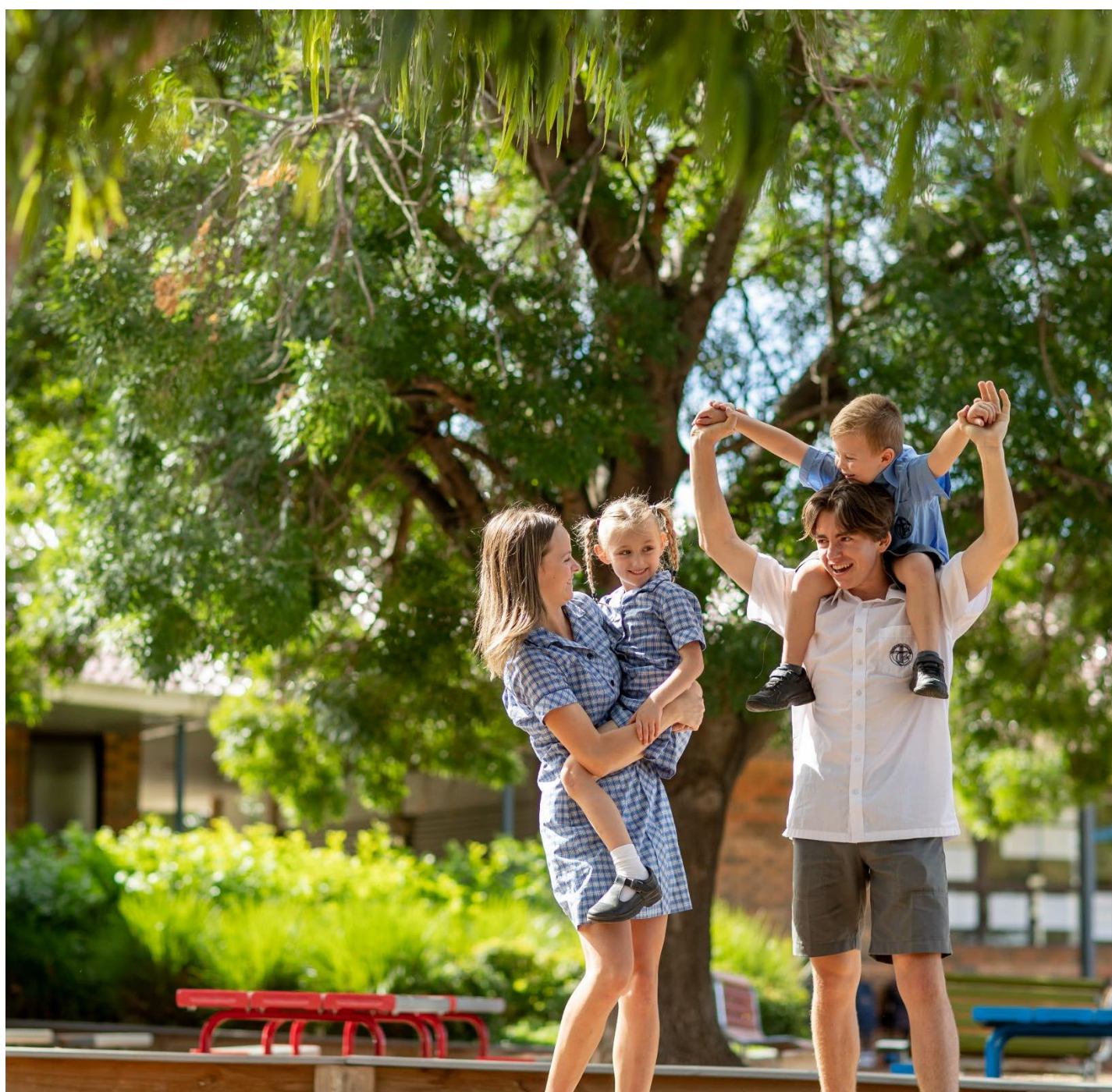


Henderson College

Student Handbook



A Message from the Principal

It is with professional pride that I welcome you to Henderson College.

At Henderson we recognise that each student has a unique combination of God given talents, skills and perspectives.

We seek to identify those characteristics and encourage each student to realise their potential through high quality relationships between teachers and students and a genuine partnership between parents and the school.

We invite you to become actively involved in any or all aspects of school operations, classroom assistance or Home & School Parent Association activities.

Our curriculum fulfils the Australian Curriculum requirements through differentiated, thematic integration.

Our focus on thinking skills will provide students with the ability to: apply content; create; prioritise tasks and time; and to be productive in both group and individual endeavours.

Our curriculum is designed to equip students with the life skill of learning how to learn and applying these skills.

I am confident that Henderson College will provide an outstanding, dynamic Christian education for your child.

We look forward to your participation and support.

*Mrs Sandra Ferry
Principal*

TABLE OF CONTENTS

Historical Setting	1
Mission Statement	1
Vision Statement	1
Values Statement	1
Statement of Philosophy	2
Our Objectives	2-3
School Personnel	4
Message to Parents and Caregivers	4-8
Parental Code of Conduct	Failure to Observe This Code
Role of the School Generally	School Council
Discipline	Visitors
Interaction with Staff	School Newsletter
Complaints	Working Bees
General Interactions	Victorian Student Number
Separated Parents	
Message to Students	8
General Directions to Students	8
Enrolment	9-11
Rationale	Student Re-Enrolment Following Disciplinary Action
Admission	Student De-Registration
Enrolment Procedure	Collection Notice
Student Re-Enrolment	Multicultural Education Statement
Financial Information	11-13
Fee Inclusions	Cash Payments
Prompt Payment Discount	Camps, Sports & Excursion Funding
Family Discounts	Books & Stationery
Fee Refunds	
Academic Information	13-17
School Operation	Creative Arts
Curriculum	Buddy System

Key Learning Areas	Homework
Assemblies and Chapel Periods	Examinations
Period Times	Student Representative Council
Special Needs	School Excursions
Computers/iPads	Student Welfare
Physical Education Program	

Facilities and Services

17-19

Arrival at School	Telephone Access and Mobile Phones
School Office	Canteen
Uniform Shop, Second-Hand Uniforms and Lost Property	Pastoral Care, and Student Welfare Officers

General Rules and Procedures

19-27

Attendance	Nut-Free Policy
School Bus Services	Asthma, Allergies & Anaphylaxis
After School Routine	Infectious Diseases
Bicycles and Scooters	Medication
Classroom Procedures	Immunisation
Playground Procedures	Banned / Forbidden Items
School Lunches and Drink Bottles	Personal Items
Breakages & Vandalism	Messages for Students
Lockers	Inter-pupil Relationships
Valuables	Holidays and Pupil Free Days
Sickness or Accident	Emergency Management Plan

Library

27

Overdue and Lost Books	Book Fair & Book Week
------------------------	-----------------------

Extra-Curricular

27

Uniform Code and General Grooming

28-30

Dress Code	School Bags
School Hats	Swim Wear
Sport Uniform	Casual Days

Conduct Guidelines		31-36
Student Code of Conduct		
Grievance Policy	Bullying in School	
Behaviour Management		36-39
Positive Behaviour 4 Learning	Suspension	
Behavioural Flow Chart		
Rights and Responsibilities		40

Historical Setting

Henderson College is a co-educational Prep to Year 10 school operated by the Seventh-day Adventist Church, as part of its worldwide system of Adventist Christian Schools.

The College was first established in 1951 at Havilah Crescent off 14th Street and relocated to its present site at Cowra Avenue, Irymple in 1981. Positioned amongst 10 hectares of vineyards, the modernised and innovative learning spaces, up-to-date technology, large modern stadium, undercover basketball and netball courts and new Creative Arts wing makes it an ideal environment to learn in.

Henderson College is a community-learning together, caring together and growing together. It is committed to quality teaching and learning.

Mission Statement

Henderson College is a Seventh-day Adventist learning community where students are inspired to discover a faith in God and develop their God given gifts.

Vision Statement

We Grow - in faith and learning

We Share - our faith through service

We Trust - in God

Values Statement

The values are motivated by the overarching value of love and are evident in acts of service.

- Excellence...living for God's glory
- Love...is patient...always perseveres
- Compassion...is kind...keeps no record of wrong...does not envy
- Humility...does not boast...is not proud...is not easily angered
- Respect...is not rude
- Integrity...rejoices in the truth
- Justice...is not self-seeking
- Discernment...does not delight in evil
- Responsibility...always protects...never fails
- Hope...always trusts

Statement of Philosophy

The educational activities of the College are designed to provide opportunities for all students to achieve their maximum development intellectually, spiritually, socially, emotionally and physically.

The process of education involves the continued development of a set of values upon which all decisions depend. Christian Education seeks to enhance sensitivity to values that are in harmony with God's will. The development of character and personality based upon a love for God, unselfish concern for others and personal self-respect, is basic to all curricular objectives. The concept that every child is a candidate for heaven and that education is a preparation not only for life in society today and the future but also for eternity, is implicit in the total curriculum.

Seventh-day Adventists believe in the reality of God the Creator, and that humanity was created in God's image. We have fallen from His original perfection through sin. The ultimate aim of Christian Education is the restoration of the image of God in people through the redemptive power of Jesus Christ.

We believe that an understanding of the world and ourselves is enhanced by an acceptance of the Holy Scriptures as a measure of reality and truth. Education is a search for truth and therefore is guided not only by reason, but also by the revealed will of God in the Bible. We are endowed with intelligent powers of choice and are accountable to God in every aspect of life.

The programs of, and teaching in, Henderson College support and promote the principles and practice of Australian democracy, including a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association

Our Objectives

The primary goal of Henderson College is to provide a warm, caring, Christian environment where all children can learn to relate positively to each other, staff and other adults. The school recognises the uniqueness of each individual and priority is given to helping each child develop socially, spiritually, emotionally, academically and physically to provide a balance for life skills and life's choices. As a result of our belief in the holistic approach to education we emphasise the importance of developing a healthy lifestyle.

