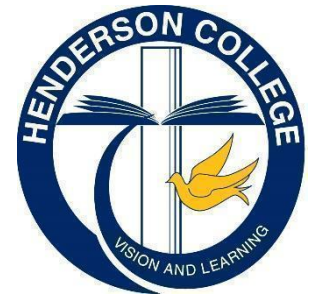


Henderson College

Student Handbook



A Message from the Principal

Welcome to Henderson College.

At Henderson College, we believe every child is uniquely created by God with individual gifts, talents and purpose. Our desire is to provide a safe, supportive and Christ-centred learning environment where students are known, valued and encouraged to grow spiritually, academically, socially, emotionally and physically.

As a College community, we are committed to fostering high-quality relationships, strong partnerships with families and a culture of respect, compassion and service. We seek to inspire students to become confident learners, thoughtful contributors and people of integrity who positively influence the world around them.

*Our 2026 theme **Overflow**, reminds us that when our lives are grounded in God's love, His goodness naturally flows into the way we speak, act and care for others.*

Thank you for partnering with Henderson College. We look forward to journeying alongside your family.



Mrs Devena Obst
Principal

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Our History

Henderson College is a co-educational Early Learning to Year 10 school operated by the Seventh-day Adventist Church as part of the worldwide network of Adventist Christian Schools.

Established in 1951, Henderson College proudly celebrates 75 years of Christian education, faith, learning and community in 2026. Beginning at Havilah Crescent off Fourteenth Street before relocating to its current Cowra Avenue, Irymple campus in 1981, the College has continued to grow and evolve while remaining grounded in its Christian values and commitment to holistic education.

Situated on 20 acres in partnership with the Mildura Seventh-day Adventist Church community, Henderson College provides a welcoming and contemporary learning environment featuring modern learning spaces, innovative technology, a large indoor stadium, undercover basketball and netball courts, dedicated Creative Arts facilities and growing Early Learning opportunities. As the College continues to develop, it remains committed to providing engaging, high-quality learning experiences that support students academically, spiritually, socially, emotionally and physically.

For 75 years, Henderson College has been a community where students, staff and families learn together, care for one another and grow in faith and purpose. The College continues to honour its rich history while looking forward with hope, excellence and a commitment to nurturing future generations.

Our Mission

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.

Our Vision

*We Grow - in faith and learning
We Share - our faith through service
We Trust - in God*

Our Motto

We Grow • We Share • We Trust

Our Values

The values of Henderson College are grounded in Christian faith and motivated by love.

- Excellence
- Love
- Compassion
- Humility
- Respect
- Integrity
- Justice
- Discernment
- Responsibility
- Hope

Our School Personnel

Principal

Mrs Devena Obst

Secondary Coordinator

TBC

Primary Coordinator

Mrs Debra Doddridge

Secondary PB4L Coordinator

Ms Michelle Johnson

Primary PB4L Coordinator

Mrs Sonja Couroupis

School Advisory Chair

Mr Trevor Monson

Business Manager

Mrs Kaylene Clark

Office Manager

Mrs Janine Kuhl

College Reception

Ms Rosio Nevell

ELC Centre Manager

Mr Jonathan Creek

ELC Reception

Mrs Samantha Arnold

Chaplain

Pr Jamie Stanley

Wellbeing Officer

Mrs Venise Lang

Our 2026 College Theme

OVERFLOW

"Whoever believes in Me... rivers of living water will flow from within them." John 7:38

Overflow reminds us that when God fills our lives with His love and goodness, it naturally flows into the way we treat others.

Overflow is reflected:

- **In Our Speech** - *"Out of the overflow of the heart the mouth speaks."* Luke 6:45
We use words that encourage, uplift and demonstrate kindness.
- **In Our Choices** - *"Let your roots grow down into Him..."* Colossians 2:7
We seek to make choices grounded in gratitude, integrity and faith.
- **In Our Lives** - *"My cup overflows."* Psalm 23:5
We live with hope, generosity and trust in God.

Our Christian Philosophy

At Henderson College, we believe every child is uniquely created by God with purpose, value and potential. As a Seventh-day Adventist learning community, our approach to education is grounded in Christian faith and guided by Biblical values.

We believe education is more than academic achievement. It is the development of the whole person - spiritually, intellectually, socially, emotionally and physically. Our desire is to nurture students who demonstrate integrity, compassion, responsibility, resilience and a commitment to serving others.

Christian education at Henderson College encourages students to:

- develop a personal relationship with God.
- grow in character and faith.
- think critically and act wisely.
- build respectful relationships.
- use their gifts and abilities positively.
- contribute meaningfully to their community and the world around them.

