



Edinburgh College
**Student
Handbook**
(Primary)

Document History

This policy is to be ratified by the School Council on Feb 2022. It will be reviewed in annually

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PHILOSOPHICAL STATEMENTS

1.1 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.

1.2 Vision Statement

Character ... through Nurture, Learning and Service

1.3 Mission Statement

Edinburgh College (Primary) 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.

1.4 Values Statement - *This model is based on 1 Corinthians 13*

L O V E	EXCELLENCE	...is patient...always perseveres	S E R V I C E
	COMPASSION	...is kind...keeps no record of wrongs...does not envy	
	HUMILITY	...does not boast...is not proud...is not easily angered	
	RESPECT	...is not rude	
	INTEGRITY	...is not self-seeking...rejoices with the truth	
	JUSTICE	...is not self-seeking	
	DISCERNMENT	...rejoices with the truth...does not delight in evil	
	RESPONSIBILITY	...always protects...never fails	
	HOPE	...always hopes...always trusts	

1.5 School Crest

The crown on the crest recognises that God, in the form of the three members of the Trinity, is at the head of all that occurs at the school. This acknowledgement is supported by the motto “In Him We Live” and encapsulates the view that God is an integral part of our lives. The open Bible and the dove indicate that the school is guided by the Word of God as enlightened by the Holy Spirit. The laurel garland on the sides represents the prize of achievement.



1.6 Statement of Special Character

Adventist education is Bible-based, Christ-centred, service-oriented and Kingdom-directed. It aims for a balanced development in the lives of students, encouraging them to choose a personal relationship with Jesus, serving Him in this world until He comes again. These features, infused through the schools’ policies, procedures and practises provide the Special Character of Adventist Education, based on the fundamental beliefs and values of the Seventh-day Adventist church.

2. DESCRIPTION

This school was originally established in 1967 as Croydon Seventh-day Adventist Primary in Surrey Road, Croydon. In Term 3, 2000 the school opened as Edinburgh Adventist Primary on the present site.

In conjunction with Edinburgh Early Learning Centre and Lilydale Adventist Academy, a comprehensive educational program was provided for 2 year olds through to Year 12, all on the one campus over the past 14 years.

The modern facilities comprise: seven classrooms, teachers’ offices, computer laboratories, music studio and amenities block. The administration, ICT & learning centre, multipurpose hall and art room were welcomed additions during 2010.

Out-door facilities include a basketball court, shady adventure playground, concreted areas and a playing field with soccer goals.

From January 1, 2014, all three learning centres/schools amalgamated into one school – **Edinburgh College!** This newly united community now works even closer together than before, sharing and learning as one school to ensure that all students reach their full potential.

3. SCHOOL OPERATION

3.1 The School Council

The School Council consists of elected members representing the Seventh-day Adventist churches in the outer eastern suburbs of Melbourne supporting the school.

Ex-officio members of the School Council are the:

- Director of Education and Company Directors of Seventh-day Adventist Schools (Vic) Ltd,
- Edinburgh College Principal
- Edinburgh Early Learning Centre Director

Invitees:

- Parent Association Chairperson
- Head of Primary
- Head of Secondary

Briefly the duties of the School Council are to:

1. Be responsible for the general well being of the school community.
2. Be responsible for the financial management of the school in harmony with the education policies of Seventh-day Adventist Schools (Victoria) Ltd.
3. Establish and maintain a satisfactory enrolment
4. Maintain the school facilities.

The School Council is responsible to the Board of Directors of Seventh-day Adventist Schools (Vic) Ltd.

3.2 Parent and Friends Association (PFA)

The Parent and Friends Association is a committee, composed of parents, teachers and friends interested in the progress of the school and the social and emotional welfare of students and families (Share and Care).

The committee is elected at the Annual General Meeting. All parents are encouraged to be actively involved in this nonprofit association's activities.

This committee plays an important part in promoting the school, planning social activities, organising meetings of special interest to parents and raising funds for school equipment.

The Parent and Friends Association is responsible to the School Council.
The Parent and Friends Association Leader is approved by the School Council.