As Henderson College is a Christian school, staff members are dedicated to encouraging students to develop a love for God and a saving relationship with Jesus Christ which will be expressed in unselfish service, self-discipline and a better understanding of Biblical principles by which to make decisions.

Opportunities will be provided for children to develop values and skills in the following areas:

1. **Spiritual** – to foster and promote:
 - Acceptance of Jesus Christ as our personal Saviour.
 - A commitment to a lifestyle consistent with Christian values.
 - A desire to serve God and our fellow man.
 - An appreciation of Christian worship and spiritual fellowship.
2. **Academic** – to foster and promote:
 - A recognition of our responsibility to develop our talents as God-given gifts to be used in service for others.
 - A commitment to excellence through diligent effort.
 - An appreciation of knowledge and faith in harmony with revelation through God's Word.
 - The development of powers of discrimination to select the best and shun the spurious.
 - The ability to think logically and critically.
 - The process of locating, processing and organising information.
 - The skills associated with problem solving.
3. **Social** – to foster and promote:
 - A healthy self-respect based on a knowledge of self-worth in a Christian context.
 - The development of self-control and self-discipline.
 - Tolerance of others and a concern for their welfare.
 - Acceptance of responsibility for one's own actions.
 - Habits of courtesy, decorum and graciousness.
 - Sound relationships with peers.
4. **Physical** – to foster and promote:
 - A recognition that we have a sacred responsibility to care for our physical and mental health.
 - The development of advanced physical skills.
 - The development of physical capacity by a temperate healthy lifestyle and an abstinence from those habits harmful to health.
 - An awareness of the positive benefits of a healthy diet, exercise, rest, leisure, recreation and dress in harmony with the standards of the Seventh-day Adventist Church.
5. **Vocational** – to foster and promote:
 - A commitment to service for humanity as the most fulfilling of life's expectations.
 - The development of skills that can be used to spread the Gospel of Christ and His soon coming.
 - The dignity of labour, a sense of pride and confidence in a job well done.
 - The development of skills preparatory to earning a livelihood.
 - The knowledge and skills required to make intelligent vocational choices.
 - A sense of pride in themselves, their school and their environment.

School Personnel

Principal
Head of Primary
Head of Secondary
Council Chairman

Business Manager

Receptionist, Uniform Shop & Bus
Coordinator

Chaplains

Welfare Officers

Mrs Sandra Ferry
Mrs Sheree Webb
Mrs Devena Obst
Mr Trevor Monson

Mrs Kaylene Clark

Mrs Janine Kuhl

Pr. Mladen Krklec, Pr. Brayden Rath

Gerrard Price, Venise Lang

Message to Parents and Caregivers

Every effort is made to work closely with parents for the success of each student. The school's educational program gives primary emphasis to the development of Christian values in the lives of students.

Henderson College is committed to the safety and wellbeing of all students.

The College has a zero tolerance for child abuse and has procedures in place to protect children, support those at risk and respond to incidents or allegations of all forms of child abuse. These procedures are outlined in the following documents and available on the website and parent portal in SEQTA:

- HC Duty of Care Policy
- HC Child Safety and Wellbeing Policy
- HC Child Safe Code of Conduct

Henderson College has appointed the people listed below as the College's Child Safety Officers (CSO). Each CSO is available to answer questions that you may have with respect to our Child Protection and Safety program.

The College's CSO's are your first point of contact for reporting child protection issues within the College. They receive special training that allows them to deal with child protection concerns both sensitively and effectively.

If you have any concern that a child may be experiencing any form of abuse, whether or not you have formed a belief on reasonable grounds that the abuse has occurred, you should immediately raise your concerns with one of our Child Safety Officers. An incident report must be completed.

The Child Safe Officers of the College are:

- Mrs Venise Lang, (Student Wellbeing Coordinator and WH&S Officer)
- Mrs Sandra Ferry, (Principal)
- Mrs Devena Obst, (Curriculum Officer)

Parental Code of Conduct

This Code has been developed so that parents and those with parental responsibilities are aware of and meet the school's expectations regarding their interactions with the school, its teachers, other parents and students. Adherence to this Code is important to promote positive and productive relationships within the school community. The Parental Code of Conduct can be accessed on the schools website and Parent Portal in the student management system, SEQTA.

Role of the School Generally

The school is responsible for establishing and administering the policies, procedures and rules which govern day to day operations of the school. It is important that parents recognise and respect this, adhere and have their children adhere to the school's requirements, and support these decisions. Policies relating to Parent/Students can be accessed on the schools website and Parent Portal in the student management system, SEQTA.

Discipline

The school expects students to comply with its rules and not engage in behaviour which is harmful to others or is contrary to the ethos and philosophy of the school. Parents are expected to support the school in relation to its discipline policy and not do anything which undermines its authority. It must be understood that in the case of minor disciplinary matters, the school will be the arbiter of what takes place and what is a fair punishment; it will not engage in debate about the details of the conduct for the appropriateness of the punishment.

In relation to more disciplinary matters which may result in suspension or expulsion the school will inform parents of the matter and will deal with it in accordance with the School's disciplinary policy. While parents will be consulted, the final decision will be that of the school.

Interaction with Staff

The school conducts regular meetings between staff and parents at which the student's progress can be discussed. There may be other times when a parent or a staff member requests a meeting to discuss particular issues that may arise during the course of a student's schooling.

If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through the School Office.

Parents should never attempt to contact a staff member at their home unless a staff member requests this.

Parents can also make an appointment to see the Principal about any particular concerns they may have relating to their child.

It is important that parents show respect for staff and not publicly criticise them or seek to undermine their authority. If a parent has a particular concern about a member of staff, they can raise it with the staff member concerned or with the Principal. However, when doing so, they should observe the general rules of conduct set out in this Code.

The school has a duty of care to protect all staff and for this reason any aggressive or abusive behaviour will not be tolerated.

Complaints

If a parent has a complaint about an issue, this should be directed to the Principal, Head of Primary/Secondary or the teacher responsible for the particular area of activity.

If a parent wishes to make a complaint, they should not use rude or abusive language. This is not productive and can make it harder to resolve concerns.

General Interactions

Communications whether verbal or in writing with other members of the school community whether teachers, administration staff, other parents or students should:

- show respect, courtesy, and consideration
- not harass or bully another person
- not use intemperate language; and
- not be confrontational

Social media should not be used to criticise or denigrate others in the school community.

Occasionally questions or problems arise. Below is a model of how parents/guardians should approach the situation if required:

- Encourage students to approach their home room teacher with the problem. If unsatisfied, your child may write to their home room teacher, Head of Primary/Secondary School or Chaplain. When staff are aware of problems, they may be able to work with your child to find solutions. Whenever possible allow your child to work through issues independently, as this confirms their growing sense of empowerment and self-esteem.
- When a problem is beyond your child's control, please make an appointment to speak to their home room teacher. Misunderstandings may occur that are easily rectified. Please approach the interview with an open mind; your modelled optimism for a fair outcome will help your child's attitude towards authority to remain helpful in future interactions. It is counterproductive to discuss issues with other members of our community before all the facts are known.
- If you are not satisfied with the outcome from the parent/teacher interview, please put your issue in writing to the Head of Primary/Secondary School. Ensure that you record the issue and steps completed so far towards resolution.
- If a response from your letter is unsatisfactory, please make an appointment for an interview with the Head of Primary/Secondary School. The staff involved may be invited to attend; if it is an issue with another child, their guardians may also be invited to attend.
- If the issue remains unresolved, please make an appointment with the Principal. Ensure that you provide a copy of your notes and a diary of relevant dates well before the interview.

- After all appropriate steps have been taken, any unresolved problems relating to the operation of the school and school procedure should be written to the School Council chairman. Any unresolved problems relating to personnel should be brought to the attention of the Seventh-day Adventist (Schools) Vic Limited Education Director. Contact details are available at the office.

Sport

Parents are welcome to attend sporting events, but should exercise restraint when supporting school teams. In particular, this means a parent should not abuse, threaten or otherwise seek to intimidate an umpire or referee or be directed against a player or any School representatives.

Failure to Observe this Code

If a parent fails to observe this Code after being warned about a breach, the school may:

- limit access to a teacher or teachers
- limit access to the school premises or sporting or other school events
- terminate the enrolment of a student.

Separated Parents

Where some students have parents that are separated or divorced, parents should not attempt to involve the school in any parental dispute that may arise. The school is not able to make judgements on the merits of claims made by one parent against another and should not be asked to do so. Nor should it be asked to make any action which would or is designed to disadvantage one party. The school will of course, observe any orders made by a Court in relation to a student or communications with parents. If family circumstances change, we would request parents/guardians inform the school, particularly regarding matters of access and any Family Court orders.

School Council

The School Council is responsible for the local operation of the school including finances, buildings, pupil enrolment, grounds, and equipment.

The Home and School reports to parents through an Annual General Meeting held in February, as well as through regular articles in the newsletter. A Home and School election is held each year. Home and School meetings are open to all.

Visitors

Any person entering the school grounds is required to report to the office, sign the Visitor's Register and wear a "Visitor" badge. Parents helping in the classroom or school programs are asked to follow the same procedure. Parents wishing to be involved in classroom activities and excursions will need to have a current Working with Children Clearance. Forms may be found online or any Australia Post outlet.

School Newsletter

Our weekly newsletter is distributed each Monday via phone app, Operoo, and is accessible on the school website. This contains up-to-date information, news, and other items of interest to the school community. Year level newsletters are also distributed from time to time by the class teacher.

Working Bees

General working bees are held during the year to help keep the school looking tidy and clean. Successful enrolment implies that families will support the school by attending

working bees to help keep operating costs to a minimum and to foster a spirit of co-operative support.

Victorian Student Number

The Department of Education and Early Childhood Development assigns a Victorian Student Number to every student registered in Victorian schools. This number which is unique to each student will be used as a key identifier on each student's school records and will be maintained at any educational institution the child may enter.

