent to parents prior to release dates and for interview bookings. The Newsletter also includes upcoming events.

Financial Information

It is the aim of the Seventh-day Adventist Schools (Victoria) Ltd. to keep fees as low as is consistent with good management and quality education.

Funding comes from three main sources:

1. Tuition fees;
2. Commonwealth and State Government grants;
3. Funds contributed by each Seventh-day Adventist Church within the area served by the School.

Tuition

The payment options for school fees are cash, cheque, BPAY, credit card or direct debit. A prompt payment discount of 3% is given for the net tuition fee only (ie. Tuition less any discount) if fees are paid by the discount date shown on each term's invoice. A discount of 5% is given for the net tuition fee only for fees paid a year in advance by the discount date shown on the annual invoice. The College reserves the right to adjust these discounts with 3 months written notice. Refer to the Enrolment Terms and Conditions available on the College website.

Payment of Fees

Responsibility for ensuring the fees reach the School by the discount date lies with the parents. Unless arrangements are made personally with the Principal or Business Manager, an unpaid fee account may lead to the student's enrolment being suspended or terminated. Students with fees outstanding from previous years will not be permitted to re-enrol for the following year without an exemption from the College Business Manager. This also applies to unpaid fees from previous schools. Furthermore, students who are in arrears with payments at the end of each term will not be permitted to commence the next term until payment has been made or a suitable arrangement has been agreed upon with the Principal. Edinburgh College reserves the right to employ a debt collection agency in the event of on-going unpaid school fees.

The College has the right to withhold student reports or not allow students to return to school or to attend extracurricular functions such as school camps and the annual Year 12 Formal if school fees are unpaid.

Ancillary Fees

In addition to the tuition component of fees, a curriculum levy is applied. This levy contributes to non-tuition costs such as camps, excursions, lockers, library resources, online tutorial programs, sports programs, technology infrastructure etc.

Impact on Withdrawal on Fees

Staffing needs are determined by the number of students enrolled at the commencement of the College year so ongoing costs associated with providing education are maintained whether a student remains a student for the full year or is absent for any length of time. Because of this, students who are removed from the College without a term's notice being given will be charged a term's fees in lieu of that required notice. Likewise, students who are taken from the College for extended periods of time on holidays, suspicion, illness or de-registration etc. will not receive a refund on the tuition costs charged. Exceptions to these provisions are available only in extenuating circumstances (which will be determined by the Principal and School Council).

Insurance

The school organises accidental injury insurance which covers all students 24 hours per day, 365 days per year. The cost is incorporated in the service levy. The insurance has a schedule with set amounts payable per defined event. In the event of a claim, forms are available from the school

office. Be aware that private health insurance must be first activated by parents before a claim can be made for a student against the insurance policy.

Music Tuition

Individual tuition in music theory and practical music is available for a range of instruments. Music fees are payable directly to the music teacher. Information about teachers and availability can be found in the EC newsletter (which is fortnightly) or you can contact the front reception.

Bus Transport Fees

Families electing to have their child/ren travel to and from school on the College's private bus system will incur fees for this service. These charges are to be paid separately from school fee accounts. Note: All bus fees must be paid in full in advance. No students will be permitted to travel on the bus unless all fees are paid in advance. Parents with enquiries should direct them to The Bus Coordinator, Paul Gossip, on 0490 910 431. Where fees remain unpaid, the student will be denied access to the service. See Bus Contribution List for costs.

Conduct Guidelines

Behaviour Code

Edinburgh College recognises that every student, including all Aboriginal and Torres Strait Islander students, has the right to learn and gain a quality education in a safe environment. Students of Edinburgh College are encouraged to maintain high standards in all areas of behaviour - both personal and academic. The College has a Student Behaviour Management Policy that is available on the public website.

The following guidelines are indicative of the behaviour that is expected. Each student is expected to:
- Do his/her best to be successful at school work.
- Be polite and respectful relating to others (in word and action).
- Show exemplary behaviour in public including when travelling to and from College, on excursions and at school events such as sport.
- Speak and act in a manner consistent with the values and beliefs of the school as a Christian institution. Conduct and materials relating such as: the occult, wicca, witchcraft and/or pornography are not consistent with these values and beliefs.
- Cooperate willingly with everyone at all times.
- Be at the College during normal school hours, attending all classes and appointments on time.
- Accept correction without argument.
- Act in a safe, sensible and responsible manner at all times.
- Follow the uniform code, including wearing a well-maintained uniform
- Show courtesy and respect for others at all times through appropriate use of language and courteous interactions. Bullying, fighting, put-downs and racism are not accepted.
- Show respect and inclusion for students of all ethnicities and cultural backgrounds, including Aboriginal and Torres Strait Islands. Regardless of their background or personal attributes, all are to be treated with respect and dignity.
- Show respect for the property of the school and others.
- Use technology (including internet, mobile phones, digital images, etc.) in accordance with the EC ICT Acceptable Use Agreement..