We believe learning should inspire curiosity, purpose and hope, while preparing students not only for future pathways and opportunities, but also for lives of service, leadership and positive influence.

The programs and practices of Henderson College support and promote the principles of Australian democracy, including:

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

Our Educational Objectives

Henderson College seeks to provide a safe, supportive and Christ-centred learning environment where students are encouraged to achieve their personal best and develop confidence, responsibility and respect for others.

We aim to support students to:

- grow spiritually and develop Christian values.
- strive for excellence in learning and personal achievement.
- think critically, creatively and independently.
- build resilience, self-discipline and responsibility.
- develop healthy relationships and social awareness.
- care for their physical, emotional and mental wellbeing.
- contribute positively through leadership and service.
- develop skills, knowledge and character for future pathways and life beyond school.

Through quality teaching, wellbeing support and strong partnerships with families, Henderson College seeks to nurture students who are equipped to learn, lead, serve and flourish.

Child Safety and Wellbeing

Our Commitment to Child Safety

Henderson College is committed to providing a child-safe and child-friendly environment where all children and young people are safe, respected and empowered.

The College has a zero tolerance for child abuse, neglect, grooming or any behaviour that compromises the safety or wellbeing of children.

All staff are required to comply with Child Safe Standards and mandatory reporting obligations.

The safety, participation and empowerment of children are central to all decisions and actions at Henderson College.

We are committed to:

- promoting the cultural safety of Aboriginal and Torres Strait Islander children.
- promoting the cultural safety of children from culturally and linguistically diverse backgrounds.
- providing a safe environment for children with disabilities.
- promoting student voice and participation.
- maintaining safe physical and online environments.
- acting in the best interests of students at all times.

If you believe a child is at immediate risk of harm, phone 000.

The College may be required to share information with relevant authorities or services where required by law, child safety obligations or wellbeing concerns.

Child Safety Advocates

Henderson College Child Safety Advocates are trusted adults available to support students and families.

Current Child Safety Advocates include:

- College Principal - *Mrs Devena Obst*
- College Chaplain - *Pr Jamie Stanley*
- Primary Coordinator - *Mrs Debra Doddridge*
- Wellbeing Officer - *Mrs Venise Lang*

Students are encouraged to speak with a trusted adult if they feel unsafe or concerned about themselves or someone else.

Student Wellbeing

Student wellbeing is a shared responsibility across the College community.

Henderson College supports student wellbeing through:

- Positive Behaviour for Learning (PB4L).
- restorative practices.
- chaplaincy support.

- wellbeing and welfare staff.
- student leadership opportunities.
- respectful relationships education.
- inclusive classroom practices.
- student voice opportunities.

We aim to build a culture where students:

- feel safe and connected.
- develop resilience.
- learn responsibility and self-regulation.
- build respectful relationships.
- grow in confidence and belonging.

Student Voice

Henderson College values student voice and encourages students to actively contribute to decisions affecting their learning, wellbeing and school experience.

Students are encouraged to:

- respectfully share feedback.
- seek support when needed.
- participate in leadership opportunities.
- contribute positively to College culture.
- advocate for themselves and others appropriately.

Cultural Safety and Inclusion

Henderson College values diversity and seeks to create an inclusive environment where all students feel respected, safe and valued.

We are committed to:

- cultural safety
- inclusion
- fairness
- dignity
- belonging
- respectful understanding of others

Leadership and Service

Students are encouraged to participate in leadership and service opportunities throughout the College.

These opportunities may include:

- chaplaincy initiatives.
- community service.
- peer support.
- worship participation.
- fundraising and outreach activities.

Leadership at Henderson College is grounded in service to others.

Positive Behaviour and Student Expectations

Positive Behaviour for Learning (PB4L)

Henderson College uses the Positive Behaviour for Learning (PB4L) framework to promote positive behaviour, respectful relationships and safe learning environments.

PB4L encourages students to:

- take responsibility for their choices.
- understand expectations clearly.
- develop positive behaviour habits.
- contribute positively to the College community.
- learn from mistakes and restore relationships.

PB4L supports:

- reduced behavioural incidents.
- improved student wellbeing.
- increased learning time.
- stronger school culture.
- consistent expectations across the College.

Our Core Values - R.I.S.C.

- **Respect** - We treat ourselves, others and our environment with care.
- **Integrity** - We are honest, responsible and do what is right.
- **Success** - We strive to do our best and continue learning.
- **Compassion** - We show kindness, empathy and support for others.

Restorative Practices

At Henderson College, restorative practices are used to build healthy relationships and respond to conflict respectfully.