Message to Students

As a student at Henderson College you are expected to:

1. Take time to personally know and acknowledge Christ in all activities.
2. Act in a responsible manner at all times.
3. Be polite and respectful when you interact with others.
4. Cooperate willingly with everyone at all times.
5. Make your school a happy place by avoiding fights, bad language and acts of vandalism.
6. Do your best to be successful at your schoolwork.
7. Be on your best behaviour in public, travelling to and from school, on excursions and at sport events.
8. Accept correction without argument when you have misbehaved.
9. Be at school during normal hours, attend all your classes and be on time.
10. Listen to or carefully follow all instructions.
11. Bring all necessary materials to class and complete set work on time.
12. Wear your school uniform in a representative manner.

General Directions to Students

1. Changing classrooms is to be done quickly and with the very minimum of noise.
2. Good manners and respect for others and their property are to be always observed. Bullying, fighting, put-downs and racism are not acceptable. Graffiti offenders will be dealt with severely. Students are to pay any damage or to or loss of other students' belongings or school property.
3. Students are to always keep their desks and lockers tidy and free of rubbish.
4. No student is to touch any device or any other appliance in any classroom at any time unless instructed by a member of staff.
5. All students are to wait outside classrooms before the commencement of each period. Students will enter a classroom only at the instruction of a teacher. When lining up outside classrooms, do not block the path of other students. Students

should walk on the left-hand side of the paths. There should be no running or pushing.

6. Students are to take care and be neat in their work.
7. Students should not join in any sport or activity while eating. All rubbish should be placed in the bins provided.
8. It is good manners and a school requirement that you do not eat during class or while travelling on buses.
9. Chewing of gum (in any form) is unacceptable during school hours and activities.
10. Bags are not to be taken to class but left on bag hooks or in lockers.
11. High School students are expected to go to their locker only before school, during recess and lunch, and after school.
12. Mobile phones are not permitted to be used during school hours.

Enrolment

Rationale

Henderson College is a Christian School, and a member of the Seventh-day Adventist Schools (Victoria) Ltd. Enrolment at Henderson is non-discriminatory, however all students are expected to live in harmony with the school's standards and regulations, show respect for the Word of God and demonstrate Christian values. Every effort is made to provide opportunity for all genders to participate in all school activities and as far as possible the school attempts to accommodate students with additional needs.

As a Seventh-day Adventist facility, it is intended that the school should function to supplement the work of the Christian home. Thus, all students are expected to participate in all spiritual, academic and recreational activities of the school and pledge in writing that they will cooperate in all activities of the School and help to maintain its standards as a Christian institution by their behaviour at all times.

Admission

Henderson College has been established to meet the needs of families seeking a quality Christian education for their children and offers classes from Prep through to Year 10. Henderson College is a Christian school but accepts students from a diverse range of religious and cultural backgrounds.

It is a requirement that students transferring into the school present previous academic reports and all students in Years 5-10 will agree to and sign the following pledge, countersigned by a parent or guardian:

"I agree as a student of Henderson College to cooperate in all the activities of the school, uphold its standards, maintain its honour as a Christian institution, and show Christian conduct in my speech and actions"

Enrolment Procedures

If parents are wishing Henderson College to consider their child as a potential student, the following steps outline the procedure:

1. Parents/guardians complete an application form and return it to the office along with the following documents

- a) Students latest academic report
 - b) Immunisation certificate
 - c) Birth certificate
 - d) A copy of any Family Court order if applicable
 - e) An enrolment deposit of \$50 per student
2. An appointment for an assessment on literacy and numeracy knowledge will be arranged with the Learning Support Teacher by Reception.
 3. After the assessment has been completed an interview will be arranged with the Principal.
 4. The potential teacher of the student may also be invited to this interview.
 5. The outcome of the application will generally be advised within 48 hours of the enrolment interview.

Student Re-Enrolment

To be assured of a place in the following year, parents of students intending to return need to lodge a Re-Enrolment form before the end of Term 3.

Student Re-Enrolment Following Disciplinary Action

If a student has previously been withdrawn or had enrolment terminated by the school, re-entry may be considered by School Administration, providing the following are in place:

- new application to enter
- positive school report from previous school attended, including positive academic performance, behaviour and attendance
- letter of recommendation from local pastor or significant community member, including church involvement, attendance, attitude (where applicable) and general behaviour
- recommendation from previous school's administration will be sought by the Principal

Student De-Registration

When a parent/caregiver decides to withdraw a student from the School, it is necessary for the parent or guardian to officially notify the Principal in writing of the decision and the expected last day of attendance at least one term before departure.

It is expected that all Library books be returned before student's de-register and any musical instruments, which may have been borrowed, are similarly returned.

Parents of all students under 17 years of age are required to declare the school to which the student is transferring. Home School students are required to provide the Registration Program number before leaving the school.

Collection Notice

On occasion, information such as academic and sporting achievements, pupil activities and other news and photos of events are published on the school website, in school newsletters, for marketing purposes and in the end of year school magazine. If you do not wish for photographs of your child to be taken or published, please indicate this in the Parental Consent form provided during student registration. Parents are requested to inform the school of changes of phone numbers, addresses, email addresses etc to keep data up to date in case of emergencies.

Multicultural Education Statement

We believe that an essential facet of Christian education deals with relationships with others. Given the multicultural society in which we live, this school fosters empathy between individuals and groups, recognising the common humanity of all. Students from all cultural backgrounds are welcome.

We aim to:

1. Recognise the multicultural composition of our school, community and nation.
2. Provide school communication in a variety of languages to ensure all members of the school community can be reached.
3. Recognise the contribution of ethnic communities to Australian society.
4. Incorporate multicultural themes across the curriculum.
5. Develop interest in the arts of other cultures and where possible encourage active participation in them.
6. Develop each child's pride in national background (together with common religious heritage) to achieve healthy identity and self-image.
7. Develop attitudes of acceptance of people from different cultures and races, especially those represented at our school.
8. Accept that all people have basic rights in society and that discrimination on the basis of colour and ethnicity is unchristian and unacceptable.
9. Avoid verbalising stereotypical judgements based on ethnic group membership.

Financial Information

It is the aim of the School Administration and the SDA Schools Ltd directors to keep the charges for the school year as low as is consistent with sustainable operation and quality education:

Henderson College is maintained and operated from three main sources of income:

1. Tuition fees.
2. Commonwealth and State Government grants.
3. Funds raised to meet allocations from each SDA Church within the area served by the school.

	Prep	1-2	3-4	5-6	7-8	9-10
Tuition	✓	✓	✓	✓	✓	✓
Excursions	✓	✓	✓	✓	✓	✓
Stationary	✓	✓				
Laptop/iPad use & Educational Software	✓	✓	✓	✓	✓	✓
Elective Subject Choices					✓	✓
School Camps			✓	✓	✓	✓
School Magazine	✓	✓	✓	✓	✓	✓
Locker					✓	✓
24 Hour Accident Insurance	✓	✓	✓	✓	✓	✓
Learn to Swim Program	✓	✓	✓	✓	✓	✓

Textbooks	✓	✓	✓	✓	✓	✓
Home Economics					✓	✓
Sport & Sport Transport Fees	✓	✓	✓	✓	✓	✓

Fee Inclusions

Henderson College issues an annual school fee invoice. This will be sent to you in December, and again on Registration Day, with follow-up statements throughout the year.

Our Family Payment Plan outlines the many payment options to assist with your family budget. All parents / guardians or persons responsible for the payment of school fees must sign a fee payment agreement at the beginning of the school year or upon enrolment. Each family has an account with the school into which school fees are to be paid. A statement will be issued each term showing the current balance of this account. All fees must be paid up before the end of the school year, unless arrangements have been made with the Business Manager or Principal.

Prompt Payment Discount

A 5% discount applies to the annual tuition amount if the whole year fee is paid within three weeks from the start of term. The discount will be applied if payment for the whole year is received by February 25th 2022.

Family Discounts

1st child	Full fee
2nd child	20% discount of tuition fees
3rd child	40% discount of tuition fees
4th child	50% discount of tuition fees

Fee Refunds

The school must receive at least one term's notice of intention to withdraw a student from the College. All refunds and any variation to the terms will be at the Principal's discretion.

Cash Payments

A variety of payment options will be available, but it is strongly suggested that no cash be brought to the school for the payment of fees. If this cannot be avoided, it is recommended that the cash be brought to the Front Office as soon as students arrive at school. When paying with cash, please place the correct amount in a payment envelope (available from the front office), with your child's name, year level, and reason for payment on the front.

Camps, Sports & School Excursion Funding

All student excursions and school camps are included in school levies. The State Government has implemented a Camps, Sports and Excursions Funding (CSEF) scheme to assist families with educational costs. This funding is only available to families who

hold a current Health Care Card. To apply for this funding please complete a CSEF form which is available from the school office.

Books and Stationery

For students in Years 3 -10, an itemised order form for stationery will be provided to all families at the end of each year, for the following school year.

Stationery orders are to be placed with and collected directly from the supplier prior to the commencement of the school year. All items should be clearly labelled.

Academic Information

School Operation

As all Seventh-day Adventist Schools in the state of Victoria form a single system, each school is tied constitutionally to the central body for the State – Seventh-day Adventist Schools [Victoria] Ltd. Emphasis is placed on the development of a Christian character and a life of service in the community. The program of the School is directed towards the harmonious development of the mental, physical, social and spiritual faculties.

Curriculum

All course requirements of the Australian Curriculum are followed. Bible is regarded as being of special importance, and all students are required to participate in this subject.