- Act in accordance with the EC bus code when travelling on an EC bus or a bus hired for a school purpose.
- Not bring banned items to school or school events.
- Not trade/buy/sell items belonging to other students. The only exception to this is the selling of second hand uniforms or textbooks. This requires parental consent.
- Not bring items to school that are not necessary for classes. Students bring personal items at their own risk. Any loss or damage to personal items is at the student's own risk and expense. The school will not intervene or be responsible for items deemed to be lost/stolen/damaged by another student.

Banned

Students are not permitted to possess or use any of the following (within the school grounds or while travelling to and from school, with the limited exception for electronic equipment):
- Illegal substances - including tobacco, recreational drugs, alcohol, cigarettes, vaping.
- Items and/or material (including images) that present moral danger to students including those related to the occult and/or pornography.
- Electronic equipment - including electronic games, game consoles. (A limited exception allows for these items to be used by bus travellers on the morning and afternoon travel between home and school).
- Firearms, knives, dangerous weapons, water missiles or explosives of any kind.
- Chewing/bubble gum.

Digital Citizenship - Digital Learning Agreement

The Edinburgh College Digital Learning Agreement aims to define acceptable use and conduct to be a good citizen in the use of technology. This forms the basis of the notion of responsible digital citizenship. It is intended to cover the range of digital/electronic devices used for communication (including for recording and producing information, recordings and images). It covers the internet, computers, mobile phones, video and still cameras and similar devices. It is designed to protect the intellectual property and privacy rights of relevant parties.

This Agreement applies to students at school and also during school excursions, camps and extracurricular activities.

Part of the enrolment agreement includes the acceptance by the student and parent/guardian of the Edinburgh College Digital Learning Agreement which includes the following:

When using the school network, school computer resources and internet the student is to:
- Behave according to the EC Behaviour Code;
- Protect the student's own privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images;
- Use appropriate language when talking to and working with others online and never participate in hate mail or acts of harassment;
- Respect others when communicating and working with them online and never write or participate in online bullying behaviours
- Use the internet at school for educational purposes and use the equipment in the spirit intended;
- Use social networking sites at school for educational purposes and only as directed by teachers;
- Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material, violent images, obscene or pornographic material, content promoting unlawful activities);

- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary);
- Use content posted on the internet constructively and reflectively, and not simply copy and paste information from websites;
- Not interfere with network security, the data of another user or attempt to log into the network with a username or password of another student;
- Not reveal passwords to anyone except the system administrator or classroom teachers;
- Not allow another student to access or use their school login or email account;
- Not copy without authorisation the files, data or software of the College, staff or students;
- Not tamper with hardware, network connections, cables or equipment positioning;
- Not bring or download unauthorised programs, including games, to the School or run them on School computers;
- Talk to the teacher or another adult if:
  - needing help online;
  - concerned that the welfare of other students at the school is being threatened;
  - the student comes across sites which are not suitable for school access;
  - someone writes something the student doesn't like, or makes the student and/or others feel uncomfortable or asks for information that is private.

When using technology to record images or other material (including mobile phones, cameras), the student is to:

- Only use it for learning purposes as directed by a teacher;
- Act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to him/herself or anyone else.
- Only take photos and record sound or video when it is part of a class or lesson;
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers);
- Seek written permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.

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

Mobile Phones

When using mobile phones at school, the student is to:

- Only use the mobile phone if invited by a staff member;
- Keep the phone on silent during school hours;
- Store the phone in the students locked locker;
- Only make or answer calls and messages outside school hours, except for specific learning purposes (emergency calls can be made or taken at the Secondary office);
- Protect the privacy of others and never post private information about another person using sms messages or any other forms of social media;
- Ensure that the contents of the phone (images etc) complies with expectations specified in the school handbook (i.e. no profanity, pornography, occult themes or images).