Students are encouraged to:

- reflect on their choices.
- understand the impact of their actions.
- repair harm where appropriate.
- rebuild trust and relationships.
- learn positive ways to resolve conflict.
- develop respectful relationships with others.

Restorative conversations may include questions such as:

- What happened?
- Who has been affected?
- What were you thinking at the time?
- What needs to happen now to make things right?

Student Code of Conduct

Students at Henderson College are expected to:

- demonstrate respect toward staff, students, visitors and property.
- act honestly and with integrity.
- contribute positively to learning environments.
- follow staff directions respectfully.
- use appropriate language and behaviour.
- wear the College uniform correctly and respectfully.
- behave safely both online and offline.
- care for College property and the belongings of others.
- attend school regularly and punctually.
- complete learning tasks to the best of their ability.
- represent the College positively within the community.
- uphold the values and expectations of Henderson College.

Students are encouraged to seek support when needed and contribute to a culture of kindness, inclusion and responsibility.

The Student Code of Conduct should be read alongside this Handbook and other relevant College policies.

Behaviour, Safety and Relationships

Behaviour Expectations

Students are expected to:

- follow staff directions respectfully.
- use appropriate language and behaviour.
- care for themselves, others and property.
- contribute positively to learning environments.
- behave safely online and offline.
- wear the College uniform appropriately.
- act with honesty and integrity.
- demonstrate kindness and inclusion.

The College may implement a range of responses when expectations are not met, including:

- restorative conversations.
- reflection activities.
- parent communication.
- behaviour support plans.
- withdrawal from activities.
- suspension in serious situations.

Serious breaches of behaviour expectations may result in suspension or termination of enrolment.

Bullying Prevention

Henderson College is committed to providing a safe environment where bullying is not accepted.

Bullying may include:

- physical bullying.
- verbal bullying.
- social exclusion.
- online or cyberbullying.
- harassment or intimidation.

Students are encouraged to:

- speak to a trusted adult.
- report bullying concerns.
- support others respectfully.
- act as positive bystanders.

All reports are taken seriously and managed in accordance with College procedures.

Digital Technology and Online Safety

Technology is used to support learning, collaboration and communication.

Students are expected to use technology safely, responsibly and respectfully. This includes:

- accessing appropriate content only.
- respecting others online.
- protecting passwords and personal information.
- following teacher instructions.
- using devices for educational purposes during class time.

Students should not expect privacy when using College devices, internet services, email systems or digital platforms provided by the College.

The College reserves the right to monitor and manage use of College technology, internet and digital platforms in accordance with College policies.

Prohibited Items and Substances

To maintain a safe and healthy learning environment, students must not bring, possess, use, distribute or be under the influence of prohibited items or substances whilst at school, travelling to or from school, or whilst attending any College activity or event.

Prohibited items and substances include, but are not limited to:

- weapons or dangerous items.
- tobacco products.
- vapes or e-cigarettes.
- alcohol.
- illicit drugs or drug-related items.
- fireworks or explosive items.
- inappropriate, harmful or unsafe materials.
- any item that may place the safety or wellbeing of others at risk.

The College reserves the right to confiscate prohibited items and respond in accordance with College policies and procedures.

The College reserves the right to conduct reasonable searches of student property, including lockers, bags or other items, where there are reasonable grounds relating to safety, prohibited items, student wellbeing or breaches of College expectations.

Searches will be conducted in accordance with College policies, duty of care obligations and applicable legal requirements.

Serious breaches may result in suspension, termination of enrolment, police involvement or other external agency notification where required.

Students are encouraged to immediately report unsafe items, substances or behaviour to a staff member.

Mobile Phones and Smart Devices

To support student learning, wellbeing and online safety, mobile phones and personal smart devices must not be used during school hours unless explicitly authorised by staff.

This includes:

- mobile phones.
- smart watches with communication capability.
- headphones/earbuds.
- tablets or personal gaming devices.

Students may be required to store devices in lockers, bags or designated areas during the school day.

Students must not:

- record, photograph or video students, staff or members of the College community without explicit permission from the College.
- upload, post, share or distribute images, videos, recordings or information relating to students, staff or the College on social media, websites, forums, group chats, messaging platforms or email.
- access, store, send or share inappropriate, offensive, explicit, violent or harmful material.
- engage in cyberbullying, online harassment, intimidation, impersonation or inappropriate online communication.
- use technology or devices in ways that disrupt learning, compromise safety, invade privacy or negatively impact the wellbeing of others.
- use devices to undermine, ridicule, threaten or damage the reputation of students, staff or the College community.