The School Program Aims to:

- Encourage the development of character based on Christian principles
- Encourage the development of each child's sense of self-worth
- Model and encourage respect for others
- Provide sequential learning activities that allow each child to actively participate in learning
- Acknowledge and plan for children from various cultural and ethnic backgrounds
- Encourage the use of language for a range of purposes and provide opportunities for children to use language in various contexts
- Provide a variety of experiences in which children can think, analyse problems and suggest solutions
- Provide an organised yet flexible environment in which children can follow particular routines, make choices and express their ideas
- Provide activities in which children can further develop their numeracy, literacy and physical skills
- Evaluate the curriculum content continuously to ensure it is appropriate to the children's needs and abilities
- Acknowledge the influence of the home environment on children's learning and develop positive communication links between home and school
- Encourage parents and other family members to support the learning program through a number of different means
- Develop children's awareness of the links between people and the natural environment

Key Learning Areas

Primary

Students complete a program comprising the following:

- Religious Studies (Bible)
- Language Arts: Reading, Speaking, Listening, Spelling, Creative Writing and Viewing (Media)
- Mathematics
- The Arts - Art, Music, Drama and Dance
- Integrated Studies (Health, Science, SOSE, Digital Technologies)
- Physical Education
- Language Other Than English (LOTE) - French
- Kitchen and Garden

Secondary

Students complete a program comprising the following:

- Religious Studies (Bible)
- English
- Mathematics
- Science
- Studies of Society & Environment (SOSE)
- Digital Technologies
- The Arts (Visual Arts, Drama, Media Studies, Music)
- Design, Creativity & Technical Studies (STEM, Wood, Home Ec)
- Physical Education [including Sport]
- Health
- Language Other Than English (LOTE) - French
- Careers [Yr 9 & 10 only, includes one week Work Experience]

Assemblies and Chapel Periods

A whole school assembly is held every week to reinforce a sense of belonging and to celebrate student efforts. Chapel periods are also conducted weekly. Parents are most welcome to attend these assemblies.

Certificates of achievement and other awards are given out during Assemblies and Chapel programs. These are based on student achievement, application, attitude and sportsmanship. Annual awards are given out during the Presentation Night program at the end of the school year.

Period Times

Periods	Primary	Secondary
Roll Mark	8:50 am	8:50 am
Periods 1, 2 & 3		
Recess	20-minute break	
Periods 4 & 5		
Lunch	50-minute break	
Periods 6 & 7		
Dismissal	3:20 pm	3:20 pm

Special Needs

The Learning Support Department provides for the students with special needs. Assistance is given, when possible, to students from Prep - Year 10 who are in need of support.

Computers/iPads

Prep-Year 6: to enhance their classroom learning students have access to both iPads and desktop computers. Devices are supplied, owned and kept on school grounds.

Years 7-10: to enable learning in any setting at any time students have access to school supplied devices and all work will be completed on Google documents enabling students to access work started at school in the home environment. School supplied devices remain at school unless express permission is given by the Principal or Head of Secondary.

Our students quickly become adept at using technology to support their learning; however while we understand technology plays an important role, we are also proactive in teaching online safety strategies and behaviours.

All students are required to sign a Student Computer Use Agreement that outlines the appropriate use of computers and the internet.

Physical Education Program

It is expected that all students will participate in the School's Sport Program. Students who are unable to participate due to sickness or injury must bring a letter from their parents/caregivers.

There is a House System at the school: O'Neil, Freeman and McGrath. Children participate in activities such as athletics, cross country and swimming. A perpetual trophy is awarded to the House accumulating the most points over the year.

As part of the Physical Education program, ALL students are expected to be involved in the swimming program. This program is run by accredited instructors. Students will progress through the different levels from year to year. The cost of this program has been included in the General Levy.

Creative Arts

All students from Prep to Year 8 are taught musical concepts by a music specialist. Music classes are held weekly in the primary school and weekly for one term in Years 7 & 8. In Years 9 & 10 Music is an elective course. Music tutors are also available for individual tuition on a range of instruments.

A Primary Choir for students in the Primary school meets once a week for 30 minutes. The school also provides the opportunity for every student to become involved in it's bi-annual school concert.

Buddy System

Each prep child meets weekly with his/her Buddy group for a small activity time. This encourages a sense of family and co-operation among students. Buddy activities occur throughout the year.

Homework

Homework provides the opportunity for newly acquired skills and knowledge to be reinforced.

Parent involvement will change as student's progress through the years and as the complexity of homework assignments increases. High school students, in particular, need a well-lit, distraction-free environment in which to study and work.

The following is to give parents and students a *guide* as to the type of homework that is assigned:

Prep to Year 4

Parents need to listen to children read, practice their spelling and complete a maths sheet four nights per week. The school supplies suitable reading books, which are sent home on a regular basis.

Years 5 to 8

Reading should continue as in earlier years but with a greater emphasis on individual reading at an appropriate interest and ability level. Maths homework can be completed by students online. Additional homework and projects are assigned by the teacher on a regular basis.

Year 9 & 10

Students will be given longer assignments as well as nightly work to complete. Students will need to plan their time carefully to ensure that deadlines are met adequately.

Homework Diary

Students in Years 7-10 will be given a homework diary to assist in their organisation of learning tasks. Students will be required to list due dates for tests, assignments and any unfinished work.

Examinations

High school examinations take place mid-year and end of year, the purpose being not to rank students, but rather to give them experience in coping with exam conditions.

Emphasis is placed on performance and preparation for exams. Students should be encouraged to plan their time in advance so that unreasonable pressure is not applied during the week of exams.

Henderson College firmly believes in involving parents/guardians with the education of their children. We believe parental involvement not only helps students reinforce topics covered in class but is also an important factor in helping families build positive relationships.

Student Representative Council

A Student Representative Council meets regularly. Members are the School Captains and Prefects and one representative from each class from Year 3 - 10 by their class members.

School Excursions

Excursions are arranged throughout the year to enable children to have first-hand experience in a variety of contexts. Care is taken to make sure that there are relevant educational objectives for the excursion and that preparatory and follow-up activities are conducted.

All students are expected to participate in school excursions.

Notification will be sent via the Operoo electronic app prior to all excursions outlining relevant details. All excursions require parents to complete a permission form online. Students involved in an overnight stay, will need to have parents also complete a medical details form and list any concerns for their child while they are away from home.

At no time should students arrange to meet other people on excursions.

The general school levy covers the cost of short, school-planned activities and extended excursions.

Student Welfare

Teachers at Henderson display a caring attitude to students, showing respect and valuing them as individuals. It is our aim that students will, in turn, use this model while developing their own identity.

The school aims to develop a positive and consistent approach to student behaviour. There is an emphasis on courtesy, cooperation and consideration for others. Students are made aware of the rights of those around them and interference with these rights is not tolerated.

The school regularly recognises the achievements and efforts of the children and these are celebrated at assemblies and through positive recognition processes.

Facilities and Services

Arrival at School

It is important that parents/guardians do not drop off their children earlier than 8:15 a.m. and make sure they pick them up no later than 4:00 p.m. as children in the playground are supervised between these times. In the interest of the safety of the children, they are not to be in the school grounds outside these supervised school hours.

School Office

The Office will be attended by staff from 8:30am until 4:00pm on weekdays.

Uniform Shop

The uniform shop operates during office hours each week. Minimal uniform stock is kept on hand to minimise costs therefore orders are placed once per season. Please make use of the order forms at the appropriate time. Payment is upon collection by cheque, eftpos or cash. No accounts are held.

Henderson will accept all pre-loved uniform items as a donation to the school. Items to be sold on a consignment basis will not be accepted.

Unclaimed property will be held until the end of each term only. The school cannot accept responsibility for loss of items by students. Lost property is placed in a cabinet in the Library. Named items only will be returned to children. Parents are welcome to inspect lost property. It is essential that all items of clothing be labelled and that labels are checked from time to time as they fade or come off.

Mobile Phones

The School provides a landline phone for student use during school time, 8:15am - 3:20pm, communication should happen via this phone. If students choose to bring a mobile phone/ 4G enabled device/ smart watch/ tablet/ music player to school, they are to be turned off during school hours and are to be locked in their locker during the school day or given to a teacher.

Mobile phones/ 4G enabled devices/ smart watches/ tablets/ music players will be confiscated if turned on or used and a Detention given for breaking the School rules.

Students may collect the confiscated device at the end of the school day from the Office.

Should this occur again, the phone will be confiscated again, parent/guardian contacted and asked to collect the phone along with a second Detention. A third infraction of the rule will see the matter addressed by the Discipline Committee.

Should a student use someone else's phone the phone will be confiscated and the Detention given to the phone user.

Although all care will be taken with confiscated items, the School accepts no liability for damage or loss in handling the personal items.

Canteen

Lunch orders are available once a week and are ordered online. We aim to offer the children a healthy range of food items. A current price list is distributed to children at the beginning of each term. Lunch orders are collected by students from the canteen at lunch time.

Pastoral Care and Student Welfare Officers

The school looks to provide a range of curriculum programs which assist children to develop as healthy and happy individuals.

Dedicated staff nurture and support students. They are accessible, approachable and caring. A climate of mutual respect between teachers, support staff and students, facilitates good communication and trust. The school recognises that the key components in a model for growth of students are:

- know, respect and support individuals
- All are challenged, expected and supported to achieve to the best of their ability through high expectations
- Provide genuine opportunities to be involved and lead
- Allow to learn and grow through success and failure
- A community who values resilience, life-long learning and the importance of showing understanding for all

The school is particularly mindful of the need to develop within the student's methods to build resilience and an ability to cope with the normal ups and downs of life. The schools Chaplains and Welfare Officer are available for counselling and spiritual guidance for students and their families. They also maintain extensive links with outside agencies for specialised requirements.

The college has zero tolerance for child abuse and has procedures in place to protect children, support those at risk and respond to incidents or allegations of all forms of child abuse.

General Rules and Procedures

Attendance

All students are expected to arrive at school on time and to be on time for all classes and other appointments. It is important that students develop good habits of punctuality and regular attendance.

Lateness for School

Courtesy requires that for any late arrivals (after 8:50 am) at worship or class periods, explanation be given to teachers. Students arriving late are required to report to the office and log into the student portal. They will then be issued with a late pass to be shown to their teacher.

Absence from School

Regular attendance at school is required by law. Teaching staff require prior notice of long absences and are happy to assist families with curriculum for completion at home when appropriate.

