

College Handbook

Primary - Secondary 2024



Heritage College



Heritage College

College Handbook 2024





**Our vision is to provide
Christ-centred Education
for Eternity to all
students.**

**Our mission is to provide
a quality Christian
education that caters for
the development of the
mind, body and spirit of
all students.**



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College Contacts

Campus locations

Narre Warren South Campus (Early Learning - Year 6)
333 Centre Road
NARRE WARREN SOUTH VIC 3805

Officer Campus (Early Learning - Year 12)
66 Starling Road
OFFICER VIC 3809

Postal address

PO Box 293 BERWICK VIC 3806 (Narre Warren South campus)
PO Box 287 OFFICER VIC 3809 (Officer campus)

Hours of Operation

School Hours 9:00am - 3:20pm (2:30pm Fridays) - Narre Warren South Campus
8:55am - 3:10pm (2:20pm Fridays) - Officer Campus

Reception Monday to Thursday 8:30am – 4:00pm
Fridays 8:30am – 3:00pm

Reception is open during school terms.
During the term breaks the office closes for one week.
During the Christmas holiday break, Reception closes for approximately three weeks.

Library 9:00am - 2:00pm Monday, Wednesday and Thursday (NCP)
9:00am - 3:30pm Monday - Thursday (Officer)



College Directory

Phone	(03) 9796 0100
Email	admin@heritagecollege.vic.edu.au
Absences	(03) 9796 0100 or email absences@heritagecollege.vic.edu.au (before 9:30am)
Bus Transport enquiries	s.kendrick@heritagecollege.vic.edu.au
Enrolments (Prep - Year 12)	enrolments@heritagecollege.vic.edu.au
Enrolments (Early Learning)	elcenrolments@heritagecollege.vic.edu.au
Fees	finance@heritagecollege.vic.edu.au
IT Helpdesk	helpdesk@heritagecollege.vic.edu.au
Library	librarystaff@heritagecollege.vic.edu.au
Out of School Hours Care	oshc@heritagecollege.vic.edu.au
Student Wellbeing	wellbeing@heritagecollege.vic.edu.au
Uniform	uniform@heritagecollege.vic.edu.au
College website	www.heritagecollege.vic.edu.au
SEQTA Engage (Parent Portal)	https://heritage.cp.adventist.edu.au



Leadership Team





Staff Contacts

Reception

NWS Campus - Primary Reception

NWS campus
Mrs Ellen Schwalger

Officer Campus - Primary and Secondary Reception

Officer campus
Mrs Christobel Smithells
Miss Alana Saluni

Executive

Principal
Mr Sonny Aiono
principal@heritagecollege.vic.edu.au

Executive Administrator
Mrs Tam Dobson
t.dobson@heritagecollege.vic.edu.au

Business Manager
Mr Marco Adonis
businessmanager@heritagecollege.vic.edu.au

Head of Primary
Mr Roger Sevenhuysen
r.sevenhuysen@heritagecollege.vic.edu.au

Enrolment Coordinator
Mrs Jackie Saluni
enrolments@heritagecollege.vic.edu.au

Assistant Business Manager
Mrs Tigist Alemu
businessmanager@heritagecollege.vic.edu.au

Head of Secondary
Mrs Catherine Gillard
c.gillard@heritagecollege.vic.edu.au

School Coordinators

NWS Campus - Primary

School Coordinator / Learning and Teaching Coordinator
Mrs Jo Capon
j.capon@heritagecollege.vic.edu.au

Officer Campus - Primary

School Coordinator / Learning and Teaching Coordinator
Mr Benjamin Rosenberg
b.rosenberg@heritagecollege.vic.edu.au

Officer Campus - Secondary

Deputy Head of Secondary
Mrs Katy Matteo
k.matteo@heritagecollege.vic.edu.au

Year Level Leaders / Coordinators

NWS Campus - Primary

Prep – 2 Level Leader
Mrs Yolanda Horne
y.horne@heritagecollege.vic.edu.au

Years 3 – 6 Level Leader
Mrs Janet Robertson
j.robertson@heritagecollege.vic.edu.au

Officer Campus - Primary

Prep – 2 Level Leader
Mrs Courtney Bennetts
c.bennetts@heritagecollege.vic.edu.au

Years 3 – 6 Level Leader
Mr Nigel Eales
n.eales@heritagecollege.vic.edu.au

Officer Campus - Secondary

Learning and Teaching Coordinator
Miss Sarah Perry
s.perry@heritagecollege.vic.edu.au