If a student is found using a mobile phone during school hours (except where permission is granted by a teacher), the following process will be followed:

Process when a student is found with a phone: the student must switch the phone off, the teacher then takes the mobile phone from the student, gives it to administration staff in the front

office. They label it, put it in the safe, call the parents letting them know this has happened and the student can pick it up at the end of the day. An infringement will be given, there will be no warning. If a student has been given 3 infringements for having their phone, this matter will then be taken to the Discipline Committee.

Travel - General

The School has a duty of care to students when they travel to and from school. The Edinburgh College behaviour code, therefore, applies to students during this time. Students should act with care, courtesy and common sense, maintaining their own safety and that of other travellers. They are to uphold the standards set by the School at all times.

EC Bus Travel Code

Edinburgh College has a private bus system. Student use of this bus system for travel to and from school is subject to route availability, payment in advance of applicable fees, and student compliance with the following bus travel code for bus travel. The bus travel code applies to any student using a school bus or a bus hired by the school (such as travel for sport, excursions etc). The provisions of the bus travel code are in addition to the EC behaviour code.

When travelling on a school journey, each student is expected to:

- Be on time at the bus stop;
- Sit down and face the front (i.e. not kneeling on the seats);
- Not stand up or walk around in the bus while it is moving;
- Speak quietly, using appropriate language;
- Not consume food or drink (unless given permission by the bus driver);
- Maintain safety for self and others by not throwing anything out of the windows - keep head, arms, etc.., inside;
- Respect the bus by not damaging or defacing the bus in any way;
- Show respect for others by not harassing, teasing or bullying other passengers;
- Show respect for members of the public by not pulling faces or making gestures to people outside the bus;
- Respect and obey the bus driver

Breaches of behaviour expectations on school buses may result in the student being refused access to the bus system. If a child is not going to be travelling on the bus on a particular day (e.g. absent, early or late excursion) the family must notify the bus driver ahead of time to prevent delays. If a student is not at the bus stop at the agreed time, the bus will not wait.

College Care

All students are expected to assist at all times in maintaining the cleanliness and tidiness of classrooms and grounds. Every student is expected to keep the grounds clean by placing their litter in bins and by picking up any litter they see.

Breakages and Vandalism

Any damage to school property must be reported immediately to the Head of Secondary. Where practicable and safe to do so, the person responsible for the damage is responsible for immediately cleaning any mess. The cost of repairing and/or replacing damage deemed to be from wilful or irresponsible actions will be the responsibility of the person/s who caused and/or contributed to the damage. No student is allowed on any roof at any time. Graffiti and other damage to the property of others breach the behaviour code. Such behaviours will be referred to the Student Support and Development coordinator. .

Lockers

Each student is allocated a locker for use during the school year. Students are required to keep all possessions in their assigned locker. Students are expected to care for their allocated lockers and keep them tidy and free of rubbish at all times. Locker inspections are held as required by The College to assist students in developing organisational skills and tidiness.

Students are provided with locks by The College. This lock remains with the student for the duration of their time at EC. If a lock is lost or broken, the student may purchase a new lock from the locker coordinator for $20.

Should students prefer an alternative style lock they may procure this themselves. However, non EC provided locks can not be opened with the school keys. This means the locker needs to be accessed and the lock bypassed bolt cutters will be used.

Students are to only access their lockers before school, during recess, during lunch and after school. This means taking materials for the two classes scheduled between each break. For maintenance issues, please contact the Locker Coordinator.

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.

Positive Behaviour Management Procedure: Positive Behaviour For Learning (PB4L)

Positive Behaviour for Learning 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 the college uniform.

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

- Behavioural Improvement Policy
- Bullying Prevention Policy

Discipline Committee

To discuss disciplinary actions concerning student behaviour, the following people meet together:

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

Suspension Policy

Uniform

The wearing of the school uniform contributes significantly to school tone. The wearing of the regulation uniform is compulsory at College functions and while travelling to and from school.

Students are to take pride in their personal appearance. The uniform items are to be worn in a neat and tidy manner, with items well-maintained. This includes winter uniform shirts being buttoned and tucked in.

Winter uniform is required for Terms 2 and 3. During Terms 1 and 4 the summer or winter uniform may be worn. Students may wear their summer uniform in the first 2 weeks of Term 2 if the weather is warm or they are finalising their winter uniform purchase.