Any misuse of technology, social media or digital devices may result in disciplinary action, confiscation of devices, suspension of technology access, or further consequences in accordance with College policies and procedures.

Artificial Intelligence (AI)

Artificial Intelligence (AI) tools are increasingly used within education and society. Henderson College recognises that AI may support learning, creativity, research and productivity when used appropriately and ethically.

Students may only use Artificial Intelligence tools in ways approved by teachers and the College.

Students are expected to:

- submit work that genuinely reflects their own learning, understanding and effort.
- appropriately acknowledge the use of AI tools, assistance or generated content where required.
- use AI in ways that support learning rather than replace thinking, effort or academic engagement.
- follow teacher instructions regarding acceptable and unacceptable AI use for assessments and classroom tasks.
- demonstrate academic honesty, integrity and authenticity at all times.

Students must not:

- submit AI-generated work as their own.
- use AI to cheat, plagiarise or gain unfair academic advantage.
- use AI tools during assessments or tasks where prohibited.
- generate, access or share inappropriate, offensive, harmful or unsafe material using AI platforms.
- use AI to impersonate, harass, bully, ridicule or harm others.
- use AI in ways that compromise privacy, safety, copyright or the wellbeing of others.

The College reserves the right to:

- investigate suspected misuse of Artificial Intelligence tools.
- require students to demonstrate ownership and understanding of submitted work.
- apply academic or behavioural consequences where misuse occurs.
- restrict or remove access to digital technologies or platforms where required.

Misuse of Artificial Intelligence tools may result in disciplinary action in accordance with College policies and procedures.

Academic Integrity

Henderson College values honesty, authenticity and integrity in learning

Students are expected to:

- submit their own work.
- appropriately acknowledge sources and assistance.
- avoid plagiarism or cheating.
- complete assessments honestly.
- use Artificial Intelligence tools only as approved by staff.

Academic dishonesty may result in disciplinary action or academic consequences.

Social Media Expectations

The College may respond to online behaviour occurring outside school hours where it impacts the safety, wellbeing, reputation or functioning of students, staff or the broader College community.

Students should use social media respectfully and responsibly.

Students must not:

- bully or harass others online.
- share inappropriate content.
- record or photograph others without permission.
- post material that harms the reputation of others or the College.

Online behaviour that impacts student wellbeing or College operations may be addressed by the College.

Learning at Henderson College

Our Approach to Learning

Henderson College values high-quality teaching and learning experiences that support students academically, spiritually and personally.

Our programs aim to:

- develop curiosity and critical thinking.
- encourage creativity and collaboration.
- support individual growth.
- foster resilience and independence.
- build strong literacy and numeracy foundations.

Curriculum

Henderson College delivers curriculum aligned with the Australian Curriculum.

Students engage in a broad range of learning areas including:

- English
- Mathematics
- Science
- Humanities
- Health and Physical Education
- The Arts
- Design and Technologies
- STEM
- Bible
- Languages

Learning Diversity & Additional Support

Henderson College values inclusive education and seeks to support students with diverse learning, wellbeing and support needs through reasonable adjustments and collaborative partnerships with families and external professionals where appropriate.

Additional support may include:

- differentiated learning.
- classroom adjustments.
- targeted interventions.
- wellbeing support.
- collaboration with families and external professionals where appropriate.

Daily Class Times

Times	Primary	Secondary
8:45am - 9:00am	Rollcall and Worship	
9:00am - 9:45am	Session 1	Period 1
9:45am - 10:30am		Period 2
10:30am - 11:15am		Period 3
11:15am - 11:35am	RECESS	
11:35am - 12:20pm	Session 2	Period 4
12:20pm - 1:05pm		Period 5
1:05pm - 1:50pm	LUNCH	
1:50pm - 2:35pm	Session 3	Period 6
2:35pm - 3:20pm		Period 7
3:20 pm	Dismissal	

Homework

Homework is designed to:

- reinforce classroom learning.
- develop independent learning skills.
- encourage responsibility and organisation.
- promote reading and revision habits.

Homework expectations vary across year levels. Families are encouraged to support students in developing positive homework routines.

Assessment & Reporting

Student progress is monitored throughout the year. Families receive information through:

- formal reports.
- parent-teacher interviews.
- SEQTA communication.
- ongoing teacher feedback.

Students are encouraged to reflect on their learning goals and growth.

Student Leadership and Service

Students are encouraged to participate in leadership and service opportunities throughout the College.

These opportunities may include:

- School Captains or Prefects
- Student Representative Council
- Faith Leaders
- House Captains
- chaplaincy initiatives
- community service
- peer support
- worship participation
- fundraising and outreach activities
- buddy program

Leadership at Henderson College is grounded in service to others.