Years 7 to 8 Level Leader
Mr David Latola
d.latola@heritagecollege.vic.edu.au

Years 9 to 10 Level Leader
Mr Evan Varty
e.varty@heritagecollege.vic.edu.au

Years 11 to 12 Level Leader
Mr Steven Petrou
s.petrou@heritagecollege.vic.edu.au



Teaching staff

NWS Campus - Primary

Prep H

Mrs Yolanda Horne

Year 1C

Mr Sean Charles

Year 2S

Mrs Shanandoah Schaffers

Year 3M

Mrs Heather Maslen

Year 4W

Mr Andrew Waldrip

Year 5RL

Mrs Janet Robertson/Mrs Maria Liu

Year 6S

Mr Sam Schubert

LOTE

Mrs Lian Scheermeijer/
Ms Valli Chockalingam

Visual Arts

Mrs Maria Liu

Performing Arts

Mrs Alicia Nobes

Physical Education

Mrs Cheryl Rule

Officer Campus - Primary

Prep T

Mrs Sarah Tregworth

Prep U

Mrs Fia Utai

Year 1BC

Mrs Courtney Bennetts/Mrs Aloma Camps

Year 1N

Mrs Shelby Nyhuis

Year 2W

Ms Jenny Wells

Year 3A

Mrs Paulina Argendra

Year 4R

Mrs Velia Roos

Year 5CC

Mr Darrell Chang/Mrs Aloma Camps

Year 6E

Mr Nigel Eales

LOTE

Ms Hailey Havercroft/
Ms Valli Chockalingam

Visual Arts

Mr Troy Kimpton

Performing Arts

Mrs Alicia Nobes

Physical Education

Mrs Liana Rutgrink

Officer Campus - Secondary

Year 7 Homeroom

Mr Reuben Sleight/Mrs Amnei Steyn/Mr Shane Nicholas

Year 8 Homeroom

Mr John Kama/Mr Daniel Schlegel

Year 9 Homeroom

Mr Scott Camps/Miss Bianca Maggs

Year 10 Homeroom

Mrs Kirsty Verwey/Mrs Michelle McCreesh

Year 11 Homeroom

Mrs Annali Stevenson/Mr Nathanael Capon

Year 12 Homeroom

Mrs Tegan Tinsley/Mrs Irene Hennessy

VCE/VM/VET Coordinator and Careers Practitioner

Mrs Jenni Chisholm
j.chisholm@heritagecollege.vic.edu.au

Head of Department: Arts and Technologies

Mrs Annali Stevenson

Head of Department: Encounter

Mrs Janette Bower

Head of Department: Languages

Mr Steven Petrou

Head of Department: Health and Physical Education

Mr Reuben Sleight

Head of Department: Humanities

Mrs Michelle McCreesh

Head of Department: Mathematics

Mr Daniel Schlegel

Head of Department: Science

Mrs Tegan Tinsley

Head of Department: VM

Miss Carin Eastburn

Education Support Staff

NWS Campus - Primary

Education Support Coordinator

Mrs Coral Fokkens

Officer Campus - Primary

Education Support Coordinator

Mrs Jacqui Monk

Officer Campus - Secondary

Education Support Coordinator

Ms Tiffany Weiler



Library Services

NWS Campus - Primary

Librarian

Ms Penny Tan

Officer Campus - Primary and Secondary

Librarian

Ms Sarah Miller

Pastoral Care and Wellbeing

All campus locations

Chaplain

Pr Lagi Limu

Pr Josh Stadnik

chaplain@heritagecollege.vic.edu.au

Wellbeing

Mrs Delphine Schlegel

Mrs Hayley Croft

wellbeing@heritagecollege.vic.edu.au

Bus Services

All campus locations

Bus Manager

Mrs Sheila Kendrick

Bus Drivers

Mrs Sheila Kendrick

Mr Don Culpan

Mr Scot Andrews

Mr Peter Dias

Maintenance Services

All campus locations

Grounds & Maintenance Manager

Mr Marco Adonis

Maintenance and Grounds Officer

Narre Campus Primary and ELC Narre Campus

Garden & Grounds Specialist

Mr Cameron Dalgleish

Maintenance and Grounds Officer

Officer Campus Primary and ELC Officer Campus

Billy Mohun

Maintenance and Grounds Officer

Officer Campus Secondary

Projects Specialist

Bob Williams

General Maintenance

Don Culpan

Grounds & Maintenance Administrator

Venitta Ah Tune Cocker



Principal's Message

As Heritage College enters the 2024 academic year, we embrace a profound spiritual focus centered on Deliberate Learning. This concept transcends the bounds of academic excellence, guiding us towards a deeper understanding of God's word and our identity as learners under His grace.

Deliberate Learning invites us to engage more profoundly with our studies, encouraging a pursuit of wisdom beyond mere facts and figures. Anchored in the scripture "Seek and you will find" (Matthew 7:7), this approach to learning is about being intentional and mindful in our quest for knowledge. It's about embracing every learning opportunity, reflecting on our experiences, and understanding how each lesson shapes our view of the world and our role in it.

In this journey, each subject, from mathematics to the arts, becomes a pathway to explore God's wisdom and love. It's a commitment to understanding not just the world around us, but also the depth of God's word and its application in our daily lives. Through Deliberate Learning, we aim to cultivate a richer understanding of the divine and a deeper insight into our individual capabilities as learners under His guidance.

This year, let our commitment to learning be a deliberate act of faith - seeking to know more about God and ourselves as learners. May we embody the core values of Excellence, Resilience, Respect, and Service, growing not just in knowledge, but in wisdom, character, and love.

Faithfully,

Sonny Aiono
Principal



Who we are

Heritage College commenced operations at the Narre Warren South campus in 1999, acquiring the historic campus from Hallam Valley Primary School, originally constructed during the 1930s. Since its inception, Heritage College has been strategically placed for growth in two of the fastest growth corridors in Victoria. The Strategic Plan 2021-2025 outlines the vision for the college over the next five years, positioning the college as a leader in educational excellence within the Casey and Cardinia communities.

Our four college values are:

- **Excellence.** Students are encouraged to strive to give their best in all they do, remembering “what your hand finds to do, do it with all your might” (Ecclesiastes 9:10).
- **Resilience.** Students are encouraged to bounce back in tough times, reflecting upon “I can do all things through Christ who strengthens me” (Philippians 4:13).
- **Respect.** Students are encouraged to think about others before themselves, remembering to “do unto others what you would have them do unto you” (Luke 6:31).
- **Service.** Students find ways to help others around them, considering to “serve one another humbly in love” (Galatians 5:13).

Each member of the Heritage College community is to uphold and demonstrate the values of Excellence, Respect, Resilience and Service.

Governance and School Council

College strategic direction and financial operations are governed by Adventist Schools Victoria (ASV). The College Council is an advisory committee that provides support to the College as needed through the College academic year.

Parents are welcome to submit items for review and discussion at Council meetings. Address matters to Mr Paul Bower, Chairman and send via email to admin@heritagecollege.vic.edu.au. Please refer to the calendar on the website for the scheduled 2024 dates.

Seventh-day Adventists

Heritage College is founded on the spiritual principles of the Seventh-day Adventist Church. Seventh-day Adventists are members of a Christian denomination that observes the Bible Sabbath on Saturday, emphasising a holistic approach to health, education, and spiritual growth and looking forward to the second ‘advent’ of Jesus Christ. In a Seventh-day Adventist school, parents can expect their children to receive an education rooted in Christian values, promoting a balanced development of mind, body, and spirit.

Those wanting to know more are invited to visit the Seventh-day Adventist website: <https://www.adventist.org/>



First Week

All the details about what to expect in the first week of school.

Commencement Dates

Diarise the first day of school for 2024 for your child in the year levels below:

First Day Term 1 (Year 7 and Year 12): Monday 29 January 2024

First Day Term 1 (Prep to Year 6, Years 8 to 11): Tuesday 30 January 2024

First Day Procedure

Prep students

Arrive from 8:35am to give your child time to play, settle in with their belongings and greet the teacher. Parents are welcome to stay for a special morning tea called 'Tea and Tissues', which runs until approximately 10am.

Primary School (Years 1 to 6) students

Students will head to the classroom they attended on our Classroom Connect Day during Term 4. If you are unsure of your child's classroom location, please visit Reception on the day. A class buddy student will come to collect your child from Reception.

Secondary School students

Students will head to assembly in the MPC. Codes of Conduct for Sporting Participation and Acceptable Use of Technology are provided to students for signing on the first day.

Culture and Dedication Day

Held early in the new school year, Culture Day involves welcoming new staff, acknowledgement of School Captains and House Captains. Both Principal and Chaplain lead an address in acknowledging the guidance of God throughout the school year and remind staff and students of the college values of Excellence, Resilience, Respect and Service.



College House Information

House Captains are introduced on Culture Day. All staff and students are allocated to one of the four House Groups, and Houses compete against one another for points.

Students compete in a variety of Inter-House competitions throughout the year. Sporting events are conducted between the House Groups, as are opportunities for leadership, worship and supporting new students. Inter-House competitions on campus are a great way for a friendly rivalry to develop and team spirit to be displayed.

The Houses are named after four Australian athletes:

- Court (blue) - in honour of Margaret Court, former World No 1 in Tennis, ordained minister and founder of Margaret Court Community Outreach.
- Elliott (yellow) - in honour of Herb Elliott, Olympic gold medallist in middle distance; and awarded Companion of the Order of Australia for service to community leadership through the development of sport.
- Jackson (red) - in honour of Marjorie Jackson, Olympic gold medallist in track, and former Governor of South Australia.
- Landy (green) - in honour of John Landy, Olympic medalist in middle-distance running, and former Governor of Victoria.





Term Dates, Information Evenings, and Bell Times

A schedule of published term dates can also be found on the College website.

Term Dates for 2024

Term 1	29 January 2024 (Years 7 and 12) or 30 January 2024 (Prep to Year 6, Years 8-11) to 28 March 2024
Term 2	15 April 2024 - 28 June 2024
Term 3	16 July 2024 - 20 September 2024
Term 4	7 October 2024 - 10 December 2024

Parent Information Nights - Primary

Learn about class homework routines, behaviour expectations, communication guidelines and key dates for the year ahead.