3.3 Bus Committee

The Edinburgh College Bus Committee controls the operation of the school bus service. The chairperson and secretary of this Committee liaise with the Seventh-day Adventist School (Victoria) Ltd Bus Committee.

Members of this Committee are elected at the Annual General Meeting. Rates and hiring charges are reviewed at this meeting.

The Bus Committee is responsible to the School Council.

4. GENERAL OPERATIONS

4.1 Admission Policy

The Edinburgh College (Primary) is operated firstly for the benefit of the members of the Seventh-day Adventist community, but is open to students without regard to religion, gender, or nationality. However, all students are expected to live in harmony with the school's standards and regulations, show respect for the Word of God and attend religious classes and activities.

Every effort is made to allow both boys and girls to participate in all school activities and as far as possible the school attempts to accommodate disadvantaged children.

Ideally a child should turn five years of age before entering Prep. However, children aged four can be accepted provided they turn five before April 30.

4.2 Assessment and Reporting

An interim report is issued after the first four to eight weeks of the school year to advise of the child's initial progress.

A mid-year report is given during the last week of term two followed by a parent-teacher interview. An end-of-year report is sent home at the conclusion of term four.

However, parents may make an appointment with the classroom teacher or principal at other times, if they wish to discuss matters relating to their child's progress.

4.3 Attendance

The school is required by law to keep accurate attendance records. **You are required to phone the office before 10:00am on the day your child is absent.**

4.4 Behaviour Management - Positive Behaviour for Learning (PB4L)

Students and staff at this school have fundamental rights. However, hand in hand with each right is a responsibility. When rights are respected and responsibilities are carried out, the school will run smoothly.

Hence the teachers will model the same basic concern for the welfare of others that they are encouraging in their pupils.

Students have the responsibility:

- to make the school safe by not threatening or hurting anyone else;
- not to steal, damage or destroy the property of others;
- to take good care of their own property;
- to respect the authority of the teachers;
- to treat others with respect and understanding;
- to observe the school's safety rules;
- to proudly wear the school uniform and behave in a manner that will foster community respect in the school.

In managing student behaviour, teachers have responsibilities. These are:

- To set clear rules, procedures and classroom instructions;
- To preserve the child's self esteem;
- To maintain a calm and consistent attitude in dealing with unacceptable behaviour;
- To give encouragement;
- To employ logical, consistent consequences for behaviours in line with the EC discipline policy;
- To ensure that corporal punishment is not used under any circumstances;
- In consultation with parents and the Principal, to refer students to outside support if required.

General classroom discipline is the teacher's responsibility; however the new PB4L program is used to support the teacher beyond normal classroom management.

In managing student behaviour, parents have responsibilities. These are:

- To read, understand and adhere to the handbook;
- To understand and promote school rules and procedures relating to all school and classroom activities;
- To communicate regularly with teachers about their child;

- To refer child to outside support if requested and/or discussed by classroom teacher
- To read School Community Conduct Policy

PB4L

Description

Positive Behaviour for Learning (PB4L) is an educational approach to addressing student conduct within a school environment. By implementing evidence based, prevention focused interventions, improved academic and behavioural outcomes can be achieved. PB4L initiatives are evident throughout Edinburgh College's ethos, curriculum, behavioural strategy and student acknowledgement system. The outcome of these initiatives ensure students are offered effective support strategies in order to make positive behavioural choices and are acknowledged for positive conduct, effort and behaviour. A safe and effective teaching and learning environment results.

PB4L is a school wide approach that is based on the Positive Behavioural Interventions and Supports framework developed at the University of Oregon. The implementation of PB4L:

- Reduces behavioural incidents
- Increases teaching and learning time
- Improves student achievement

The New Zealand Council for Educational Research (NZCER) investigated the outcomes of PB4L within New Zealand schools in 2010 - 2013 and published the following results as noted from curriculum leaders:

- 73% less disruption in class
- 71% increase in engagement in learning
- 55% increase in students arriving on time for lessons (Ministry of Education, 2015)

PB4L Guidelines:

- A positive behaviour matrix is developed within each classroom
- Teachers direct and teach students towards the matrix expectations
- Students are rewarded for their compliance to the matrix expectations anywhere within the school grounds/rooms
- Teachers keep a record of merits for children and post it on SEQTA;
- Parents may be notified by email/SEQTA;
- Merits given are never taken from a child;
- At the end of the week (during Chapel) students who have received a merit are randomly chosen to choose the activity that the top 5% of students will be able to engage in.
- At the end of the week, students who have demonstrated the week's value may received a certificate for their efforts
- In the last week of term the merits recorded throughout the term are calculated and

children are awarded a PB4L level. The top 20% of students are given a Bronze badge to wear, the top 10% of students are given a Bronze and Silver badge to wear and the top 5% are given a Bronze, Silver and Gold badge to wear throughout the next term.