Either an SMS or phone call will be received by a parent's mobile phone regarding those students who are noted as having an unexplained absence on our database for the day. This SMS/call process is performed by an attendance officer, who will make contact to obtain an explanation for the absence of a student.

Absence during the Day

It would be appreciated if medical appointments could be scheduled outside of school hours. A doctor's certificate or appointment card is required for absences due to extended illness or dental appointments.

Students are required to always stay within the school grounds during school hours. Students are not to congregate at the front of the school near the car park.

Absence from Class

Students found out of class without permission may be disciplined.

Permission to Leave

Students are not permitted to leave the school grounds during school hours without specific permission from their parents/guardians. Requests for

	<p>permission to leave must come directly from the parents/guardians.</p> <p>If parents need to collect their child/ren during school hours or if children are returning, e.g. after a dental appointment, parents and students need to report to the Office in order to sign out in the student portal.</p> <p>If you wish to have someone other than a parent or legal guardian pick up your child during school hours, a written note from the parent/guardian must be presented to the office stating who is picking your child up.</p>
Absence Notes	<p>Henderson College requires a written explanation for every absence, clearly dated and signed by a parent. This should be given to the class/roll mark teacher on the first day back at school following an absence or via electronic message.</p>

School Bus

Our school currently has four bus services available to students:

- Mildura City area
- Irymple area
- Red Cliffs area
- Gol Gol area

Bus charges are set each year. Conveyance allowances can be applied to these charges. Students who live more than 4.8km from the school are eligible for conveyance allowance.

The bus usage agreement must be signed. The use of the bus is a privilege and students are expected to behave accordingly.

Bus Travel Code of Conduct

- Children are to be waiting for the bus at least five (5) minutes before the advertised pick-up time.
- If pick-up is not needed on a particular day, please phone the bus driver as soon as practicable.
- Each child is allocated a seat for which he/she is responsible. Children are to remain seated while the bus is moving.
- No part of a student's body is to protrude from the window. Nothing is to be thrown from the windows. Children are expected to behave in an orderly manner. Noise is to be kept to a minimum.
- Food and drink are not to be consumed on the school buses.

Continuous infringement of these rules will lead to a suspension or removal of the privilege to travel on the buses.

If any damage is caused to the buses, it will be the responsibility of the student/s concerned to pay for any repairs needed.

Students wishing to alight at an alternative stop need to have written permission from their parents. In an emergency, a phone call to the office staff is required. Otherwise, students will be dropped at their regular stop.

Any changes to the regular operation of the bus must be authorised by the Bus Committee and/or the Principal. Any queries concerning operations should likewise be directed to them.

After School Routine

1. Children will be dismissed from the classroom at 3:20pm.
2. Parents waiting for students are asked to wait at the front of school. At no time should parents wait immediately outside of the classrooms.
3. Students are directed to leave the school as follows:
 - a. Group 1: Bus students. Children travelling on the bus are asked to line up at the designated bus area to have their name/s marked off the bus roll by the duty teacher. Students will be escorted to the bus by the duty teacher.
 - b. Group 2: Parents picking up Primary students. Teachers will escort students to the pick-up area which is beside the School Stadium. Parents are asked to line up adjacent to the Stadium. Students are to be seated while waiting for pick-up. To ensure cars are loaded as quickly as possible please follow these procedures.
 - i. Move as far forward as you can so that three cars can be loaded at a time.
 - ii. Do not leave your car unattended when in the pick-up line.
 - iii. If your child is not waiting, pull forward to the front gate and wait.
 - c. Group 3: Parents picking up Primary and Secondary students. Parents are asked to angle park in the centre of the car park area. Students will be directed to walk to the carpark when the duty teacher identifies that their parent is waiting for them.

THANK YOU FOR ASSISTING US TO KEEP YOUR CHILDREN SAFE

Bikes and Scooters

Students riding bikes or scooters to School are not permitted to ride them around the School campus. When not in use, all bicycles and scooters must be placed in the racks provided. Bike and scooter riders must wear an approved safety helmet and follow all road rules.

Classroom Procedures

All students are expected to behave in the classroom in a manner that will contribute to its successful operation. Students are to arrive at class on time. They will not enter the room unless a teacher is present. They will refrain from using classroom equipment unless directed to by teachers. This includes opening and closing windows, turning air conditioners or fans on or off and accessing their laptops or ipads.

Playground Procedures

To maximize the use of the School's resources and maintain them in good order, the following rules and procedures apply:

Eating Recess or Lunch

Students in both the Primary and Secondary school are required to remain seated while eating their recess snacks or lunch.

<i>Out of Bounds</i>	Outside of the School gates, in the vines, on the property next to the School, inside classrooms without the supervision of a teacher and the roof of any building are out of bounds. Children should only be in the Office area on business and with the permission of a Duty Teacher.
<i>Use of Sports Equipment</i>	Sports equipment is available from the sports containers in a students' classroom. All equipment must be returned to the classroom at the end of the recess or lunchtime period.
<i>Use of Playing Fields</i>	Primary and Secondary students each have designated ovals and courts to play on. The stadium is also a shared space with Year levels rostered for specific days. Students need to respectfully follow the schedule.

School Lunches and Drink Bottles

Please ensure that your child has a healthy and nutritious recess and lunch packed each day. Please exclude lollies, chocolate, potato chips and soft drinks. We suggest you give your child fresh fruit, raw vegetables, yoghurt etc. Wrong food choices impact on a student's ability to concentrate and learn effectively. It is necessary to label the lunch box lid, plastic drink bottle and box itself. We encourage recycling and the use of minimal food packaging. Primary students are supervised during their lunch eating time to minimise the possibility of students discarding their lunch.

Glass bottles **MUST NOT BE BROUGHT TO SCHOOL**. Plastic bottles of water are acceptable and may be taken into class. Refrigerated drinking water from the bubblers is available at the school. Carbonated and caffeinated soft drinks are **not** to be brought to school.

Breakages and Vandalism

Any school damage must be reported immediately to the Principal. 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 the 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 Head of Primary/Secondary.

Lockers

Each High School student is issued with a locker which has a dial combination locking system. The locker is to be kept clean and locked at all times. Students finding damage to lockers should report the matter to the Head of Secondary/Teacher immediately. Students responsible for damaging lockers will be required to meet the cost of replacement or repair. High School students may only access lockers before and after school, at recess and lunch times. Primary students are allocated a bag hook to store their bag.

Valuables

Students with valuables or money are advised to leave them with teachers. No responsibility can be taken if they are removed from bags, desks, or lockers. All electronic

devices Bluetooth devices (including headphones) such as smart watches, iPods, or mobile phones are not permitted at school.

Sickness or Accident

Regular attendance ensures smooth progress and helps positive social adjustment. However, if your child is ill, or coming down with a cold or flu, the best place to be is home. If your child has a contagious disease, appropriate medical advice must be sought before the child returns to school. It is very much appreciated if the school is notified about this as soon as possible, as we do have some children whose parents must be notified due to their children's specific medical conditions.

Upon your child's return, please send along a written note of explanation. Also, please notify the school if your child is going to be absent for more than two days due to an infectious disease.

Our sick bay at school is available for sick or injured children. The school's policy is to contact parents or the nominated emergency contact person if the illness/injury is serious. It is imperative that the school has your daytime telephone number or that of a responsible friend. If your details change, please notify the school immediately. All staff members are trained in First Aid and we also have First Aid Officers, who assist during lunch and recess times.

All medical costs are the responsibility of the parents. Basic Accident insurance is compulsory and is included in the General Levy. Ambulance cover is inclusive in the cover. It should be noted that Government regulations do not allow student insurance to cover Medicare items, or the 'gap'. This cost is payable by the families of the children involved.

Nut Free Policy

Background: The nut free policy is put into place because as a school we take responsibility for the health and well-being of our children, staff, families and visiting community.

Aim: To protect the children in our care who may have allergies to peanuts and similar nut products.

Rationale: No person should be placed in a situation and/or environment that may endanger their life, therefore it is the role of Henderson College to notify and educate staff and parents about the dangers that peanuts and other nut products may inflict on those who may suffer from exposure to these products.

Implementation: Staff will be educated about the dangers to children & adults with severe allergies that can be associated with peanuts and/or nut products. Information will also be passed on to parents to educate them about the increase in severe allergies to these products and the life-threatening dangers they possess.

Parents of children who have known allergy to nuts / peanuts will be consulted prior to enrolment with regard to the severity of the child's allergy, the symptoms and the emergency procedures to be followed in case of an allergic reaction.

The school will provide information in the parent handbook, as well as on notice boards about the Nut Free Policy and the reason the school enforces this policy. Products such

as peanut butter, Nutella, nut food bars and any other products that have nuts or peanuts listed in the ingredients will not be allowed within the school to prevent allergies arising and to protect any children or staff that may suffer from these allergies - this does not include products that contain the warning “may contain traces of nuts”. If any parents are unsure about a certain food, they are encouraged to discuss it with the staff.

Asthma, Allergies and Anaphylaxis

People with asthma have sensitive airways in their lungs. When exposed to certain triggers their airways narrow, making it hard for them to breathe.

Anaphylaxis is a severe, rapidly progressing allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

Role and responsibilities of parents/guardians of a student at risk of asthma or anaphylaxis:

1. Inform the school, either at enrolment or diagnosis, of the student's allergies, and whether the student has been diagnosed as being at risk of anaphylaxis.
2. Obtain an Action Plan for Asthma/Anaphylaxis from the student's medical practitioner that details their condition and any medications to be administered and provide this to the school. **A new Action Plan is required at the commencement of each new school year, no student can attend school until this information is provided.**
3. Meet/Discuss with the school to develop the student's Asthma/Anaphylaxis Management Plan.
4. Provide the Ventolin/adrenaline auto injector and any other medications to the school.
5. Replace the Ventolin/adrenaline auto injector and any other medication before their expiry date at the start of each new school year.
6. Assist school staff in planning and preparation for the student prior to school camps, field trips, incursions, excursions or special events (e.g. class parties, cultural days, fetes or sport days and supply alternative food options for the student as needed).
7. Inform staff of any changes to the student's emergency contact details.
8. Participate in reviews of the student's Asthma/Anaphylaxis Management Plan:
 - when there is a change to the student's condition.
 - immediately after the student has an asthma or anaphylactic reaction at school.
 - provide a yearly updated Action Plan signed by a medical practitioner (forms available at the school office or a medical practitioner).