Tuesday 6 February 2024 - Officer Campus Primary Information Night

Tuesday 13 February 2025 - Narre Campus Primary Information Night

Parent Information Nights - Secondary

Learn about our class homework routines, behaviour expectations, device expectations, communication guidelines and key dates for the year ahead.

Wednesday 7 February 2024 - Years 7 and 9 Information Night



Bell Times for 2024

	Narre Warren South Campus (P- 6)	Officer Campus (P - 12)
Buses arrive	From 8:15am	From 8:40am
Start of School (P-6) Homeroom (7-12)	9:00am	8:55am
Period 1	9:10 – 10:00am	9:05 – 9:55am
Period 2	10:00 – 10:50am	9:55 - 10:45am
Recess	10:50 – 11:10am	10:45 – 11:05am
Period 3	11:10 – 12:00pm	11:05 – 11:55am
Period 4	12:00 – 12:50pm	11:55 – 12:45pm
Eating Time	12:50 – 1:00pm	12:45 - 12:55pm (Primary)
Lunch	1:00 – 1:40pm	12:55 – 1:30pm
Period 5	1:40 – 2:30pm	1:30 – 2:20pm
Period 6	2:30 – 3:20pm	2:20 – 3:10pm
Home Time	3:20pm	3:10pm
Buses depart	3:40pm	3:20pm
	Friday classes end P5, 2:30pm	Friday classes end P5, 2:20pm

Supervision

Yard supervision at Officer Campus (Primary and Secondary) starts at 8:35am and ends at 3:30pm Monday to Thursday and 2:40pm on Friday.

Yard supervision at Narre Warren South Campus starts at 8:15am and ends at 3:50pm Monday to Thursday and 2:50pm on Friday.

Students remain the responsibility of their parent/guardian outside of these times when on campus.



College Procedures

Prep to Year 12





Absences

If your child is unable to attend school on a specific day, please do not email their teacher. Instead, please notify the front office staff at absences@heritagecollege.vic.edu.au or phone 9796 0100 by 9:30am with the child's name, year level and reason for absence. Medical certificates may be requested for ongoing absences. It is a requirement that all absences are resolved by families.

Responsibility of Absent Students (Secondary)

If a secondary student misses one or more classes, it is the student's responsibility to:

- Hand in any work (assignment/homework) that was due in the missed class.
- Ask a reliable classmate or the teacher for worksheets and/or other work given in the class.
- Check Google Classroom for any handouts and instructions.
- Catch up on missed work.
- Arrange (as soon as possible) with the class teacher to sit any missed tests.

Absences due to Family Holidays

We kindly request parents avoid planning family holidays during school terms, especially during exam periods, to ensure that students can fully engage in their academic responsibilities. In instances where a family opts for an extended holiday period (over one week), it is important to note that individualised school work will not be provided. It is not the responsibility of teachers to facilitate education when a family has chosen to temporarily remove their child from the academic setting for a holiday. In Secondary, students will have access to resources (such as Textbooks) and may receive class material on Google Classroom. Students are encouraged to use the resources available in self guided learning.

Late to school

If a student arrives at school any time after 8:55am at Officer Campus (9am at Narre Campus Primary) they are considered late. On arrival at school after this time, the student must sign in at Student Reception in the school office and obtain a 'LATE TO SCHOOL PASS'. A parent note, email or phone call is needed for late arrival. Students must give the late pass to their teacher upon entering their class.

If the student is late and does not sign in, the parent will receive an SMS to advise their child has been marked absent and the parent will need to call the school for confirmation. Late to school 3 times without a parental note or good excuse will incur a lunchtime conversation with the Year Level Leader or Primary Classroom Teacher and an appropriate follow-up strategy to prevent future lateness will be implemented.

Leaving School Early

No student is allowed to leave the school grounds at Officer Campus before 3:10pm (3:20pm at NCP) without consent from a parent/guardian. If a student needs to leave school before the official end of school, parents are required to notify the front office via phone or email. This should happen as early as possible on the school day. At the time of departure the student will need to sign out at the front office.



Medical Matters

All parents of students at the School must complete and/or update annually their child's Medical History online. Medical information is updated via a link from Consent2Go on the Parent Portal. If any student has been suffering from an infectious illness, Health Department regulations must be observed and the school must be notified. Children suffering from flu symptoms should be kept at home.

Academic Grades

In Prep to Year 10 students are graded against the Australian Curriculum. Strands in all curriculum areas are reported against a five-point scale. The five point scale is as follows:

- Well Above Standard
- Above Standard
- At Standard
- Below Standard
- Well Above Standard

Assemblies and Chapels

Assemblies are held weekly. These are used to make general announcements, acknowledge special student achievement and check uniforms. Chapels are a time for Worship including songs, activities and a guest speaker, and are also held weekly. Parents are welcome to attend both of these regular events.

Bus Transport

Heritage College operates a bus service covering local suburbs including Beaconsfield, Berwick, Clyde, Cranbourne/North/West/East, Dandenong, Doveton, Endeavour Hills, Fiveways, Hallam, Hampton Park, Koo Wee Rup, Lyndhurst, Noble Park, Narre Warren/South/North and Pakenham.

Families opting to use the college bus service are to complete the *Bus Transport Options* application form, available by emailing admin@heritagecollege.vic.edu.au, prior to commencement. These are usually sent to all current and new families in October/November.

If changes are required to collection/drop off arrangements, contact Sheila Kendrick, Bus Manager on 0478 064 514 or email s.kendrick@heritagecollege.vic.edu.au at least 24 hours prior.

Please read and understand the Bus Transport Code of Conduct available in SEQTA.

Shuttle Times

Morning Shuttle: All students who catch the morning shuttle buses between campus locations are to be on the bus by 8:15am for an 8:20am departure. Buses must run to schedule so please ensure you are on time.

Afternoon Shuttle: Local traffic and road works between Officer Campus and Narre Warren South Campus may impact arrival times for the afternoon shuttle. Buses typically arrive to our Narre Warren South Campus by approximately 3:40pm.



Bus Fees

Bus Fees are payable in full each term. Fee assistance and other discounts do not apply to Bus Fees. Bus Fees and School Fees are billed separately.

Read more: [Bus Fees](#)

Conveyance Allowance (Officer Campus enrolled students only)

Enrolled families may be eligible to receive a rebate for the cost of transport to and from Officer Campus. Students who live in a rural or regional area and travel to Officer Campus by car or bus between home and school may be eligible to receive a rebate if travelling 4.8km or more on each leg of the journey.

Applications for Conveyance Allowance are to be returned to Reception by Monday 29 January 2024. There will be included in the Transport pack we will email around October/November.

Drop-Off / Collection Zones

The diagonal yellow lines in car park locations at both campuses indicate a two-minute drop-off/pick-up zone. Please do not exit your vehicle if you park in these areas. Please use the rest of the car park for longer-term parking.