T-shirts worn underneath shirts or dresses must be plain white and not visible at the neck, below the sleeves, or through garment material. Shorts worn under dresses must be plain navy or black and not visible below the uniform hemline.

GIRLS ACADEMIC	SUMMER	WINTER
Dress	Regulation material and style. College name on left chest. (Must be worn at knee length).	NA
Shirt	White short sleeve shirt with EC crest (is worn with either skirt or shorts)	White, long-sleeved with Blue piping. College Crest Logo on left chest
Tie	NA	Regulation Edinburgh College Cross tie navy blue & crest.
Shorts	Navy blue shorts with emblem	NA
Skirt	Navy tartan skirt (must be worn at the knee)	Regulation material and style, skirts must be worn at knee length.
Pants	NA	Regulation material and style with EC Logo

Pullover/Jumper	Year 7-10: Royal blue with crest on left chest VCE: Year 11-12. Maroon with crest on left chest Pullover/Jumper should be worn under the blazer.
Blazer	Royal blue with the College crest and name on the pocket. Compulsory year-round, optional in hot weather.
Socks	Plain white socks. They must be above the ankle bone.	Plain Navy ankle-length or knee-high socks or Navy tights.
Shoes	Polished, black, lace-up or black T-bar school shoes (not boots, suede shoes, slip-ons or Sports shoes).
Hair-ties	Royal blue, navy blue, black, beige, white elastics /accessories. Hair ties can also be school uniform material (eg as a scrunchie)

BOYS ACADEMIC	SUMMER	WINTER
Trouser	NA	Edinburgh College regulation grey.
Shorts	Edinburgh College regulation grey.	NA
Shirts	short sleeve open neck.	long sleeve with regulation
	White shirt with the College name above the pocket.	
Tie	NA	Regulation Edinburgh College tie navy blue with stripes & crest. A Regulation tie must be worn with the long-sleeved shirt.
Pullover/Jumper	Year 7-10: Royal blue with crest on left chest VCE: Year 11-12. Maroon with crest on left chest Pullover/Jumper should be worn under the blazer.	
Blazer	Royal blue with the College crest and name on the pocket. Compulsory year-round, optional in hot weather.	
Sock	Plain grey. They must be, at a minimum, above the ankle bone.	
Shoes	Polished black, lace-up school shoes (Not boots, suede shoes or Sports shoes).	
Belt	Plain black or dark grey. Leather or canvas belts are acceptable (but only in black or grey)	

Sports Uniform

This is worn on the following occasions:

- On scheduled sport days (Wednesday)
- All day on EC Inter-House Sport carnivals including Swimming, Athletics and Cross-Country;
- All day if participating in CSEN daytime carnivals;
- All day when a Yr 7-10 student has a practical PE class listed in the timetable; and
- When invited to do so by a teacher for sports training during lunchtime.

If a student is unable to wear the required uniform, a note from home is necessary. Students are not to wear a mix of sports uniform and the academic College uniform.

GIRLS & BOYS SPORT	SUMMER & WINTER
Polo	Regulation colour and style with College crest and College Logo embroidered on left leg.
Shorts	Boys Regulation colour and style with College name. Girls Regulation colour with built in bike short. College Logo embroidered on left leg.
Socks	Plain white ankle-length (not anklet).
Sports Shoes	Non–marking, Runner-Trainer type. These should blend with school colours. It should provide adequate foot support and cushioning. Skate shoes, fashion shoes and slip-on shoes are inappropriate for Sport/PE activities.
Track Top	Regulation colour and style with College crest and name.
Track-pants	Regulation colour and style with EC initial on L/H leg.
Long Sleeve T-shirt	Regulation ink navy L/S T-shirt can be worn under the sports S/S Polo for warmth. (Must not be worn on its own). V neck T-shirts may be worn but are not to be visible under the uniform for either boys or girls. If students wear a V neck T-shirt then it needs to be white with no printing or images on it.

GIRLS & BOYS	OTHER
Lab Coats	Lab Coats need to be labeled, clean, and free from any form of graffiti. (Navy lab coats available from Uniform Shop. White lab coats are supplied for Science subjects.
Scarves and Gloves	Royal blue or navy may be worn as part of the winter uniform. (Scarves sold in the College Uniform Shop)

School Bags	School bags with the Edinburgh College crest are expected to be used by all EC students.