Although the PB4L program offers a great scope for promoting positive behaviour in the school, sometimes it doesn't always work and infringements are necessary.

Infringement Guidelines:

- All infringements are anonymously recorded,
- Teachers purposely refer to the agreed behaviour matrix and may re-teach (to the entire class so as not to single out the child) an expectation associated with the infringement.
- If the infringement is of a more serious nature, the following people may be involved (not necessarily at the same time):
 - the chaplain or counsellor;
 - the Head of Primary;
 - the Principal;
 - the child's parents
- Notification to the child's parents may be in the form of a phone call, an email, a note home or a face-to-face conversation.

4.5 Bullying Prevention

At Edinburgh College we will openly talk about bullying – what it is, how it affects us and what we can do about it. Through the implementation of the Positive Behaviour for Learning Model, You Can Do It program, in conjunction with our Bible curriculum, the children are taught the skills which will build self-esteem and empower them to take responsibility for themselves. Opportunity to practise these skills is also provided.

Responsibilities of staff:

- To model appropriate behaviours at all times;
- To adopt positive classroom management strategies;
- To deal with all reported and observed incidences of bullying as set out in the policy;
- To ensure that children are supervised at all times and be obviously present when on duty;
- To report incidences of bullying to the HOP and/or Principal if this is warranted.

Responsibilities of students:

- To accept responsibility for their actions;
- To "tell" if they are being bullied or if they see someone else being bullied – both at school and on the way to and from school;
- To help someone who is being bullied;
- Not to bully others.

Responsibilities of parents:

- To watch for signs that their child may be being bullied;

- To contact a staff member of Edinburgh College Primary if their child is being bullied, or they suspect that this is happening;
- To encourage their children to “tell” if they are bullied;
- To report to a staff member any bullying they observe while visiting the school;
- To model appropriate behaviour when interacting with staff and other parents.

Reporting of Bullying

Incidences of bullying can be reported by the children and their parents:

- to any teacher, the Head of Primary and/or our chaplains
- to a peer monitor/buddy

Any bullying incidents that are dealt with will be recorded.

Responding to Reported Incidences of Bullying

When a bullying incident is reported or observed it will be dealt with according to the following graded sanctions:

1. A staff member will talk to the children involved about the incident and remind them that such behaviour is not acceptable. Comfort the victim and acknowledge how he/she feels;
2. Monitor the behaviour of the children involved in this discussion;
3. Issue an infringement or give the child some tasks to complete and warn him/her of the consequences of further incidences;
4. Inform other staff of the incident and record it in SEQTA;
5. If the bullying is repeated separation from the group may be required;
6. Repeat offences are to be dealt with according to the school’s Behaviour Improvement Policy and Bully Prevention Policy, which can involve informing the parents, in-school suspension and out-of-school suspension;
7. If the above sanctions do not succeed the matter will be referred to the Discipline Council.

The seriousness of the incident will determine the level of sanction initially employed.

The staff is responsible for implementing the program and ensuring that incidences of bullying are dealt with in a manner consistent with the policy and as soon as possible after it is reported or observed.

Parents/Guardians are not to approach other children without parental consent.

NB: Support services will be available for all parties involved.

4.6 Bus Service

The school is serviced by three buses, which are used by a large number of students. The Bus Committee, based on the location of those wishing to use the service, determines the routes. Enquiries may be made directly to the Bus Committee Chairperson or through the School

Office. Casual usage is an option, however, preference is given to full time users.

Students from Warburton and the Yarra Valley are able to travel to and from school on a bus operated by the Martyrs Bus Company. Arrangements are made through the Edinburgh College (Secondary) office.