Communication with your Child's Teacher

Communications regarding day-to-day classroom matters should be addressed to your child's classroom teacher or subject teacher, using the email address convention: initial.teacherlastname@heritagecollege.vic.edu.au

Parents are encouraged to communicate with their child's teacher about their child's progress. Please make an appointment ahead of time to ensure the teacher is available for a discussion. Please limit discussions with teaching staff at the beginning of the day to allow them to concentrate on the preparation and delivery of classes by 8:55am.

Heritage College appreciates all efforts made to contact staff. However, in order to meet the various demands of lesson preparation, corrections, meetings and workshops, staff are encouraged to respond to emails between the hours of 8:30am and 4:30pm. We aim to respond to emails within 24 hours on weekdays and 48 hours over the weekend. If the matter is urgent please make a time for an interview through the office.

We appreciate being informed of any changes to home situations, such as change of contact details, illness in the family, separation of parents, parents travelling etc. This enables our pastoral care staff and teachers to best meet the needs of our students.

Communication Protocol

In adherence to our established communication protocol, parents are kindly requested to initiate contact with the classroom teacher or homeroom teacher (Secondary) when addressing any concerns or inquiries. If concerns persist or remain unresolved, parents are encouraged to follow the established chain of command by contacting the Level Leader, then progressing to the Head of Primary or Secondary, and finally, the Principal. This sequential approach ensures a systematic resolution process and facilitates effective communication



within the school community. We appreciate your cooperation in following this chain of command for the optimal resolution of any issues.

Consent2Go

Consent2Go is the digital system used at Heritage College to communicate information about:

- Incursions, excursions, camps and
- Student's health, wellbeing and medical information.

Parents enter information via the Parent Portal about their family and student details, as well as provide consent for excursions, emergency medical treatment, health and medication support, and other things. No paper based forms are required. An invitation is initiated by Heritage College staff and sent to parents to alert you to new information requiring a response. Parents can also request a link, from within Consent2Go, to be able to enter updated family details and student medical and health information.

Heritage College staff use the Consent2Go system to plan and manage excursions to meet all compliance and safety standards before requesting consent for students to participate. Having accurate information about your student enables full participation in the school's programs, while remaining abreast of all safety and security requirements, and enables optimum health and wellbeing care of all students.

When your child requires permission to attend an event, eg. excursion camp, sport, etc. you will receive an email from MCB Schools. This email will allow you to accept or decline the invitation and update your details. It is important that you add the email address admin@mcbschools.com to your safe email list in advance so that it doesn't go into your spam folder. It is also important that you update your email address if it changes.

Emergency Management

In order to maintain a safe environment for our students to study and learn, it is necessary that we practice emergency and crisis response plans by having drills designed to exercise procedures. Students and staff will practice several primary emergency drills each year. They are: Fire Drills, Lockdown Drills, Shelter-in-Place Drills and Evacuation Drills.

For the safety of everyone involved and to maintain order, we respectfully ask that Parents abide by the following during these drills:

- Do not come to the school campus.
- Do not call the school offices (as they will be busy with the drill or actual emergency).
- Do not contact students or staff members via mobile phone or social media (as they will be busy with the drill or actual emergency).
- Avoid social media posts. Correct information will be disseminated through our automated system as soon as possible.

Please make sure that your contact information is current at all times so that you can be reached without delay in the event of an emergency. In the event of an actual emergency evacuation, you will receive notification where to pick up your child as soon as practicable. Please remember that these safety practice drills are undertaken to help maintain our schools as a safe place to learn and work.



Finance

All financial inquiries should be addressed to the Assistant Business Manager, **Mrs Tigist Alemu** t.alemu@heritagecollege.vic.edu.au. The current Fee Schedule can be obtained from the [College website](#).

From 2023, one fee statement will be issued at the commencement of the year. The various payment options (annually, by term, fortnightly and weekly) will remain unchanged.

Fees may be paid by credit card, EFTPOS or cash. Credit options to pay fees over the course of the year are **only available upon request**. Credit options are to be paid by the following methods:

- Direct debit (total fees spread over the year and deducted from a bank account each week/fortnight/month), or
- Automatic transfer or BPAY (total fees spread over the year and transferred from a bank account each week/fortnight/month).

Fees are to be paid 14 days after the date of invoice issue. Direct Debits occur on Thursdays. Please notify the Assistant Business Manager if you need to make any changes to your nominated account.

Read more: [Conveyance Allowance Rebate Application](#)

Camps, Sports and Excursions Education Funding (CSEF)

If you hold a valid Health Care or Concession card or are a temporary foster parent, you may be eligible for CSEF. For more information, contact Reception.

Applications for CSEF are to be returned to Reception by Monday 29 January 2024.

Read more: [CSEF Financial Assistance for parents](#)

Download: [CSEF Application Form 2024](#)

Lunchtime

Please ensure your child has healthy snacks and lunchbox items packed each day. Please avoid lollies, soft drinks, and snacks with artificial colours and flavours.

Library

As the resource centre for learning and recreational reading, the library forms an important support service of the college academic program. Primary School classes have set library periods during the week. The library is also open during lunchtimes to borrow books or quietly read in the Library spaces. Students are encouraged to practice library etiquette, being quiet and considerate of other readers. At Officer Campus, the library has study space for Secondary School students during free periods.

Guidelines for Library Use

- A quiet atmosphere conducive to study must be maintained at ALL times.
- Classes using the library must wait outside for the teacher to arrive before entering the library.
- No food, drinks or bags in the library.



- No technology items may be used for personal entertainment/non-educational purposes in the library without specific permission of the librarian. This includes iPods (or similar), mobile phones and other electronic devices.
- Books taken from shelves are to be put on the trolley. Students are not to return the books to the shelves.
- Damage is to be reported to the librarian or teacher in charge.
- There may be financial penalties incurred for books that are damaged or are not returned by the appropriate due dates.

Lost Property

Unclaimed items of clothing will be placed in the following locations:

- Outside the staffroom (Officer campus primary)
- Outside the staffroom (Narre campus primary)
- Secondary Staff Room or Main Office (Officer campus secondary)

Any unclaimed items remaining on the last day of the term will be disposed of during the holiday period. Named items are returned to students where possible.

Personal Belongings

All personal property should be named with a permanent marker. This will help in returning lost property to its rightful owner. Any toys that are brought to school are the responsibility of the owner.

The personal property of students is not covered by college insurance. The college does not accept responsibility for the loss/damage/theft of goods. This includes the contents of lockers. It is the responsibility of families to place items of value on their personal insurance policies.

Property Damage

Any damage to college property should be reported immediately to the teacher on duty or reception. If damage occurs while a student is responsibly engaged in a college activity, the college will accept responsibility for the cost of the repairs. Damages caused by irresponsible or malicious action will be charged to the person concerned.

Uniform

The wearing of the school uniform contributes significantly to school tone. When families become part of the college community, it is a condition of enrolment to wear the college uniform. The wearing of the regulation uniform is compulsory at College functions and while travelling to and from school.

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

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



Purchasing Uniform

When families become part of the college community, it is a condition of enrolment to wear the college uniform. Heritage College uniform elements are to be purchased from the official uniform supplier, [Noone Imagewear in Beaconsfield](#) and Officer, on Siding Ave.

Quality second-hand uniforms items are available via [Sustainable School Shop](#). This platform allows enrolled families to purchase second-hand uniform items from one another.