Year 12 Jackets

Year 12 students will be allowed to wear their approved Year 12 top/jacket as an extra uniform item. The design and wording must be approved before purchase by the Head of Secondary. Year 12 students may wear this on Monday, Wednesdays and Fridays.

School Hats

Students must wear their Edinburgh College hat for outdoor activities where the UV index is over 3. This includes, but not limited to:

- Lunch
- PE classes (as applicable)
- Sport (as applicable)
- Excursions

Hat wearing exemptions may be granted on application to the Head of Secondary/Principal based on religious and other reasons. The Head of School/Principal has the final say regarding the wearing of uniform items. If a student does not have a school hat whilst outside during the lunch break they need to go to the cafeteria, library, or gym area.

Uniform Supplies

Edinburgh College Uniform Shop has all uniform requirements available for sale except shoes. The Uniform Shop is located at the rear of the secondary campus. Enter via Gate 2, park in the car park on the left, and walk past the College Administration building and Secondary Cafeteria to the uniform shop on your right (opposite the oval. Please contact the College Office on 9728 2211 to arrange fittings.

Uniform Passes

If an irregular or an occasional situation arises that a student is unable to wear the school uniform required for the day, then a signed note/email of explanation by a parent/guardian needs to be presented by the student to Secondary Administration Office before the start of homeroom. The student is given a uniform pass for the day so teachers can confirm protocol has been followed. A uniform pass is intended as only a short term solution for genuine, unavoidable reasons for a student not being in the full uniform required for the day. If the reason for the student being out of uniform is not valid or cannot be substantiated, the student will receive a consequence.

Personal presentation

Skin-care and beauty products, if used, must be applied in a manner which appears discreet and natural. Coloured nail polish must not be worn.

Hair is to be worn in a clean, neat and tidy manner and kept off the face. For students in Year 7-11 hair longer than shoulder-length should be tied back (half-up-half-down styles are acceptable).

Students in Year 12 are permitted to wear their hair down. However, students must be aware that when attending practical subjects for safety reasons, all hair must be tied up.

Novelty or exaggerated hairstyles and - dyeing hair an unnatural colour is not permitted to be worn at school. Hair colour must be natural to the student. A student may be asked to have their hair cut or re-coloured if it is deemed to be inconsistent with expectations. Untidy facial hair is not permitted. In matters of hair style, the Head of Secondary or Principal has the final say.

Jewellery

Jewellery is generally not permitted with school uniform apart from the following items:

- Up to two pair of small, plain gold/silver/diamond/pearl studs - no more than 4mms in diametre
- A watch - not a smart watch

No other piercings are permitted!

A student may be required to hand in the jewellery item/s that are worn that do not comply with these guidelines for retention by the school for a set period. Items will be held in a named envelop at the Secondary Administration Office.

Non- Uniform Days (Free Dress)

There are several days in the year when students are allowed to come to College in casual clothes (not College uniform). Sport carnival days are NOT non-uniform days.

Participation is optional. Students contribute a gold coin or nominated item for a charity or a purpose decided by The College or SRC. Parents and students will be notified prior to a non-uniform day to confirm the details. Casual clothes must be neat and modest. For example, singlet tops and very short skirts or shorts must not be worn. Safety guidelines apply for non-uniform days and a student should bring and wear closed footwear for the following classes: Science, Food, Design and Technology and PE/Sport.

Lost Property

In order to assist the return of lost items to their rightful owners, parents are urged to sew name tags on all items of clothing and to name all other property. Lost uniform items are headed at the Secondary Administration Office for student collection. The College cannot accept responsibility for loss of items by students.

Communication

Communication with parents is via the SEQTA portal, text messages, emails and Consent2Go. Some correspondence will also be mailed to parents. I**f there is a change to any of your personal details, please ensure you notify the school promptly to ensure you do not miss any important communication**. The school website and newsletters are also a valuable source of information, and is kept up to date with details about upcoming school events.

SEQTA

SEQTA is the Learning Management System used by Edinburgh College. This program is utilised by teachers, students and parents to create transparency in teaching and learning.