Infectious Diseases

Slap Face	Until fully recovers. Please inform the school.
German Measles (Rubella)	Until fully recovered, at least four days from onset of rash.
Measles	At least four days from onset of rash.

Whooping Cough	Exclude the child for 5 days after starting antibiotic treatment. Medical certificate of recovery required.
Head Lice (Pediculosis)	Re-admit the day after appropriate treatment has commenced. A further treatment one week later is required.
Scarlet Fever	Until the child has received antibiotic treatment for at least 24 hours.
Hepatitis A	Until a medical certificate of recovery is presented and not before seven days after the onset of jaundice or illness.
Ringworm	Re-admit the day after appropriate treatment has commenced.
Impetigo (School Sores)	Exclude until treated; all sores must be covered with a water-tight dressing.
Mumps	Exclude for nine days or until swelling goes down.
Chicken Pox	Until fully recovered. At least 5 days after eruption first appears.
Conjunctivitis	Until discharge from eyes has ceased.
Diarrhoea	Until diarrhoea ceases.
Poliomyelitis, Tuberculosis	At least fourteen days from onset. Medical certificate of recovery required.
Meningococcal	Until adequate carrier eradication therapy has been completed. Medical certificate of recovery required
Diphtheria	Medical certificate of recovery required.
Scabies	Re-admit the day after appropriate treatment has commenced.
Hand, Foot and Mouth	Until all blisters have dried.
Influenza	Exclude until well.

Medication

Any medications required by students to be taken at school must be provided to the school. Information about when this medication should be taken as well as dosage requirements must also be provided, and it is the responsibility of the parent/caregiver to replace medications before their expiry date. Medication provided must be in the original packaging with student's name/personal details.

Immunisation

Immunisation Certificates (available from the Municipal Health Department) are necessary for enrolment and must be provided before students start school. Upon parental consent MRCC School Nurses will administer regular immunisations-consent cards will be sent home as required.

Banned/Forbidden Items

Banned/forbidden items are not to be brought onto the school property by students. If found, these items may be disposed of by the school. If illegal, these will be given to the police to dispose of. Items include:

- Any material, objects or matter that contravene Adventist Christian values, ethos or philosophy of the school
- Drugs, cigarettes, alcohol, vaping
- Drug paraphernalia
- Firearms, knives, or any weapons or missiles, including water pistols, pea shooters, cap guns, etc.
- Pornographic matter, or any material depicting violence, racism, denigration of others
- Occult paraphernalia
- Any inflammable matter, lighters/matches, fireworks etc. (or other dangerous substances)
- iPods / iPads / Gameboys / PSP / DS etc
- Chewing gum, bubble gum
- Jewellery (except one small, plain gold or silver stud in each earlobe) and make-up
- Liquid paper, spray paint, permanent marker or other items that can be used for graffiti
- Laser pointers (in any form)
- Aerosol cans (stick or roll-on deodorants may be used)
- Energy drinks
- Skateboards and rollerblades (unless for sport purposes and left in the Office)
- Mobile Phones turned on during school hours

Personal Items

Students who bring personal items to School including such things as sporting equipment, mobile phones, etc do so at their own risk. It is an offence for other students to handle or tamper with such equipment. Henderson College accepts no responsibility for any loss or damages to this equipment.

Messages for Students

If parents/caregivers wish to make contact with their child at any time during school hours this can be facilitated through the Office. Parents are requested not to contact students on their mobile phones.

Inter-pupil Relationships

Students are encouraged to conduct friendships with each other in a positive and platonic manner in keeping with the School's philosophy and standards. Kissing, cuddling, holding hands and other similar forms of physical contact are not permitted.

Holidays and Pupil Free Days

Holidays and special pupil-free days for professional development may be called during the normal school time. Advanced notice will be given to parents when these will occur.

Emergency Management Plan

Henderson College runs regular emergency drills in compliance with OH&S and government regulations. Staff complete training to ensure that the safety standards employed are pertinent to the school, its surroundings, and students. Teaching staff brief students on the importance of drills and ensure each student understands the reasons and responsibilities of the drill process.

The school has a fully documented Emergency Management Plan to ensure the safety of your children. In the event of it being implemented, children will not be dismissed until the supervising officer deems it appropriate.

Library

The library is an integral part of the teaching and learning program of the School. Its purpose is to enhance student learning by providing resources for student and recreational reading and activities. Each Primary class attends the library weekly to borrow books and browse.

The library is open during the lunch break for a variety of activities such as reading and borrowing of books or taking part in quiet indoor games and activities. Loan periods are for two weeks

Overdue, Damaged and Lost Books

Reminder slips are issued for overdue books. Any books that are damaged or lost must be paid for at replacement cost. Please do not attempt to repair damaged books yourself as library staff have the correct materials and training to best repair books.

Book Fair & Book Week

A book fair is held annually for the school community in conjunction with Book Week. The book fair showcases books from various book suppliers. During Book Week various book-related activities are held including storytelling, fun competitions and a Book Character Parade.

Extra-Curricular

Occasionally, the opportunity for students to participate in interschool sporting events arises. This is an extension of the already included school sports program. This could include cross-country, athletics, swimming, table tennis, volleyball, netball, basketball, soccer, cricket, and chess.

The opportunity for Year 10 students to be involved in advanced academic subjects is also available. This involves students travelling to Mildura Senior College to attend Year 11 classes. Transport to and from Mildura Senior College will be the responsibility of the parents.

Uniform Code and General Grooming

Boys Summer Uniform

	Primary	Secondary
Shirt	Blue poly/cotton short sleeve with logo	White poly/cotton short sleeve with logo
Shorts	Dark grey drill, long leg	Dark grey drill, long leg
Jumper	Woollen navy pullover	Woollen navy pullover
Socks	Grey ankle socks	Grey ankle socks
Shoes	Polished black lace-ups Leather elastic sided boots Leather polishable buckle-ups	Polished black lace-ups Leather elastic sided boots Leather polishable buckle-ups
Hat	Wide rim	Bucket

Boys Winter Uniform

	Primary	Secondary
Shirt	Blue poly/cotton long sleeve with logo	White poly/cotton long sleeve with logo
Tie	Regulation navy striped tie	Regulation navy striped tie
Trousers	College grey tailored pants	College grey tailored pants
Jumper	Woollen navy pullover	Woollen navy pullover
Socks	Grey ankle socks	Grey ankle socks
Shoes	Polished black lace-ups Leather elastic sided boots Leather polishable buckle-ups	Polished black lace-ups Leather elastic sided boots Leather polishable buckle-ups

Girls Summer Uniform

	Primary	Secondary
Dress	Regulation blue checked	Regulation blue checked
Shorts	Fitted navy shorts	Fitted navy shorts
Shirt	White poly/cotton short sleeve with logo on pocket	White poly/cotton short sleeve with logo on pocket
Jumper	Woollen navy pullover	Woollen navy pullover
Socks	Plain white ankle length (not sport socks or anklets)	Plain white ankle length (not sport socks or anklets)
Shoes	Polished black lace-ups Leather polishable buckle-ups	Polished black lace-ups Leather polishable buckle-ups
Hat	Wide rim	Bucket
Hair accessories	Navy or royal blue	Navy or royal blue

Girls Winter Uniform

	Primary	Secondary
Tunic/Skirt	Navy blue tartan tunic	Navy blue tartan skirt
Shirt	White poly/cotton long sleeve with logo on pocket	White poly/cotton long sleeve with logo on pocket
Tie	Regulation navy striped tie	Regulation navy striped tie
Slacks	Fitted navy slacks	Fitted navy slacks
Jumper	Woollen navy pullover	Woollen navy pullover
Stockings	Navy blue tights	Navy blue tights
Socks	Plain white ankle length or navy tights (not sport socks or anklets)	Plain white ankle length (not sport socks or anklets)
Shoes	Polished black lace-ups Leather polishable buckle-ups	Polished black lace-ups Leather polishable buckle-ups
Hair accessories	Navy or royal blue	Navy or royal blue

Sports Uniform

	Primary	Secondary
Polo shirt	White with logo (long or short sleeve)	White with logo (long or short sleeve)
Shorts	Regulation sports shorts	Regulation sports shorts
Tracksuit	Regulation sports tracksuit	Regulation sports tracksuit
Socks	White ankle, plain	White ankle, plain
Shoes	Sports shoe	Sports shoe

Dress Code

The school uniform is a pledge of loyalty to the school and an important contribution to school tone. The wearing of the regulation uniform is compulsory.

Any student out of uniform must supply a note to their Homeroom teacher or a text message sent to the Homeroom teacher. Parents will be contacted if a student is consistently out of uniform and will be sent home until the correct uniform is worn.

- Make-up, jewellery and all forms of body piercing are not part of the uniform and are unacceptable. The only exception allowed is a small, silver, gold or clear ear lobe stud. Additional items will be required to be removed immediately.
- Hair must be neat, clean and tidy, avoiding all extremes in style. It is recommended long hair be tied back and out of the face.
- Nail polish is not permitted and nail length should be kept at a level so as not to interfere with school activities.
- Sports shoes are not permitted, except on sports uniform days or if students are participating in sport activities.

- Students enrolled at Henderson College are expected to wear school uniform to all school functions unless the school directs otherwise.
- All items of the uniform are available through the Uniform Shop (excluding socks, tights or shoes).
- Pre-loved items may also be available for sale.

School Hats

It is compulsory for all students to wear the school approved hat during outdoor activities, including recess, lunch times, PE and Sport during Terms 1 and 4, for both Primary and Secondary students.