Camps, Excursions and Activities

Students participating in camps, excursions and co-curricular activities are expected to uphold all College expectations and behavioural standards.

Participation may depend upon:

- appropriate behaviour.
- completion of required permissions and medical information.
- compliance with staff directions and safety expectations.

Students represent Henderson College during all external activities and are expected to behave respectfully and responsibly at all times.

Attendance, Uniform and Daily Operations

Attendance

Regular attendance is essential for student learning, wellbeing and engagement

Parents and caregivers are responsible for ensuring students attend school regularly and arrive on time.

Absences should be explained promptly through approved College communication processes.

Unexplained absences may require follow-up by the College in accordance with duty of care and attendance requirements.

Late Arrivals and Early Departures

Students arriving late or leaving early during the school day must sign in or out through the School Office.

Extended Leave During School Terms

Extended absences during school terms should be discussed with the College in advance. Approval may not always be granted where learning impact is significant.

Arrival and Departure

Students should:

- arrive at school during appropriate supervision times.
- remain within supervised areas.
- follow pickup and drop off procedures safely.

Families should follow designated traffic and parking expectations to support student safety.

Uniform and Presentation Expectations

The Henderson College uniform promotes:

- pride in the College.
- safety and identification.
- equality and belonging.
- appropriate presentation.

Students are expected to wear the College uniform neatly, respectfully and in accordance with the current Uniform Guidelines.

This includes expectations relating to:

- correct uniform items
- footwear
- hats
- jewellery and accessories
- hair and grooming
- sports uniform requirements
- casual clothes days

The College uniform promotes safety, belonging, pride and respectful representation of the College community.

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	
Jumper	Woollen navy pullover	
Socks	Grey ankle socks	
Shoes	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	
Trousers	College grey tailored pants	
Jumper/Puffer Jacket/Blazer	Woollen navy pullover and/or Puffer Jacket, Blazer	
Socks	Grey ankle socks	
Shoes	Polished black lace-ups Leather elastic sided boots Leather polishable buckle-ups	

Girls Summer Uniform

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

College Sports Uniform

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

1. 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.
2. 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.
3. Nail polish is not permitted and nail length should be kept at a level so as not to interfere with school activities.
4. Sports shoes are not permitted, except on sports uniform days or if students are participating in sport activities.
5. Students enrolled at Henderson College are expected to wear school uniform to all school functions unless the school directs otherwise.

6. All items of the uniform are available through the Uniform Shop (excluding socks, tights or shoes).
7. 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 One and Term, for all students.

Swimwear

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.

Bus Travel

Students travelling on College buses are expected to:

- follow directions respectfully.
- remain seated appropriately.

- behave safely at all times.
- demonstrate respectful behaviour toward others.
- refrain from eating on the bus.
- not use any electronic devices.

Students travelling on College buses are expected to follow all behavioural and safety expectations.

Bus travel is considered an extension of the school environment.

Practical School Information:

- ***School Office***

The School Office is available to support families with communication, attendance, enrolment and general enquiries.

- ***Lockers and Personal Property***

Students may be allocated lockers where applicable. Students are responsible for caring for their personal belongings and maintaining lockers respectfully.

- ***Lost Property***

Clearly labelled items are more easily returned to students. Unclaimed items may be donated or disposed of periodically.

- ***Canteen and Lunch Orders***

Information regarding lunch orders and canteen services is communicated through official College communication platforms.

Visitors on Campus

To support child safety, security and duty of care obligations, all visitors to Henderson College are required to report to the School Office upon arrival.

Visitors may be required to:

- sign in and out.
- wear a visitor identification badge where applicable.
- follow College safety and supervision expectations whilst on campus.

Visitors should not enter classrooms, playgrounds or student areas without approval from College staff.

Parents and caregivers attending the College during school hours are encouraged to first report to Reception before proceeding to other areas of the campus.

The College reserves the right to refuse entry to, or request the departure of, any visitor whose behaviour is considered unsafe, inappropriate or inconsistent with College expectations.

Health, Safety and Emergency Procedures

Henderson College is committed to maintaining safe, healthy and supportive environments for all students, staff and visitors.

The College maintains emergency management procedures for situations including:

- fire and evacuation.
- lockdowns or external threats.
- severe weather events.
- medical emergencies.
- accidents or incidents on campus.
- bushfire, flood or other environmental emergencies.

Students are expected to:

- follow all staff directions promptly and respectfully during drills or emergencies.
- participate appropriately in emergency practice procedures.
- remain calm and act safely during emergency situations.

The College regularly conducts emergency drills and reviews procedures to support preparedness and student safety.