What Uniform to Wear

Term 1 - Summer uniform

Term 2 - Winter uniform

Term 3 - Winter uniform

Term 4 - Summer uniform

Each year level will have PE and sports days where sports uniform will be required. Please see your classroom teacher/homeroom teacher or the newsletter for a schedule.

Incorrect uniform

Students with incorrect uniform must have a parent send an email to uniform@heritagecollege.vic.edu.au. Students then need to go to the uniform coordinators located at the library (OCS), assembly space (OCP) and the Dining room (NCP), before 8:50am.

A uniform band will be given to the student to indicate an exemption has been granted for the day. The student is given a uniform pass for the day so teachers can confirm that the student has given an account to the Uniform Coordinators. A uniform pass is intended as only a short term solution for genuine, unavoidable reasons for a student not being in the full uniform required for the day.

If the reason for the student being out of uniform is not valid or cannot be substantiated, the student will receive a consequence. If unable to wear the full uniform required, any alternative clothing necessary should be as close as possible to the uniform

Please also refer to the [Uniform Policy](#). We have included a summary of the uniform breach process below. Please refer to the policy above for more information.

	Breach 1	Breach 2	Breach 3	Breach 4
Student	<ul style="list-style-type: none"> Receives a pink band. Will attend the R Room at lunchtime if parent communication is not provided. 	<ul style="list-style-type: none"> Receives a pink band Will attend the R Room at lunchtime if parent communication is not provided. 	<ul style="list-style-type: none"> Receives a pink band Will attend the R Room at lunchtime if parent communication is not provided. Withdrawn from classes 	<ul style="list-style-type: none"> Sent home
Parent	<ul style="list-style-type: none"> Email sent to parents requesting explanation and advising of R Room attendance 	<ul style="list-style-type: none"> Email sent to parents requesting explanation and advising of R Room attendance 	<ul style="list-style-type: none"> Email sent to parents advising student will receive an internal suspension and attend the R Room 	<ul style="list-style-type: none"> Parents required to collect student A meeting with the Head of School or delegate will be requested before being permitted to return

Further enquiries regarding uniforms can be emailed to uniform@heritagecollege.vic.edu.au.

Non-Uniform Days (Casual Clothes Day)



These will occur only on an irregular and occasional basis. Sport carnival days are NOT non-uniform days.

Non-uniform days are usually requested by the SRC or Leadership Team for a particular community purpose. Participation is optional. Students contribute a gold coin donation for a charity or purpose decided by the SRC. Parents and students will be notified prior to a non-uniform day to confirm the details.

Students must wear neat, casual clothes on casual clothes days. While respecting fashion trends, students are to avoid the following:

- bare midriffs or shoulders
- ripped jeans
- leggings or compression tights
- transparent tops or bottoms
- inappropriate logos/slogans on any clothing items
- thongs

Please be aware that covered shoes must be worn in Science, Design and Technology, Food Technology and Physical Education classes.

Safety guidelines apply for non-uniform days and a student should bring and wear closed footwear for the following classes: Science, Food, Design and Technology and PE/Sport.

School Photo Day

School Photos are taken annually in Term 2. Consequently it is expected that all students will wear complete academic winter uniforms for School Photos. It is compulsory that students in Secondary wear their blazer. Please note school dresses must be knee length. Collars must be inside the blazer. All students must wear a tie and have the top shirt button done up.

More details regarding School Photo Day will be released closer to the date.

School Bags

An optional Heritage College school bag is available for purchase. In Secondary School bags are kept in students' lockers during the day and are not allowed to be taken to classes.

Sports Uniform

This is worn on the following occasions:

- On scheduled PE and Sport days in the Primary School
- On scheduled sport days (alternating Wednesdays for Junior and Senior Secondary Sport) unless students are informed of other requirements for a particular day;
- All day on Inter-House Sport carnivals including Swimming, Athletics and Cross-Country;
- All day if participating in CSEN carnivals;
- All day when a Yr 7-10 student has a double PE class listed in the timetable;
- When invited to do so by a teacher for sports training during lunchtime (students are required to change back into academic uniform for classes after lunchtime if this occurs on a normal academic uniform day);
- When invited to do so by a teacher for an excursion

If a student is unable to wear the required uniform, an email from home is necessary.



Visitors to Campus

Visitors are to sign in at Reception. When visiting, please display your visitor's pass. Please also ensure you sign out and return your pass to Reception as you leave.

Procedures for Very Hot Days

There is no government or practical requirement to close the School on very hot days therefore no maximum temperature limit is prescribed for school operation.

On very hot days, Heritage College implements the following strategies for the health and comfort of students:

- Most classrooms are air-conditioned. Lessons will take place in classrooms.
- At lunchtime, vigorous outdoor play is not permitted and movement outdoors may be restricted.
- At lunchtime, air-conditioned classrooms are opened and supervised for students to play games, have lunch and chat in cool conditions.

Procedures for Wet Lunch Times

During wet lunch times, students are required to utilise designated indoor spaces in each of our schools. Maintaining respectful behaviour and noise levels is crucial. Students are encouraged to engage in indoor activities, such as board games or reading, while being considerate of others' preferences for a quieter environment. Consumption of food and beverages should be limited to designated areas.

Sometimes teachers may open up classrooms to provide more spaces for students. The classroom spaces are to be protected and noise level considerate.

College Policies

Listed below are the guiding principles and obligations for all members of the Heritage College community. For a full list of policy statements, please visit the school website.

Behaviour Management

Heritage College is a learning and loving community, working together to develop excellent, resilient, respectful, service-minded citizens who own their learning and are encouraged to have a flourishing relationship with God.

The Positive Behaviour For Learning (PB4L) Policy at Heritage College seeks to embrace all sections of the college community through a structured system of behavioural expectations and outcomes.

Read more: [Behaviour Management Policy](#)

Students who become members of the School must know the School Rules. A plea of ignorance of them will not be accepted as an excuse for breaking them. All students are to comply with the rules and parents are asked to support the School in their application.

Alcohol

No student is permitted to have alcohol in his or her possession, or to drink alcohol in the School, at School functions, while wearing the School uniform, or in circumstances which are liable to bring the School into disrepute.



Appearance

Please refer to the Uniform Regulations.

Behaviour in Public Places

Impeccable behaviour is required of all students at all times, particularly when wearing the School uniform in public places. Full School Uniform must be worn when travelling to and from the School.

Bicycles and skateboards

Bicycles and skateboards must not be ridden around the School buildings or covered ways or on the playing fields. Under no circumstances is a student allowed to use another student's bicycle or skateboard, or to carry another student as a passenger. Traffic regulations must be observed at all times and helmets must be worn.

Bounds

The following are out of bounds:

- Staff offices, unless in consultation with the staff member occupying the office
- All car parks except for the purposes of transit and genuine transport
- Changing rooms in the MPC except for the purposes of changing for sport/PE
- Work sites for new buildings
- The MPC bathrooms before school, during recess or during class time (unless the class is in the MPC)
- Behind the Year 8, 10 and 11 locker bay
- Behind the Soccer oval fence
- Behind the Maintenance Shed area

Computer Games

Students are not permitted to play computer games during class time or study periods.

Damage to School Property

Damage to school property must be reported to the Business Manager and any deliberate/intentional damage must be paid for. Students showing disregard for property will be referred to the Year Level Leader.