4.7 Conveyance Allowance

A government allowance is available to many families who live more than 4.8km from the school. Application forms are available from the school.

4.8 Cybersafety

The school's Cybersafety Policy aims to improve student learning outcomes by increasing access to worldwide information while developing skills in discriminating appropriate internet usage. It includes the following:

Guidelines for Edinburgh College (Primary) cybersafety practises

1. The school's cybersafety practises are to be based on information contained in the latest version of the *NetSafe[®] Kit for Schools*, and *Cybersmart* which is produced by the Australian Communications and Media Authority (ACMA);
2. No individual may use the school Internet facilities and school-owned/leased ICT devices/equipment in any circumstances unless the appropriate use agreement has been signed and returned to the school. Use agreements also apply to the use of privately-owned/leased ICT devices/equipment on the school site, or at/for any school-related activity, regardless of its location. This includes off-site access to the school network from school or privately-owned/leased equipment;
3. Edinburgh College (Primary) use agreements will cover all employees, all students (including adult and community), and any other individuals authorised to make use of the school Internet facilities and ICT devices/equipment, such as teacher trainees, external tutors and providers, contractors, and other special visitors to the school;
4. The use agreements are also an educative tool and should be used as a resource for the professional development of staff;
5. Use of the Internet and the ICT devices/equipment by staff, students and other approved users at Edinburgh College (Primary) is to be limited to educational, professional development, and personal usage appropriate in the school environment, as defined in individual use agreements;
6. Signed use agreements will be filed in a secure place, and an appropriate system devised which facilitates confirmation that particular individuals are authorised to make use of the Internet and ICT devices/equipment;
7. The school has the right to monitor, access and review all use. This includes personal

- emails sent and received on the schools computer/s and/or network facilities at all times;
8. The school has the right to audit at any time any material on equipment that is owned or leased by the school. The school may also request permission to audit privately owned ICT devices/equipment used on the school site or at any school related activity;
 9. Issues relating to confidentiality, such as sighting student or staff information, reasons for collecting data and the secure storage of personal details and information (including images) will be subject to the provisions of the Privacy Act 1998;
 10. The safety of children is of paramount concern. Any apparent breach of cybersafety will be taken seriously. The response to individual incidents will follow the procedures developed as part of the school's cybersafety practises. In serious incidents, advice will be sought from an appropriate source, such as NetSafe, Cybersafe, Safe Places Coordinator (Victorian Conference Office) and/or a lawyer with specialist knowledge in this area. There will be special attention paid to the need for specific procedures regarding the gathering of evidence in potentially serious cases. If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency;
 11. Students who use iPads or other portable devices, supplied by the school or their own devices, **MUST** use them at all times in conjunction with the applicable **signed** Acceptable Use Policies/Guidelines & Agreements and under the directions of their class teachers or other staff members.

4.9 Daily Routines

First Bell	8.50am
Spelling	10:30am
Recess	11.00am -11.30am
Lunch	1.00pm -1.45pm
Dismissal	3.20pm

4.10 Enrolment Procedure

Following a tour with the Principal or Head of Primary, an enrolment form is completed followed by a testing and trial day. All applications, enrolment forms and information are forwarded to the school along with the \$400 enrolment fee and presented to the School Council for consideration. Parents will then be notified of the Council's decision.

A re-enrolment form, which is also presented to the School Council for consideration, must be completed for all current students, each year.

The school requires other important documents to be updated annually by the parents. These include Medical Information, Data Collection and Excursion Permission.

4.11 Excursions

Excursions are an integral part of the school program. Every care is taken to ensure that these outings are enjoyable, educationally profitable and safe. A written permission form, which covers all excursions, is to be completed at the beginning of the year. It is the teacher's responsibility to inform parents of the details of each excursion and it is the parent's responsibility to inform the teacher if they do not wish their child to participate.

The cost of excursions is included in the school fees.

4.12 Family Law Custody Requirements

Parents are required to notify the school of any Family Law or custody requirements relating to their child. It must be understood that only the legal custodial parent will be allowed access to the child at the school. Any special arrangements for variation of this must be in writing from the custodial parent. If a non-custodial parent is to receive copies of the account or school reports this will only be upon written request from the custodial parent.