Where necessary, families will be notified through official College communication platforms regarding emergency situations, operational changes or campus closures.

Medication

Medication at school must be:

- clearly labelled.
- provided through the School Office.
- accompanied by appropriate documentation where required.

Students should not carry medication unless authorised.

Medical Conditions:

Families are responsible for ensuring the College is provided with current and accurate medical, psychological, behavioural and wellbeing information relevant to their child's safety, learning or support needs.

This includes:

- medical conditions
- diagnoses
- allergies
- mental health concerns
- risk assessments or safety plans
- medication changes
- specialist reports where relevant

Families are asked to promptly notify the College of any significant changes to a student's health, wellbeing diagnosis or support needs to assist the college in providing appropriate care and support.

Failure to provide current medical, wellbeing or safety information may impact the College's ability to safely support a student.

Nut Awareness

Henderson College aims to provide a nut-aware environment to support student safety.

Families are encouraged to avoid sending nut products to school where possible.

Supervision and Safety

Students should only be on campus during designated times unless participating in approved activities.

Students are expected to:

- remain within supervised areas.
- follow staff directions during emergencies or drills.
- comply with safety procedures at all times.

The College maintains emergency management and evacuation procedures to support student safety and wellbeing.

Illness or Injury at School

If a student becomes unwell or injured during the school day, families will be contacted where required and appropriate care arrangements implemented.

Infectious Diseases

To support the health and wellbeing of the College community, students who are unwell or displaying symptoms of infectious illness should remain at home.

Families are asked to notify the College of infectious illnesses or confirmed communicable diseases where relevant.

The College manages infectious disease matters in accordance with health advice, government requirements and College procedures.

Immunisation

Families enrolling students are requested to provide an Immunisation History Statement in accordance with Victorian Government requirements.

Families are encouraged to ensure medical and immunisation information remains current and updated with the College.

Sun Safety

Henderson College encourages sun-safe practices to support student health and wellbeing.

Students are required to:

- wear the approved College hat when outdoors, specifically during Term One and Term Four, or as requested by staff.
- use sunscreen where appropriate.
- access shaded areas during outdoor activities.
- bring a clearly labelled water bottle each day.

The College promotes healthy and safe outdoor practices throughout the year.

Student safety and wellbeing remain the priority in all health, safety and emergency management decisions and responses.

Financial Information

Fees

It is the aim of the School Administration and the Adventist Schools Victoria 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 Seventh-day Adventist 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					✓	✓
Student Insurance	✓	✓	✓	✓	✓	✓
Learn to Swim Program	✓	✓	✓	✓	✓	✓
Textbooks	✓	✓	✓	✓	✓	✓
Inquiry Units					✓	✓
Sport & Sport Transport Fees	✓	✓	✓	✓	✓	✓

Fee Payments

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 the College fees must sign a fee payment agreement at the beginning of the school year or upon enrolment. Each family has an account with the College into which fees are to be paid. A statement will be issued each month 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..

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 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.

College Communication and Platforms

Henderson College uses several digital platforms to support communication, permissions, student learning and day-to-day school operations.

Henderson College Website

The Henderson College website provides families with access to important College information, updates and resources.

henderson.vic.edu.au

Families can access:

- College news and announcements.
- key dates and events.
- enrolment information.
- policies and procedures.
- handbook and uniform information.
- contact details.
- canteen information.
- Early Learning Centre information.
- newsletters and community updates.

The website provides links to key College platforms including SEQTA, Flexischools, Consent2Go (C2G) and TrustLoop.

Families are encouraged to regularly visit the Henderson College website to remain informed and connected with College life and important updates.

SEQTA

SEQTA is the College's primary learning management and communication platform for students educational learning:

- student reports and academic progress.
- assessment and homework information.
- attendance information.
- timetable and learning updates.

Parents and caregivers are encouraged to regularly monitor SEQTA to remain informed and engaged in their child's learning journey.

Parent Portal:

SEQTA Engage

henderson.cp.adventist.edu.au



Student Portal:

SEQTA Learn

henderson.cs.adventist.edu.au



Flexischools

Flexischools is used for online canteen ordering. Families can place lunch orders and access canteen information through the Flexischools platform or app.



For information about the Canteen or ordering via Flexischools, please see: <https://henderson.vic.edu.au/our-community/school-services/canteen>

Consent2Go (C2G)

Consent2Go (C2G) is used for permissions, medical information and school activity management. Families may receive excursion, camp, sporting event and activity permissions through this platform.



It is imperative that medical and emergency contact information remains current and accurate within the system.