Student Portal: SEQTA Learn

Parent Portal: SEQTA Engage
Visit The EC website for a step-by-step guide

To set up the SEQTA App:
- Download the SEQTA Engage mobile app from the App Store (apple) or Google Play (android).
- Open the app and scroll through the welcome and information about the app.
- On the Add account page click on the bottom right Manual setup. This will then ask you to Enter the school's SEQTA Engage URL. Our SEQTA Engage URL is https://edinburghcollege.cp.adventist.edu.au/
- From there, you should be able to log in using your username and password. If a parent has not set up an account, they will need to email admin@ec.vic.edu.au to receive a welcome email

To reset a SEQTA Engage password
- Email noah.baensch@ec.vic.edu with a request to reset your password. Note: the reset link is active for only one hour from the time the reset email is sent to the parent.

Consent2Go

Consent2Go is a digital consent management platform used by Edinburgh College to streamline the process of obtaining parental approvals for college activities, excursions, and events. Parents will receive notifications via email or the mobile app when the college requires consent for an upcoming activity, allowing them to review details such as dates, locations, costs, and risk assessments before providing their approval electronically. The system eliminates the need for paper permission slips.

Newsletters

A newsletter, informing parents and students of current and upcoming events is posted regularly on the school website. In addition, a fortnightly link is sent to parents via email advising them when this is available. Newsletter links are also posted on the website.

School Policies

The School has a number of policies in place that outline processes and procedures that address compliance requirements and affect various aspects of school life. A full list of policies are available to parents and the wider community on the school website.

Information Events

A range of events are planned each year to facilitate communication between parents and the school and to give parents the opportunity to participate in the life of the school. These events include Year Level Information evenings, Dedication Night, Parent-Teacher Night, Presentation Night, and other events. These are published in one or more of the following methods: the EC calendar, newsletters, SEQTA notices, and emails.

Dedication Night

As a Christian school, and consistent with the school motto of 'in Him we live', we conduct a program early in the school year to commit the school program, participants and school families to God's direction and protection for the school year. The whole school community is invited to attend.

Presentation Night

An annual award and presentation night is held during Term 4. The purpose of the evening is to acknowledge student achievement in the areas of academics, sports, and citizenship. The evening is also the graduation and farewell for Year 12. The Presentation Night is listed on the Edinburgh College website calendar. All Yr 7-11 students are expected to attend in full summer academic uniform and blazer. Yr 12 students attend in summer uniform and will be provided with a cap and gown to wear.

Privacy

Personal Information is collected and used by Edinburgh College to:
- Provide services or to carry out the School's statutory functions;
- Assist the School services and its staff to fulfil its duty of care to students;
- Plan, resource, monitor and evaluate School services and functions;
- Comply with reporting requirements of Adventist Schools Victoria, government departments and authorities;
- Comply with statutory and or other legal obligations in respect of staff;
- Investigate incidents or defend any legal claims against the School, its services or its staff;
- Comply with laws that impose specific obligations regarding the handling of personal information.

For further information refer to the Edinburgh College's Privacy Policy found on the school website.

School Photos

Individual and class photographs are taken once each year as a pictorial record for each year group and distributed to all students.. Details will appear in the College newsletter and Website calendar. Class group photos will be reproduced in the College Yearbook. Where a student is absent individual catch up photo sessions may be available.

General Information

Admissions & Exit Procedures

Edinburgh College is a co-educational school for all students from Prep to Year 12. It is open to students without regard to their religious affiliation, ethnic background or gender. While no religious test is applied, all students are expected to live in harmony with the school's special character as a Christian institution; with appropriate behaviour at all times and respect for the Bible as the Word of God. Students are expected to join in all academic, recreational and spiritual emphasis activities of the school, including attending timetabled spiritual-emphasis classes.

New Applicants

The process for enrolment is as follows:
1. Tour our beautiful campus and discover what makes Edinburgh College so special
2. Complete Online Application Form (including non-refundable Application Fee of $250)

3. Student testing and Family interview: let us get to know you and learn more about how we can support your child's learning journey
4. Application is submitted to our Edinburgh College Council for approval

For application forms or to learn more about the process please visit the College's website.

Exit Procedures

A full term's notice is required when informing Edinburgh College that your child/ren are requesting deregistration from our school. All fees and charges must be paid in lieu of notice, and no refund of fees paid will be given unless a full term's notice is provided.

To initiate the deregistration process, please contact the Enrolments Officer :

- Phone: 03 9728 2211
- Email: enrolments@ec.vic.edu.au

At the conclusion of a student's attendance at Edinburgh College, the student must complete a de-registration form. This involves working through a checklist of relevant tasks and for school staff to confirm that the student is clear to exit the school. These tasks include confirming the return of school resources such as library books, payment of any fees and outstanding costs and other items relevant to the student. The student's laptop will need to be taken off the network and school licensed programs removed, along with restrictions that limit a student's access to websites not authorised by the school.