4.13 Fees

Fees can be paid a year in advance, a term in advance or by a fortnightly direct debit/regular internet banking payments.

A discount applies for families where more than one child attends a school within the Seventh-day Adventist Church system.

A "Prompt Payment Discount" is given for fees paid:

- a term in advance, or
- a year in advance.

A discount of 10% of the Tuition Fee is available to families who have a current Pension or Health Care Card.

Arrangements for late payments must be made with the School Council. Any fees outstanding at the end of the year must be paid before the child can be admitted to the school the following year, unless prior arrangements have been made.

A current Schedule of Fees is available upon request.

4.14 Homework

- Regular assigned homework is provided to reinforce skills and to complete set work;
- All students will be allocated homework books/diaries etc;
- Classroom teachers will set daily homework appropriate to each child's skill level and age;
- Homework activities should be interesting, challenging and where appropriate open-ended;
- Each set task must be purposeful, meaningful and relevant to the current classroom curriculum;
- No homework will be issued in the first and last weeks of each term.

Prep – Year 4

Homework will consist mainly of:

- Reading activities to do with and by parents;
- Simple consolidation/extension tasks associated with classroom activities;
- Gathering of additional information or materials.

Years 5- 6

Homework will consist mainly of:

- Independent reading on a daily basis;
- Tasks such as simple consolidation/extension tasks associated with classroom activities;
- Maths Pathway;
- Musical instrument practice;
- Continuation of classroom work, research projects or assignments.

It is acceptable for teachers to assign unfinished classroom activities as homework tasks.

Appropriate levels of homework per night for each year level are as follows:

Prep	10 minutes
Years 1 and 2	15 minutes
Years 3 and 4	20 minutes
Years 5 and 6	30 minutes

Student Responsibilities

The student is responsible for:

1. Completing homework to a satisfactory standard;
2. Returning homework to school as required.

Parents are responsible for:

1. Ensuring children have a time and place set aside for homework;
2. Listening to children read if required;
3. Reminding students of their responsibility in regards to homework;

4. Ensuring children do not spend excessive amounts of time on homework and if work is incomplete, notify the teacher of the difficulties experienced;
5. Signing completed homework and/or diaries.

4.15 Library Books

Class groups for study, research and borrowing use the well-stocked library. Books may be borrowed for one week at a time. The costs of books that are lost or damaged become the responsibility of the child's parents.

4.16 Office Hours

Secretary: Mon - Frin 8.30am-4.00pm

Head of Primary: Can be contacted by school phone or by email on
tanya.pascoe@ec.vic.edu.au

Parents are requested to limit phone calls to these office hours or recess and lunch times.

4.17 Music Tuition

Individual tuition is available during school hours for piano, guitar, violin, flute, clarinet, saxophone, drums, brass, euphonium and voice. Lesson times are rotated so that the student does not miss the same class each week. Fees are paid directly to the music teacher concerned.

Classroom music is conducted by a specialist music teacher, the cost of which is included in the school fees.

4.18 Newsletter

A weekly newsletter (dated and numbered) is sent home via email. Click on the link within the email and you will have access to our latest newsletter.

4.19 Outside School Hours Care

Before and after school care is available at the Edinburgh Early Learning Centre. For times, fees and bookings phone the ELC on 9728 2211 (ext 3).

4.20 Physical Education

A regular physical education program, designed to develop a wide range of skills, is conducted at each year level.

Swimming classes, with experienced instructors are provided in Terms 1. Girl's and boy's bathers should be modest.

During Term 3, a qualified TriSKills gymnastics instructor conducts weekly sessions with each class.

The cost of these activities is included in the school fees.

4.21 Annual School Registration

Registration forms will be uploaded to EdSmart and a link sent to parents before school commences in the new year. These must be completed and uploaded by the first day of school. Please ensure that all anaphylaxis and asthma forms are medically up to date and returned to primary reception.

4.22 School Chaplain

Appointed by the Victorian Conference of the SDA church on a yearly basis, a part-time Chaplain is involved in running the weekly chapel program. This is a combined school program, which is an enjoyable time of singing, stories etc. with a spiritual emphasis. The Chaplain is also available for counselling with staff, parents and students and to assist in the general well being of the school. Appointments can be made directly with the Chaplain or in consultation with the school Principal.