Driving to School

No student is allowed to drive a car or motorcycle within the School grounds without the Head of Secondary's permission. A student driving a car may not carry, as passengers, other members of the School without the written permission of all the parents concerned and the approval of the Senior Level Leader.

Drugs

No student is permitted to have any prohibited drug in his or her possession on any occasion under the School's control. Police are advised of any breaches of this rule.

Firearms

The possession of firearms (real or imitation), cartridges or explosives of any kind, crackers, fireworks, shanghais, peashooters, laser lights, water pistols and knives is strictly forbidden and will be regarded as a serious offence.

Money and Valuables

Money and/or valuables should be kept secure in a locked locker unless carried in person. They must not be left in clothing in the change rooms, locker areas or shower rooms. Students participating in Physical Education should hand valuables to the supervising teacher for safe keeping, otherwise no responsibility can be accepted for their loss.



Smoking

No student is permitted to have in his or her possession cigarettes, matches or tobacco, or to smoke in the School, at School functions or while wearing the School uniform.

Sunscreen

Students should have their own supply of sunscreen in their lockers for use on sunny days. In Terms 1 and 4 students should apply sunscreen at home before departing for school.

Misbehaviour and Consequences

While the core focus of the Behaviour Management Procedure is to encourage and reinforce positive behaviour, on occasion the school will need to respond to unacceptable behaviour through a system of consequences. Student action that breaches the behaviour policy is always dealt with in a Christian manner and with a restorative process in mind. In the first instance, the teacher will follow up with reminders and initial restorative conversations followed by fair but firm classroom consequences. Further and ongoing misbehaviour may be referred from the teacher to a level leader or to the Reflection Room, which acts as another level of support to encourage the student to reflect on their behaviour and to change the direction of their misbehaviour. Further and ongoing misbehaviour will result in an escalation of intervention and can result in a variety of Tier 2 or Tier 3 interventions which may include consequences such as suspension, expulsion or de-registration requests.

(Please note: Corporal punishment is not part of the Behaviour Management System at the school and is not used at any time by any member of the school for any reason).

Misbehaviour and Communication to Parents

Breaches of the PB4L expectations, particularly classroom and playground misdemeanours, are handled by the teacher and/or Year Level Leader. Students whose behaviour is impacted by learning difficulties will be supported by the Learning Support Coordinator. Under most circumstances, when a breach has been committed, a student will receive a warning. After the second breach, then a process of re-teaching will take place coupled with a warning of the consequences should a third breach occur. After the third breach, a consequence will be given. There are some circumstances where due to the serious nature of the behaviour, a consequence will be given immediately without prior warning. Offences and consequences will be noted by the teacher or Year Level Leader in SEQTA. Students may also be given a lunchtime homework session for major work not completed.

Misbehaviour and 'Check In Check Out' Intervention

A student who is struggling to manage his or her own behaviour within the classroom or who has struggled to follow the College values outside the classroom may be placed on a College 'Check in Check Out' intervention.

This intervention is designed to support the student through coaching and encouraging the student to meet co-constructed targets and guide the student to improved behaviour in and out of the classroom.

A student may be placed on a Check in Check Out through one of two ways:

- a. The student has not shown the expected behaviours over a period of time, OR
- b. The student has been escalated due to a major misbehaviour.

In either case, parents will be notified and will journey together with the classroom teacher and Level Leader to support their child towards the expected behaviours.



Major Misbehaviour

Major Misbehaviour may involve repeated breaches of the PB4L expectations or it can include a single major incident.

A student involved in a major misbehaviour may be 'stood down' from school to a Suspension may result directly from gross misconduct at the discretion of the Principal after reference to the College Discipline Committee. Actions that may incur such discipline include the following:

1. The use of, handling, possessing and/or supplying others with tobacco, alcohol, e-cigarettes or illegal items and/or substances;
2. Using, handling or possessing dangerous items at school (including but not limited to matches, cigarette lighters and weapon/s);
3. Gambling or the possession of materials to be used for the intent of gambling;
4. Using profane or indecent language;
5. Possessing, displaying, transmitting and/or distributing materials or images of a pornographic or obscene nature in any form;
6. Harassment (including physical, verbal, sexual, emotional, racial) of another person, including a student, staff, or member of the public;
7. Willful damage to or destruction of College property, or the personal property of others;
8. Tampering with College equipment or alarm systems;
9. Undermining the religious ideals and faith held by the Seventh-day Adventist Church;
10. Improper sexual conduct;
11. Conspiracy to perform or participate in initiations or any other act that may injure, degrade, or disgrace a fellow student and/or reflect poorly on the reputation of the College;
12. Defiance or insubordination to any staff;
13. Possession of materials or paraphernalia and/or involvement in practices linked to the occult, wicca and/or witchcraft;
14. A breach of the HC Digital Learning Agreement; Using electronic means to engage in the above activities.

Details of student involvement in any of the above behaviour will be brought to the Discipline Committee for further action which may include suspension or a recommendation to the School Council that the student/s be expelled. If a student is suspended more than once in a calendar year, the case will be referred to the School Council who will meet to consider the student's status in the school, in consultation with the parents and the Discipline Committee.

Suspension Policy

Students may be suspended on the following grounds:

- The student's gross misconduct or continual disobedience interferes with the learning of classmates and/or is a harmful, dangerous example to other students;
- The student's behaviour may lead to serious harm;
- All avenues of the Behaviour Management Policy procedures have been exhausted.

There are two types of suspension:

1. suspension for a specified period;
2. suspension for an unspecified period of time.

The Principal, following a recommendation of the College Discipline Committee, may suspend any student for either a specified period of time or for an unspecified period of time. Refer to the College Suspension and Expulsion Policy.



Suspension for a Specified Period

Incidents of the type listed above are initially reviewed by the College Discipline Committee which may choose to recommend to the Principal to suspend the student/s for a specified period of time. No student may incur more than one suspension of this type in any calendar year.

Subsequent offences are automatically referred to the Principal who may reconvene the Discipline Committee.

Options available to the Principal include in-school or out-of-school suspension. With an in-school suspension, the student is required to attend school but completes other set work instead of attending scheduled classes. A student may not attend school during the period of an out-of-school suspension. The College may support the student while off campus with set curriculum tasks relevant to the student's year level of study.

A student may be required to complete certain specified tasks before re-entry into classes at the end of a suspension.

Suspension for an unspecified period

In the event of an unspecified period of suspension, the Principal or delegate may refer the issue to the College Council for a recommendation. The Principal or delegate will present a full written report to the School Council for consideration and recommendation. Possible outcomes are noted in the Suspension and Expulsion Policy.

Digital Citizenship - Digital Learning Agreement

It is expected that all students will understand the requirements for digital citizenship while a student at Heritage College. Early in the year, the expectations for online behaviour needs to be carefully and thoroughly introduced and explained. Every term these expectations need to be again carefully and thoroughly re-introduced. The digital citizenship agreement is the covenant between the student and the school that states that the student will abide by the rules and regulations of the school whenever engaged in online activity.

Travel - General

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

Bus Travel Code

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

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

- Be on time at the bus stop;
- Sit down and face the front (i.e. not kneeling on the seats);
- Wear a seatbelt
- Not stand up or walk around in the bus while it is moving;



- Speak quietly, using appropriate language;
- Not consume food or drink;
- Maintain safety for self and others by not throwing anything out of the windows - keep head, arms, etc., inside;
- Respect the bus by not damaging or defacing the bus in any way;
- Show respect for others by not harassing, teasing or bullying other passengers;
- Show respect for members of the public by not pulling faces or making gestures to people outside the bus;
- Respect and obey the bus driver.