TrustLoop

TrustLoop is used by the College for selected communication, acknowledgements, policy acceptance and digital form management. Families may receive important notices, documentation and requests for acknowledgement through TrustLoop.



Parents and Caregivers are encouraged to regularly check notifications and complete requested actions promptly to support effective communication and student safety.

Communication and Family Partnership

Court Orders and Family Arrangements

Families are required to provide the College with current and relevant court orders, parenting arrangements, intervention orders or other legal documentation that may impact a student's care, safety, collection arrangements or communication processes.

It is the responsibility of parents and caregivers to ensure the College is kept informed of any updates or changes to legal or family arrangements.

The College will manage such information in accordance with privacy, child safety and duty of care obligations.

Separated Parents

Where some students have parents that are separated or divorced, parents should not attempt to involve the College in any parental dispute that may arise.

The College 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.

The College should not be asked, or expected, to make any action which would disadvantage one party.

The College will observe orders made by a Court in relation to a student or communications with parents.

If family circumstances change, the College requires parents/guardians to inform the College, particularly regarding matters of access and any Family Court orders. This communication is to be transparent and prompt in accordance with the orders, and a copy is required to be provided to the College for accuracy of records and implementation.

Student Images and Media

From time to time, Henderson College may photograph, video or publish student work, achievements or participation in College activities for educational, communication, promotional or celebratory purposes.

This may include:

- College newsletters.
- the College website.
- official College social media platforms.
- yearbooks or publications.
- promotional materials.
- local media or community publications.

The College seeks to manage student images and information respectfully, responsibly and in accordance with privacy, child safety and consent requirements.

Families are asked to ensure media and publication permissions remain current and to notify the College of any changes to consent preferences.

Parents, caregivers and students are expected to respect the privacy of others and must not publish or distribute images, recordings or information relating to students, staff or members of the College community without appropriate permission.

Communication Platforms

Official College communication may occur through:

- SEQTA
- TrustLoop
- Consent 2 Go (C2G)
- email
- newsletters
- approved school applications
- Flexischools
- phone communication
- the College website

Families are encouraged to regularly monitor communication platforms for important updates.

Parent Partnership Expectations

Parents and caregivers are expected to:

- support College values and expectations.
- communicate respectfully with staff and students.
- follow College processes when concerns arise.
- support student attendance and learning.
- contribute positively to College culture.

The College does not tolerate aggressive, abusive or threatening behaviour toward staff, students or members of the community.

Addressing Concerns

If concerns arise, families are encouraged to:

1. Speak respectfully with the relevant staff member.
2. Contact the appropriate coordinator if concerns remain unresolved.
3. Contact College leadership where further support is required.

The College aims to resolve concerns fairly, respectfully and professionally.

Resolving Concerns

Henderson College values respectful, constructive and solution-focused communication.

If concerns arise, families are encouraged to:

1. Speak respectfully with the relevant staff member.
2. Contact the appropriate coordinator or leadership staff if concerns remain unresolved.
3. Access the College complaints process where further support is required.

The College seeks to resolve concerns fairly, professionally and in the best interests of students and the broader College community.

Aggressive, abusive, threatening or defamatory behaviour toward staff, students or community members will not be tolerated.

Expectations of Parents, Caregivers and Visitors

Henderson College values strong partnerships between families and the College community. Positive relationships between parents, students and staff contribute significantly to student wellbeing, learning and the overall culture of the College.

All parents, caregivers and visitors are expected to support the values, ethos and expectations of Henderson College and contribute to a respectful, safe and supportive learning environment.

Parents, caregivers and visitors are expected to:

- communicate respectfully and constructively with staff, students and members of the College community.
- work collaboratively with the College to support student learning, wellbeing and behaviour.
- follow College processes and procedures when concerns arise.
- support staff in carrying out their professional responsibilities and duty of care obligations.
- behave respectfully at all College events, activities and within online communication spaces.
- model appropriate behaviour, language and conduct for students.
- respect the safety, wellbeing and dignity of all members of the College community.

The College does not tolerate:

- aggressive, abusive, threatening or intimidating behaviour.
- harassment, bullying, discrimination or vilification.
- offensive, defamatory or inappropriate communication.
- inappropriate conduct toward staff, students or other families.
- behaviour that undermines the safety, wellbeing or reputation of others.
- inappropriate social media commentary, online conduct or public criticism relating to students, staff or the College community.

Respectful Communication

Henderson College encourages respectful, solution-focused communication between home and school. Families are encouraged to raise concerns through appropriate College channels and processes.

Concerns should not be addressed through:

- social media.
- public commentary.
- online forums or group chats.
- confrontational or aggressive behaviour toward staff, students or other community members.