An associate part-time Chaplain is also currently employed to assist the chaplain in managing the welfare of the students and their families. This Chaplain is funded through the National School Chaplaincy Program.

4.23 Sickness

It is policy to contact parents and arrange for children to be taken home if they are too ill to remain in class.

The staff are equipped to handle minor injuries that occur at school. In the event of a serious accident or illness the principal will act 'in loco parentis' and will make arrangements for medical treatment if the parents cannot be contacted.

In the event that your child is too ill to attend school, you are required to let the school office know before 10:00am on the day.

NB: in any illness where the child (or sibling of the child) has vomited or has diarrhoea please exclude them from returning to school for 24 hours after their last vomit or loose bowel motion.

The following link provides exclusion periods for other illnesses:

<https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>

4.24 Absent and/or Late To School

If your child is going to be absent from school, you are required to let the school office know before 10:00am on the day of absence.

In the event your child arrives late to school (after the 9:00am bell), you are required to attend the office to sign your child in and to obtain a 'late' pass to present to the classroom teacher.

4.25 Stationery

Stationery supplies are purchased in bulk and distributed according to individual class requirements. The school subsidises the cost and the balance is included in the school fees.

4.26 SunSmart Guidelines

1. During Terms 1 and 4 the wearing of hats outside by students is compulsory;
2. Broad brimmed regulation hats are a compulsory part of the school uniform. Students who do not have a uniform hat are to remain in a designated shaded area for the duration of the break;
3. Shirts with collars and sleeves and long length shorts are a compulsory part of both the dress and sports uniform;
4. Continuous exposure to direct sunlight for more than ½ hour is discouraged and for more than 1 hour is not permitted (sports days and outdoor excursions excepted);
5. Where possible, outdoor activities are scheduled before 11.00am and after 3.00pm during Terms 1 and 4;
6. Outdoor assemblies are scheduled early in the day or in shaded areas;
7. Where possible outdoor activities are held in shaded areas;
8. Parents are encouraged to apply sunscreen to their child before school;
9. Sunscreen is available at school and students are encouraged to apply it themselves before the lunch break;

10. During Terms 1 and 4, if the occasion requires longer periods in the sun, sunscreen is mandatory;
11. Students are encouraged to drink plenty of water, especially during warm weather;
12. Students are encouraged to keep under shaded areas if practicable.

4.27 Supervision

Playground supervision commences at 8.30am and finishes at 3.45pm. Arrangements must be made with the office if it is necessary for children to be at school outside these hours.

4.28 Toilet Safety

When it is necessary for children to visit the toilet during class time they do so with a partner from their class.

4.29 Canteen

Canteen (when operational) is an option for students each Tuesday and Thursday. A variety of hot vegetarian savouries and snack foods are available for purchase. Menus will be sent home listing all items and prices. We will inform you when Canteen will become available.

Orders and payment are made through the Flexischool's app.

The Canteen is coordinated by part time Canteen Supervisor (Mrs Heather Waite) who is assisted by other parent volunteers. Funds raised go towards Parent Association projects.

4.30 Uniform

Enrolment in the school infers a pledge on the part of the parents to provide the correct uniform and to see that their child wears it. The student is responsible to wear the uniform properly and to conduct himself/herself in such a way that no dishonour is brought upon the uniform or school.

1. The wearing of full school uniform, as set out in this Student Handbook, is compulsory;
2. The uniform applies during school hours, while travelling to and from school, and when students are on school excursions;
3. Sports uniform, as set out in this Student Handbook, is to be worn on designated days: Wednesday and Friday;
4. All articles of clothing should be clearly marked with the student's name;