Swim Wear

Modesty is required when wearing swimmers for any school activity. Girls must wear single-piece swimmers. Bikinis are unacceptable. Boys must wear board shorts. All students must wear a rashie.

Sport Uniform

Students should wear their sports uniform on the day/s designated for sport by their class or roll group teacher.

A mixture of part sports uniform and part regular school uniform is unacceptable.

School Bags

Henderson College supplied bags are compulsory. These can be purchased from the Uniform shop.

Casual Day and Non-Uniform Events

Clothing that is worn on Casual dress days must at all times uphold the ethos, values and standard of Henderson College.

- Casual dress day does not negate school rules about jewellery.
- Clothing must be modest, appropriate fit and suitable for the occasion. Tops and bottoms must meet.
- Clothing must not have objectionable writing or pictures.
- Clothing must not be offensive or inappropriate to any religion, gender, race etc. No cross-dressing is allowed.
- Clothing must not be see-through or too tight fitting.
- Closed shoes must be worn.
- Clothing must be no higher than two finger widths above the knee. Short skirts or short shorts are not to be worn.

Students deemed to be dressed inappropriately may be required to rectify the problem by being:

- sent home
- given something alternative to wear
- parent rung and asked to bring alternative wear
- barred from any events on that day at the school's discretion.

Conduct Guidelines

Our Christian Philosophy at Henderson College is reflected in the curriculum and behaviour policies. Students are expected to abide by school rules as outlined in this publication and as announced during the year. Students are required to show respect for and cooperate with others within the school community. It is important for individuals to achieve their best and to become valuable citizens in society.

While at school, each student is expected to do his/her best in all aspects of the school program, academic or physical, and to be cooperative with administration and teaching staff in whatever is asked of him/her. Orderly conduct is expected at all times, including when travelling to and from school.

Any student engaging in unacceptable activities becomes subject to school discipline procedures, which may involve action by the Discipline Committee or suspend or request that the Principal take formal action to expel a student.

Examples of activities which will incur school discipline are as follows:

- Using, handling, possessing, or furnishing to others tobacco, alcoholic beverages, narcotics, drugs or associated paraphernalia.
- Using, handling, possessing or furnishing to others any implement that could be used as a weapon.
- Gambling or possession of gambling devices.
- Using profane or indecent language or gestures, possessing or displaying obscene literature, pictures, or articles.
- Practising dishonesty in any form.
- Wilful destruction of school property.
- Tampering with school equipment.
- Undermining the Christian ideals and faith held by the school.
- Illegal or improper conduct involving persons of the same or opposite sex.
- Acting in any way that may injure, degrade or disgrace a fellow student or reflect poorly on the reputation of the school.
- Blatant disregard of expected behaviour, involving coarse language, racism, fighting, disrespect or arrogance.
- Insubordination or defiance toward any member of staff.

Student Code of Conduct

Henderson College Students:

1. Demonstrate Christian values in their lifestyle both in and out of School.

Consequently, all students:

- participate positively in the School's religious activity
- are honest in their dealings with others
- show by their conduct that they support Christian values
- communicate with others in a positive manner

Correspondingly, all students refrain from:

- showing disrespect for the School's worship periods, Bible classes, Chapel programs and religious activities
- telling lies or cheating in tests or assignments
- immoral behaviour
- swearing and other coarse language

2. Demonstrate pride in their School.

Consequently, all students:

- behave at all times in such a way that brings credit to themselves and to the School
- make a positive contribution, where possible, to all aspects of the School's program
- take pride in their personal appearance and that of the School
- wear their school uniform, regular and PE uniform with pride

Correspondingly, all students refrain from:

- littering the classrooms and playgrounds
- using substances such as chewing gum at school
- wearing incorrect items of uniform (including jewellery and make-up) or wearing the uniform incorrectly

3. Show respect to all persons involved with the School or visiting the School.

Consequently, all students:

- are polite and courteous to teachers, staff members and visitors to the School
- show consideration to their fellow students
- treat other people in the manner that they would wish to be treated themselves

Correspondingly, all students refrain from:

- gossip
- verbal abuse of other students, teachers or visitors
- any form of physical/emotional/sexual/verbal abuse

4. Have respect for the property of others.

Consequently, all students:

- use the School facilities and equipment in an appropriate manner
- use the property of others (School, teachers' and students') only with their approval

- report any damage or abuse of property to the School authorities

Correspondingly, all students refrain from:

- theft (stealing anything, no matter how small its value, is unacceptable)
- graffiti (on buildings, furniture(desks, chairs etc), books, clothes or people)
- damaging school property or the property of others

5. Adopt a lifestyle based on sound health principles.

Consequently, all students:

- practice habits of eating, drinking and exercising that are conducive to good health
- wear appropriate clothing and safety equipment when working in potentially dangerous areas such as laboratories and workshops, while playing in the sun, or when using potentially dangerous equipment such as bikes and skateboards

Correspondingly, all students refrain from:

- the use of tobacco, alcohol and other harmful drugs or substances at all times
- exposing themselves unnecessarily to the effects of the sun
- riding bicycles (to and from, and at school) unless wearing an approved safety helmet

6. Accept the need for rules to endure the School functions smoothly and that the goals of the School and each student are realised.

Consequently, all students:

- abide by the School's rules
- support the teachers, staff and Prefects in seeing that the School's rules are adhered to

Grievance Policy

An expanded version of the Grievance policy is available on the website and SEQTA parent portal. Professional practice and protocols set out in this Handbook and School Policy are to assist by providing all students and parents with information. If a difficulty occurs, the following process should be followed:

1. Take up the matter with the individual, the teacher or administrator within the school community.
2. If Step 1 does not resolve the issue, take it to the next level - Head of Primary/Secondary. You may wish to invite a third party for support.
3. If Step 2 does not resolve the issue, take the matter to the Principal in writing.
4. If the matter cannot be resolved at the school level a formal complaint can be written to the School Council or Victorian Adventist Schools Company.

It is important to recognise that most disruption that comes from conflict is not a function of issues that separate us; it is rather a function of the way we behave in conflict situations. It is important to maintain open communication at the time of conflict and to contribute sincere efforts toward reducing the conflict.

Bullying in School

Definition of Bullying

“Bullying is a behaviour which can be defined as the repeated attack, physical, psychological, social or verbal in nature, by those in a position of power which is formally or situationally defined, with the intention of causing distress for their own gain or gratification.” (Besag, 1998)

Rationale

All students have the right to be treated with respect and dignity. Henderson College does not tolerate bullying in any form. All members of the Henderson College community are committed to ensuring a safe and caring environment, which promotes personal growth and positive self-esteem for all.

Types of Bullying

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Covert bullying

Covert bullying can include hand gestures and threatening looks, whispering, excluding or turning your back on a person, restricting where a person can sit and who they can talk with. Social bullying (spreading rumours, manipulation of relationships, excluding, isolating) is often covert bullying.

Cyberbullying

Cyberbullying occurs online or via a mobile device. It can be verbal or written, and can include threats of violence as well as images, videos and/or audio. It can happen in or out of school hours.

Sexually harmful behaviour (SHB)

SHB is developmentally inappropriate sexual behaviour which is displayed by children and young people and which may be harmful or abusive. It may also be referred to as sexually harmful behaviour or sexualised behaviour. SHB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children or adults. It is harmful to the children and young people who display it, as well as the people it is directed towards.

Physical bullying

Physical bullying includes hitting, pushing, shoving or intimidating or otherwise physically hurting another person, damaging or stealing their belongings. It includes threats of violence.

Sexual harassment

Sexual harassment is unwelcome sexual behaviour that causes a person to feel offended, humiliated or intimidated. It can include an unwelcome sexual advance; an unwelcome request for sexual favours and/or any unwelcome conduct of a sexual nature. It can be physical, verbal or written.

Social bullying

This is sometimes called relational or emotional bullying, and includes deliberately excluding someone, spreading rumours, sharing information that will have a harmful effect on the other person and/or damaging a person's social reputation or social acceptance.

Verbal and written bullying

Verbal and written bullying includes name-calling or insulting someone about an attribute, quality or personal characteristic.¹

At Henderson College

- we acknowledge that conflict does occur and can lead to harassment and bullying
- we do not accept bullying as 'part of growing up'
- we encourage that it is acceptable to 'tell someone' about being bullied
- any allegation of bullying will be sensitively investigated and addressed
- it will be reinforced that bullying is wrong and will not be tolerated
- the School discipline system will act when bullying behaviour has been investigated and identified
- we will address parties to assist with understanding and accepting of responsibility
- Christian education in the context of nurture, chapel services, worship, assemblies help to create awareness of the sacredness of the individual, the value of community and worlds to develop conflict resolution skills and prevent an environment where bullying is tolerated
- we encourage role modeling of how to relate, speak and act towards one another
- class teachers, Roll Teachers, and duty teachers will monitor behaviour, being aware of signs of insecurity, discomfort and suspected incidents of bullying
- Teachers and students to report suspected incidents of bullying to the appropriate Leadership member
- teachers make effort to remove occasions for bullying by active patrolling during supervision
- the anti-bullying curriculum include the different types of bullying and possible strategies that bullied children might use, eg. attempting to ignore or not show distress, building self-confidence, etc
- support by the School Pastoral team is available when needed.