The College asks families to recognise that staff have the right to disconnect outside of work hours. While staff will endeavour to respond to communication in a timely and professional manner, families should understand that staff are not available 24 hours a day and are not expected to respond immediately during or outside of work hours, weekends, public holidays or leave periods.

Social Media Expectations

Parents and caregivers are expected to use social media respectfully and responsibly.

This includes:

- respecting the privacy of students, families and staff.
- not posting photographs, videos or information relating to other students or staff without permission.
- refraining from negative, defamatory or harmful commentary about the College community.

- avoiding online behaviour that may damage relationships, student wellbeing or the reputation of the College.

Parent Code of Conduct

All parents and caregivers are required to comply with the Henderson College Parent Code of Conduct, the signed Parent Code of Conduct Agreement and the Parent Code of Conduct Policy as part of enrollment and ongoing partnership with the College.

This includes sporting events, performances, excursions, online platforms and all College-related activities.

The full Parent Code of Conduct and related policies are available through official College communication platforms and the College Office.

Enrolment, Privacy and Policy References

Henderson College seeks to work in partnership with families who support the values, ethos and expectations of the College. Enrolment at Henderson College reflects a shared commitment between the College, students and families to support student learning, wellbeing, behaviour and participation within a Christ-centred educational environment.

Enrolment Partnership

By enrolling at Henderson College, families acknowledge and support:

- the Christian ethos and values of the College.
- the expectations outlined within the Student Handbook.
- College policies and procedures.
- respectful partnership between home and school.
- student participation in the academic, wellbeing and spiritual life of the College.

Families are expected to provide accurate and relevant information during the enrolment process and maintain open communication with the College regarding matters that may impact student wellbeing, learning or safety.

Ongoing Enrolment Expectations

Ongoing enrolment is dependent upon students and families continuing to uphold the expectations and standards of the College community.

This includes:

- respectful behaviour and communication
- regular attendance and engagement in learning.
- compliance with College policies and procedures.
- appropriate support of staff and College processes.
- maintaining safe and positive relationships within the College community.

Withdrawal Process

Families are asked to notify the College in writing if withdrawing a student from enrolment.

Where possible, advance notice should be provided to support transition planning, continuity of learning and administrative processes.

The College may request the return of any College property, resources, outstanding documentation or finances, prior to finalisation of withdrawal.

Enrolment Management

The College reserves the right to manage enrolment in accordance with College policies and procedures, including where serious behavioural, safety, wellbeing or partnership concerns arise.

This may include:

- behaviour support processes
- enrolment review
- suspension
- withdrawal of enrolment in serious circumstance

The College will seek to work collaboratively and respectfully with families when concerns arise and will follow appropriate procedural fairness processes where applicable.

Behaviour and Wellbeing Considerations

Henderson College is committed to providing safe, supportive and inclusive learning environments for all students and staff.

Where significant concerns arise relating to:

- student behaviour
- safety
- wellbeing
- engagement
- family partnership
- compliance and College expectations

The College may implement additional support measures, review processes or enrolment considerations in accordance with College policies and procedures.

Reasonable Adjustments

Henderson College values inclusive education and seeks to support students with additional learning, wellbeing or medical needs wherever reasonably possible.

The College may work collaboratively with families and external professionals to determine appropriate supports, adjustments or accommodations that enable students to participate safely and meaningfully in the educational program.

Decisions regarding enrolment, adjustments and supports are made in accordance with relevant legislation, available resources, student needs and the College's capacity to provide reasonable adjustments.

This section should be read alongside the Seventh-day Adventist Schools (Victoria) Ltd Enrolment Policy and other relevant College policies and procedures.

Policy References

This Handbook should be read alongside relevant College policies and procedures, including:

- Child Safety
- Attendance
- Behaviour Management
- ICT & Acceptable Use
- Uniform Expectations
- Parent Code of Conduct
- Student Code of Conduct
- Complaints and Appeals
- Privacy
- Enrolment

Current policies are available through official College communication platforms and the College Office.

Final Message

Henderson College seeks to provide a learning environment where students flourish academically, spiritually and personally.

By working together in partnership, we can continue building a College community grounded in faith, respect, compassion and excellence.

We thank you for being part of the Henderson College community.

Henderson College Campus

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Irymple Victoria 3498

henderson.vic.edu.au

03 5024 5192

College Office: Ext 1

8:30am - 4pm Mon-Fri

reception@henderson.vic.edu.au

College ELC: Ext 2

8:00am - 5:30pm Mon-Fri

elc@henderson.vic.edu.au

ELC specific handbook available via the College website.