5. Rain parkas and bomber jackets are no longer a school item;
6. Students may occasionally require an emergency variation to the school uniform.
Failure to bring a note will result in the student being given a uniform notice and or detention;
7. The student requirements, including details of uniform items and places of purchase, will be regularly published in the newsletter;
8. College Council requires the Head of Primary or Principal be responsible for implementation of the Uniform Policy in a manner consistent with the Student Behaviour Management Policy;
9. Summer uniform is to be worn in Terms 1 and 4 and winter uniform in Terms 2 and 3;
10. No jewellery, make-up or inappropriate hairstyles (determined by the college admin team) are to be worn to school. Girls who have their ears pierced can wear a single plain silver or gold metal stud in each ear only. **Students who arrive at school wearing anything other than plain silver metal studs will be asked to remove them.**
11. Girls: where hair is longer than shoulder length it is to be tied back with navy blue or white hairband. Extreme hair colours and/or hairstyles are not permitted. If there is any doubt, please consult the college admin team.

Boys: hair must be clean, off the collar and out of the eyes. Boys need a tapered haircut and extreme styles and colours are not acceptable. If there is any doubt, please consult the college admin team.

Uniforms are available from:

The Uniform Shop
Edinburgh College
Edinburgh Road
Lilydale
Phone: 9728 2211 for open hours

Our Edinburgh College Uniform Shop will sell second hand items of very good quality for you. The New Edinburgh College Uniform, including backpacks and sports socks, with the new Edinburgh school emblem are compulsory for all new students. They are only available from the Edinburgh College Uniform Shop.

Summer Uniform – Terms 1 and 4

GIRLS

- Dress:** regulation summer dress with front pleat or navy shorts with white shirt sleeved top (*becomes optional from Term 4 2022*)
- Socks:** white ankle, plain ribbed
- Jumper:** regulation plain royal blue v-necked
- Shoes:** polished black lace-up (NOT JOGGERS) or t-bar with buckle
- Hair accessories:** navy, white (royal blue acceptable - but can be difficult to find)

Hair ties: navy, white, royal blue, or black (**no black in accessories**).
Sports uniform: regulation polo shirt with school logo
regulation navy blue shorts
Hair accessories: navy or gold (gold-purchased from school front office ONLY)
Hair ties: navy, black or gold
Sports footwear: white quarter crew socks
CLEAN joggers
Hats: regulation fabric slouch hat, navy blue with school logo.

BOYS

Trousers: regulation shorts; grey Mélange, front zip, elasticized back
Shirt: mid-blue open neck style with short sleeves with school logo (to be phased out by end of year 2023 - changing over to white shirts)
Jumper: regulation plain royal blue v-necked
Socks: grey
Shoes: polished black lace-up (NOT JOGGERS)
Sports uniform: regulation polo shirt, with school logo regulation navy blue shorts
Sports footwear: white quarter crew socks
CLEAN joggers
Hat: regulation fabric slouch hat, navy blue with school logo

Winter Uniform – Terms 2 and 3

GIRLS

Dress/trousers: Regulation blue tartan pinafore (*to be phased out by end of year 2023*)
Regulation blue tartan skirt and/or *regulation navy blue long pant with logo*
Blouse: regulation white shirt with logo
Tie: regulation logo cross over tie
Jumper: regulation plain royal blue v-necked
Blazer school logo blazer (**Year 6 only**)
Socks: navy knee length socks or navy tights
Shoes: polished black lace-up or T-bar with buckle
Hair accessories: navy, white (royal blue acceptable - but can be difficult to find)
Hair ties: navy, white, royal blue, or black (**no black in accessories**).

Sports Uniform: regulation polo shirt and tracksuit (with school logo), clean joggers & white ECP socks.
Hair accessories: navy or gold (gold-purchased from school front office ONLY)
Hair ties: navy, black or gold
Sports footwear: white quarter crew socks
CLEAN joggers

BOYS

Trousers: regulation long trousers; grey Mélange, front zip, elasticized back

Shirt:	mid-blue shirt, long sleeves with logo <i>(to be phased out by end of year 2023 - changing over to white shirts)</i>
Tie:	regulation school logo striped tie
Jumper:	regulation plain royal blue v-necked
Blazer	school logo blazer (Year 6 only)
Socks:	grey with grey trousers; navy blue with navy trousers
Shoes:	polished black lace-up
Sports uniform:	Regulation polo shirt and tracksuit (with school logo), clean joggers & white quarter crew socks.
Sports footwear:	white quarter crew socks CLEAN joggers