Cafeteria

The Edinburgh College cafeteria operates for secondary students every recess and lunch throughout the school year. The cafeteria offers a range of snack foods, and made to order sandwiches, salads and hot food is available at lunchtime.

Made to order food needs to be ordered via Flexischools or via the order forms in the cafeteria (at Recess). Snacks can be purchased without being ordered.

Car Privileges

Senior students who wish to drive themselves (and siblings) to school must complete the EC Student Driver form available from the VCE Coordinator. Students granted these privileges must have a current and valid Victorian Driver's Licence and must abide by school conditions which include:

- Entry and exit by Allenby road,
- Parking in designated locations (behind the horticulture shed),
- Refrain from using vehicles during school hours
- Drive safely within the school grounds

The student may not transport another student without written consent of both students/ parents being given to the VCE Coordinator prior to travel. This includes to and from school and school activities.

Chapel

All students attend a weekly chapel. The program includes presentations on topics such as spiritual, inspirational, student well-being and safety and other themes relevant to students. Students are given the opportunity to participate in a range of ways, including praise and worship leadership.

- Year 5-8: Fridays, Period 2
- Year 9-12: Fridays, Period 3

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Chaplain

The College has a chaplain who is available for student welfare issues and family concerns. The Chaplain is involved in the spiritual life of the school, conducting Bible studies with students who portal request it, organising Chapel speakers and other events during the year.

Library Resource Centre:

The main function of the Library Resource Centre is to aid the learning and teaching needs of the College. Students are encouraged to use the facilities.

Opening Hours: Monday-Friday   8:30 am - 4:30 pm

The standard borrowing term is 2 weeks. It is the borrower's responsibility to check the due date for the book's return as a reminder notice is not given before the due date. If there is no reserve placed on the item, the original borrower may extend the loan by 1 renewal (which is a further 2 weeks).

Guidelines for Library Use

- A quiet working atmosphere is to be maintained at all times.
- Classes using the library must wait outside for the teacher to arrive before entering the library.
- No food or drink is to be taken into the Library Resource Centre.
- No technology items may be used for personal entertainment/non-educational purposes in the library without specific permission of the librarian. This includes iPods (or similar), mobile phones and other electronic devices
- Books taken from shelves are to be left on the desk at the end of the book stack. Students are not to return the books to the shelves.
- Damage is to be reported to the librarian or teacher in charge.
- No student is to remove a book from the Library unless the Library Technician on duty has checked out the book.
- Books may be borrowed from the Library Resource Centre for a period of two weeks at a time. The loan may be extended for a further two weeks by presenting the book to the Library Technician for renewal. Each student may borrow up to three items at any one time.
- Overdue reminders will be distributed regularly. Any items, which remain overdue for four weeks, will be considered "lost" and a replacement charge will be levied.

Procedures for Very Hot Days

There is no government or practical requirement to close the School on very hot days therefore no maximum temperature limit is prescribed for school operation. On very hot days, Edinburgh College implements the following strategies for the health and comfort of students:
- All classrooms are air-conditioned. Lessons will take place in classrooms.

- At lunchtime, vigorous outdoor play is not permitted and movement outdoors may be restricted.

At lunchtime, air-conditioned classrooms are opened and supervised for students to play games, have lunch and chat in cool conditions.

Visitors

All visitors must report to the Secondary Administration Office to request permission to enter the School. The Principal, Head of Secondary or delegate has the right to refuse entry. If entry is granted, and after signing a register. Please note that if a visitor's pass is issued which the visitor must display at all times while on campus. Under most conditions evidence of a current Working with Children check will be required and a copy kept at the School. If a visitor is working in any capacity at the School (either paid or voluntary) they must also satisfy government compliance directives by completing the Edinburgh College Child Safe Code of Conduct.

A visitor is restricted in the visit to the time and location related to the purpose of the visit. The School retains the right to withdraw the visitor's pass at any time during the visit and require the visitor to leave the campus.

Unauthorised persons on College grounds will be asked to leave.

Resolution of Concerns and Grievances

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 (accessed via school website):

- Guidelines for Parent Complaints
- Procedural Fairness Policy

Handbook Amendments

The College reserves the right to amend the contents and procedures outlined in this Handbook.