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

Child Safety

All staff are required to hold a current Working With Children Check (WWCC) and sign the Child Safe Code of Conduct. Assistance is welcomed from parents for volunteer roles, including excursions and reading helpers. Volunteers are also required to have a valid WWCC to participate in voluntary activities.

Read more: [Child Safe Recruitment Policy](#) and [Child Safe Code of Conduct](#)

Complaints

The Complaints and Appeals Policy details the procedures to facilitate the resolution of a dispute or complaint. These internal procedures are a conciliatory and non-legal process.

Parents with concerns about their child must contact the school teacher in person or via email in the first instance. Hopefully this will alleviate any identified issues and learning can continue.

If problems persist please continue to work with the classroom teacher who, if required, will engage the assistance of the school level leader, school coordinator and if required the Head of School.

Correspondence regarding administration matters should be addressed to the Principal, Mr Sonny Aiono via the Executive Administrator, Mrs Tam Dobson. Interviews with the Principal, Heads of School, or classroom teachers are to be made by prior appointment.

Read more: [Complaints and Appeals Policy](#) or [Guidelines for Parents with Complaints policy \(2017\)](#)

Digital Learning

The college is committed to creating positive Digital Citizens. Being an eSmart school means using Digital Technologies in a safe and responsible manner. Students, teachers and the wider school community are equipped with the skills and knowledge to embrace and safely navigate technologies. Digital Technologies are used to enhance and develop relevant learning skills, helping to prepare future-ready students. Parents and students are to read the eSmart policy and familiarise themselves with their obligations for Digital Learning at Heritage College.

Read more: [eSmart policy](#)



Fee Assistance

In cases of financial hardship the college may consider fee assistance on the Tuition Fees. Applications for fee assistance must be submitted with all documentation required at the commencement of the year. Support, if granted, extends to the end of an academic year only and does not carry over to a new academic year.

Read more: [Fee Collection policy \(2021\)](#)

Illness

The college is equipped to handle minor injuries that may occur and every effort will be made to contact parents if students fall ill during the day. If there is an accident or serious illness, staff will arrange *necessary medical treatment if parents cannot be contacted. The student will be monitored in the sick bay during this time. (*This may necessitate a phone call to request an ambulance).

If your child requires a medical plan, please ensure that this is submitted when you sign and return your letter of offer.

Students absent with an infectious disease must have a doctor's clearance before returning. As public health advice can change quickly throughout the year, please enquire with Reception for the latest requirements around COVID-19.

Read more: [Enrolment Terms and Conditions \(2021\)](#)

Parent Code of Conduct

Heritage College is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors. Members of the college community are expected to support, encourage and model the values of the college and set a positive example with their actions, behaviour and speech.

The Parent Code of Conduct provides guidance for parents regarding the conduct expected of them whilst on college premises, engaging in any college-related activities or representing the college and when communicating with members of the college community, including our Reception staff and on social media.

Read more: [Parent Code of Conduct](#)

Student Code of Conduct

Heritage College is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students. Heritage College provides clear guidelines to students regarding the conduct expected of them whilst at school, engaging in college-related activities or representing the college.

The Student Code of Conduct extends to all activities and events that are school-related and when representing or acting on behalf of the college. The code also requires that student actions do not bring the college into disrepute at any time regardless of whether the action occurs within or outside of college activities.

Read more: [Student Code of Conduct](#)



Student Wellbeing

The college promotes a healthy, supportive and secure environment for all children, raises awareness of what makes students resilient, develops strategies to reduce vulnerabilities and increase coping skills.

Every child has the right to attend school in a safe and caring environment where their spiritual, mental, physical and emotional wellbeing is a priority. Heritage College provides both Chaplaincy and Student Wellbeing services.

This is a free service for all Heritage College students. Contact details can be found in the College Directory.

Read more: [Child Safe Protection Policy](#)

Submission of Work Policy (Years 7-10)

The Submission of Work Policy provides requirements for the submission for assessment purposes. It establishes clear expectations about work that is to be completed by Secondary students and is designed to maximise student academic performance.

Heritage College promotes appropriate study habits, develops organisational skills and motivates students to achieve their personal best. The policy also establishes a framework for providing parents with timely and accurate information in regard to the submission of work.

Read more: [Submission of Work Policy](#)



Enrolments

Heritage College is a co-educational day school for children in Prep to Year 12, with an Early Learning Centre for children aged three years to five years. As an open-entry school, Heritage College is a welcoming, diverse community offering a traditional Christian values-based education. The Christian focused education develops the resilience and character that students need to face life beyond school.

Early Learning Centre (3 and 4 Year Old Kinder)

Enrolments of younger siblings due to commence Heritage College at Early Learning and Prep points are welcomed from birth. Children can commence the program from the time they turn three.

To enquire about availability, please email elcenrolments@heritagecollege.vic.edu.au.

Prep Entry

Enrolments of younger siblings due to commence Heritage College at Prep are welcomed. Applications for younger sibling entry must be lodged as soon as possible. Interviews for incoming siblings are held six months prior to the commencement date.

To enquire about availability, email the enrolments@heritagecollege.vic.edu.au.

Withdrawal

Heritage College partners with families for each child's educational journey. However, from time to time, families can decide to move out of the community.

Should you consider withdrawing your child's place at Heritage College, a minimum of one full term's notice in writing to the Principal is required. Section 13 of the Enrolment Terms and Conditions states:

"If the Applicant wishes to withdraw the Student from the College, including the Early Learning Centre, the Applicant must give to the College one full school term's notice in writing signed by each of the persons who signed the Enrolment Application. In default of such notice, one term's Tuition Fees will be charged in lieu of notice."

If your child is withdrawn without a term's notice, a term's fees will be levied. Please ensure that we receive written confirmation of your withdrawal. The last day to withdraw for the 2025 calendar year, without penalty is **Friday 20 September 2024**.

An exit interview will be conducted prior to families leaving as a commitment to due diligence.

Read more: [Enrolment Terms and Conditions](#)



Stay Informed

Calendar

A printed College Calendar containing key dates is distributed at the commencement of the new academic year. You can also view the calendar on our website.

Newsletters

Stay informed on college news and events by reading the college newsletter, produced weekly. Published every Friday during the school term, a link is emailed to all families.

SEQTA Engage

SEQTA Engage is the communication portal between the school and each family. Heritage College staff send correspondence through this platform for the attention and action of families, for events and for important notices throughout the academic year. You will be notified by email and redirected to the [SEQTA Engage](#) website, where you will log in with your credentials. SEQTA Engage also has an app that can be downloaded from the Apple store and Google Play store.

Download the app and receive important notifications on the correspondence addressed to you. For support, email seqtaengage@heritagecollege.vic.edu.au.

Social media

Heritage College maintains an active presence on social media with a vibrant following online. Subscribe to the official channels on [Facebook](#) and [Instagram](#).

Website

Heritage College maintains a public website located at www.heritagecollege.vic.edu.au. The website is a helpful resource, containing relevant information for commencing and enrolled families.