Parents of Henderson College Students

Parents can assist with the issue of bullying by:

- Familiarise themselves with the College Anti-Bullying Policy
- Be prepared to learn more by attending information sessions
- Watch for signs of distress in their children, e.g., unwillingness to attend school, a pattern of headaches, missing equipment, requests for extra money, damaged clothing or bruising

¹ [Policy | education.vic.gov.au](https://www.education.vic.gov.au/policy)

- Advise your child to tell a Staff member about the incident. If possible, allow the child to report and deal with the situation themselves. The child can gain much respect through taking the initiative and dealing with the problem without parental involvement
- Inform the College if bullying is suspected
- Keep a written record (who, what, when, where, why, how)
- Do not encourage your child to retaliate
- Communicate to your child that parental involvement if necessary, will be appropriate for the situation
- Be willing to attend interviews at the College if your child is involved in any bullying incident
- Be willing to inform the College of any cases of suspected bullying – even if your child is directly involved

Students of Henderson College

Students can assist with the issue of bullying by:

- Refusing to be involved in any bullying situation
- If appropriate take some form of preventative action
- Report the incident or suspected incident and help break down the code of secrecy
- Use the online, anonymous Student Incident Reporting link if they are uncomfortable talking to a staff member face to face
- encouraging others to make a stand against bullying

Behaviour Management

The school behavioural management strategy will foster in the students respect for each other and an understanding for responsibility and consequences of their actions. Teachers will ensure that students understand the consequences of their actions and are given support to 'put it right'. 'Putting it right' will involve a consequence closely related to the outcome or potential outcome of the behaviour. Communication with parents is a priority for the college to ensure a safe environment for all children.

Positive Behaviour for Learning – PB4L

Positive Behaviour for Learning (PB4L) is an educational approach to addressing student conduct at school.

By implementing evidence based, prevention focused interventions, improved academic and behavioural outcomes can be achieved. PB4L initiatives are evident throughout Henderson 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

Positive Behaviour for Learning is designed to impact our entire learning community; Parents, students and staff from Primary to Secondary are encouraged to be involved in our PB4L Journey.

The 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 college uniform.

PB4L in Action

Phase One

1. Teachers establish behavioural expectations and interventions around the four core values with students at the beginning of the school year.
2. The expectations are displayed in all learning areas. Initial interventions are carried out by the classroom teachers who encourage positive behaviours and teach against negative behaviours.
3. After reminding a student of the expected behaviour by referring to the PB4L matrix, if the behaviour persists the student will be given a second reminder and reteaching of the expected behaviour.
4. As a third reminder the students will again be reminded and a consequence given.
5. On the fourth occasion of non compliance the supervising teacher may give the student a time to reflect on their behaviour and discuss options for the future during a twenty minute lunchtime Notcha session (Time-out teacher). This will also be an opportunity for the Time-out teacher to reteach the expected behaviour.
6. Each infringement is recorded onto SEQTA. If a student receives more than three Notches over a two week period in consultation with their parents they will carry out an hour afternoon session.

Phase Two

Planned and implemented by the Campus PB4L Tier Two team. This team is made up of the Primary and Secondary Coordinators and led by the Principal, or his/her representative.

Criteria for Entry to Tier II

1. Behaviours have not changed after Tier One interventions.
2. A range of consequences, depending on the age, developmental needs and behavioural context will be considered. These include, but not limited to: Check-in and Check-out behaviour plan with a focus on desired behaviours for the student are clearly described, Time Outs, after school detention, exclusion.
3. Parent consultation and support will be sought and maintained throughout the process by the Primary/Secondary Coordinator.

Phase Three

Planned and implemented by the Leadership and Student Welfare Teams. Tier 3 deal with all incidents and issues of critical and severe nature occurring across Foundation

to Year 10; matters that would always attract PB4L Tier 3 management, or suspension or expulsion from the College. These include matters of a sexual nature, violence, drugs and drug use, and illegal and criminal activity.

Criteria for Entry to Tier III:

1. Major Behaviours that have been unresolved by Tier 2 interventions or that require specialised supports;
2. Major Behaviours occur around student wellbeing, learning and/safety that need wrap around supports;
3. Students/parent referral for complex issues around quality of life indicators.

Students should refer to the Behaviour Diagram on the following page

Suspension (Tier III)

From time to time student behaviour leads to disciplinary action that may include suspension from school. The School Discipline Committee, along with the Principal, has the power to suspend a student. However only the Principal can expel. Suspensions and expulsions are recorded at the next sitting of the School Council.

A student may be suspended from school for two reasons:

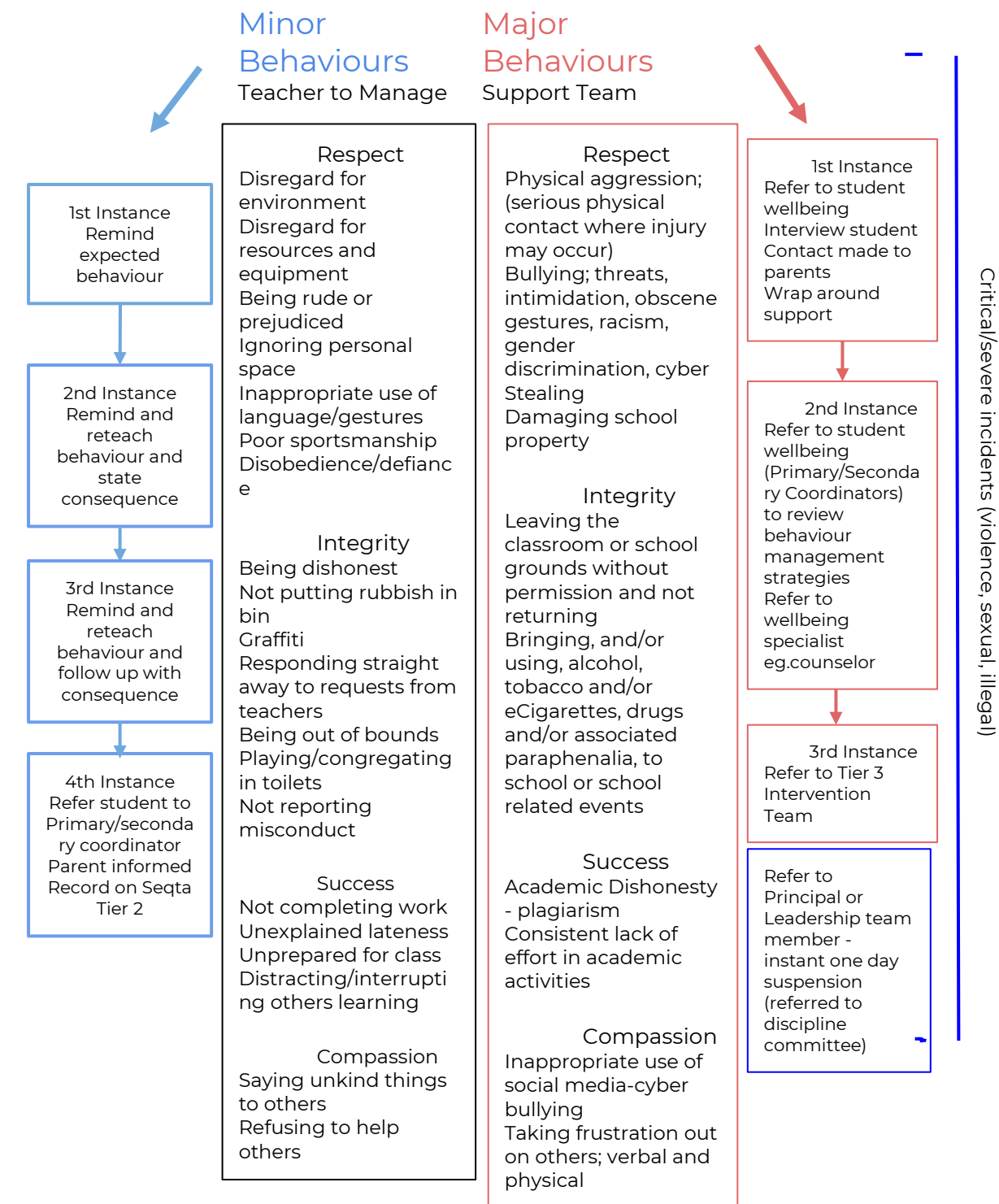
1. Continued disobedience (which may include the excessive accumulation of Detentions and the student not responding over time).
2. Gross misconduct (for any of the reasons outlined in the School Handbook).

A student may only be suspended by the Discipline Committee for up to three days. Any subsequent behaviour within a 12 month period will be referred to the Discipline Committee who may recommend expulsion to the Principal.

The School Discipline Committee also has the following options:

1. To extend a suspension beyond three days? if the circumstances of the case suggest that it would be prudent, for example, student safety, eg. threatening behaviour.
2. To refer a first time case directly to the Principal in some circumstances to consider expulsion.

Henderson College Behavioural Flow Chart



Please Note

Repeated minor behaviours are referred to Primary/Secondary coordinators. Each student is to be managed on an individual basis. Therefore, students may be referred straight to Tier 3 due to individual needs, severity of incident etc. Inappropriate behaviour is not limited to those listed above.

Wellbeing Referrals

If a student needs specialized support from OT, Psych, Mental Health, speech to assist their wellbeing, please contact the principal directly.

Rights and Responsibilities

I have the Right	I have the Responsibility
to be happy and to be treated with understanding	to treat others with understanding – not to laugh at others, tease others, or try to hurt their feelings
to be treated with respect and politeness	to treat others politely and with respect
to be safe	to make the school safe by not threatening, hitting or hurting anyone in any way
to expect my property to be safe	not to steal, damage or destroy the property of others, and to take good care of my own property
to obtain maximum benefit from all lessons and classes – other students will not deprive me of this by their behaviour	to co-operate with teachers and other students to make sure that lessons proceed and that I keep up-to-date with required work not to behave so as to interfere with other students rights to learn to be punctual, to attend school regularly and to take part in activities that will be of benefit to me
not to have health habits interfered with	not to interfere with the health of others by smoking, taking alcohol or drugs, and I have the responsibility not to encourage others to do these things
to have a pleasant, clean and well-maintained buildings and grounds	to care for the school environment – to keep it neat and to be prepared to remove litter
to be provided with a school in which I am physically safe – when defects occur in the buildings they will be repaired as soon as possible	of telling teachers about defective buildings or fittings
to expect the local community to support, respect and have pride in the School	to behave so that the community will respect the School
to be helped to learn self-control – I will accept the consequences if I abuse this right	to learn self-control
to expect that all rights will be mine, as long as I am carrying out my full responsibilities	to protect my rights and the rights of others by carrying out my responsibilities at all times.