Yearbook

An annual Yearbook is produced at the end of each year, allowing for all events and ceremonies to be compiled as a full record of a year at Heritage College.

Every family (excluding new families) receives a copy in the first week of the new academic year.



College Events and Ceremonies

Annual Events

The calendar is full of events for enrolled and prospective families. All major events and activities are noted on the College Calendar. The college newsletter contains a schedule of all upcoming events under Dates to Remember.

Scholarships

The scholarship program at Heritage College recognises student excellence, including sporting, academic, community leadership and creative arts. Scholarship recipients demonstrate excellence in one or more academic areas and commit to contributing to college life while supporting its Christian ethos.

Heritage College offers a limited number of academic scholarships to prospective and enrolled students each year. Students with advanced academic standing, sporting, leadership or creative excellence are encouraged to apply. Applications for Year 7 and Year 10 entry are announced in Semester 1.

Read more: [Scholarships](#)

Presentation Night

Presentation nights are an opportunity for students to be recognised for achievement and merit during the year. Occurring towards the end of Term 4 each year, incoming school captains and house captains are introduced, Year 6 students receive a Primary School completion certificate and Year 12 students receive their Secondary School graduation certificates.

Presentation Night has a strict dress code that all students are expected to comply with to participate.



Primary School Information

Prep to Year 6

Developing skills, nurturing curiosity and instilling Christian values for life.



The Primary School has two campus locations: Officer and Narre Warren South. The Primary School is led by the Head of Primary and supported by two School Coordinators. The Primary School operates with a Lower School (Prep to Year 2) and an Upper school (Years 3 to 6) model.



Assessment and Reports

Assessment of student academic progress is by a combination of methods. These can include observation, written and oral work, testing, assignments and projects.

Individualised Education Plans

Students who require additional learning will receive an Individualised Education Plan (IEP). This will be organised and goals set by the Education Support Coordinator, in conjunction with the classroom teacher, parents and where practical, the student. Parents will receive regular progress reports based on the development of the child. Official school reports will be based on the Australian Curriculum however the main focus for comments will be the IEP.

NAPLAN

All students in Years 3, 5, 7 and 9 participate in the National Assessment Program – Literacy and Numeracy (NAPLAN) testing in March. Aside from Year 3 Writing, all NAPLAN testing occurs online.

Reports

Reporting of student progress will be by written reports and parent interviews as follows:

- Term 1:** Parent/Teacher Interviews. Attendance is recommended as it allows discussion about progress at an early time in the school year.
- Term 2:** A detailed Semester 1 Report.
- Term 3:** Parent/Teacher Interviews.
- Term 4:** A detailed Semester 2 Report.

Where Parent/Teacher Interviews are scheduled, parents or guardians are expected to attend with the child.

Bookings are online and links are usually sent out 2 weeks prior.



Curriculum

The curriculum is based on a Biblical philosophy of educating the whole person. Designed to integrate faith and learning, the college curriculum helps to prepare each student to successfully meet the challenges and choices of both college life and as part of the broader community.

The curriculum has been developed in consultation with the Australian Curriculum and the Seventh-day Adventist Church's own Encounter program. The curriculum is reviewed regularly to ensure it meets educational needs. The curriculum is taught from a Christian perspective by qualified and dedicated teaching staff and includes the following Subject Areas:

- Encounter (Biblical Studies);
- Mathematics (Number, Algebra, Measurement, Space, Statistics and Probability);
- English (Reading and Viewing, Writing, Speaking and Listening);
- Integrated Studies (HASS, Geography, Science);
- The Arts (Visual, Media and Performing);
- Technologies;
- Health and Physical Education; and
- Languages (Indonesian/Auslan and Japanese).

Information and communications technology (ICT) is used throughout the college with students gaining progressive exposure to a variety of techniques and skills through the use of iPads and Chromebooks.

Education Support

An Education Support team operates at the college to support students who are at academic risk. Programs are offered based on student needs, allowing numeracy or literacy competencies to be taught, giving students the opportunity to develop academic abilities within the context of smaller groups and additional support.

In addition, each classroom teacher has timetabled support from an Education Support Officer each day. This allows for additional assistance to students at their point of individual need, both for extra assistance and extension. Students are taught at the level of their individual learning needs and extended or given additional assistance as assessment and observation data indicates.

Excursions

Excursions are planned to support and enhance learning. Every care is taken when planning excursions so that they are enjoyable, educational and safe. Parental permission is gained for all off-campus activities. This includes giving authority to teachers to take action believed necessary in case of an accident. A small charge may apply in some instances to cover admission and/or transport costs.

A summary of each Primary camp is available in the Newsletter after each camp has occurred.



Free Dress Days

From time to time, students may attend the campus in Free Dress for fundraising or celebration events. Students are to select clothing that is modest and in alignment with college values of respect and excellence.

Homework

To supplement their work at school, students are required to complete homework. Homework commences in the second week of each term and concludes in the second to last week of the term. Details will be sent home by the class teacher. Guidelines regarding the approximate allocation for homework, according to the homework policy are as follows:

Students in Prep:	15 minutes four days/week
Students in Years 1 to 2:	15-20 minutes four days/week
Students in Years 3 to 4:	30 minutes four days/week
Students in Years 5 to 6:	40 minutes four days/week

Students from Prep to Year 3 borrow school reading books (take-home readers) as part of their homework program. These readers need to be returned to the classroom each day. A replacement fee must be paid for any books that are lost or damaged.

Music Tuition

Private piano lessons are available during school time on an individual basis. Details of these are available at the commencement of the year. Lessons are invoiced and are payable to the piano teacher directly.

Out of School Hours Care (OSHC)

Out of School Hours Care (OSHC) is provided from the Early Learning Centre OSHC room at Officer campus. Operating every school day from 7am, the program provides care for Primary-aged children until school begins. On arrival at the centre in the afternoons, the children are given a light afternoon tea before settling into activity groups.

Hours are 7:00am - 8:30am and 3:15pm - 6:00pm each day of the school term.

Email oshc@heritagecollege.vic.edu.au for any enquiries about the program.

Pathway to Secondary

Heritage College offers a Pathway to Secondary program that includes VIP tours of the Officer Campus Secondary School for enrolled families of Years 5 and 6 students.

An Orientation Day is held for Year 6 students in November that provides an introduction to Secondary School. During this time, students begin to navigate the campus and participate in introductory activities from the Secondary curriculum.



Sporting Events

Primary students participate in a variety of sports programs with Adventist Schools Victoria (ASV) sister schools, including Athletics, Cross Country, Soccer, Athletics and Basketball.

Heritage College is also affiliated with School Sports Victoria (SSV) as a member of the Cranbourne North District, Casey South Division and Southern Metro Region. Students participate in inter-school carnivals for Athletics, Swimming and Cross Country. In addition, Years 5 and 6 students have the opportunity to participate in a variety of inter-school team sports on a fortnightly basis in Terms 1 and 3.

Swimming classes for Prep to Year 6 students are held during the warmer terms (subject to the availability of the pool, the timing of this could change). Gymnastics classes for Prep to Year 4 students are held in Term 3. The cost for these extra-curricular activities is included in the school levy.

The Sports Uniform must be worn at all times during sporting events.

Stationery

All items required for day-to-day primary classroom activities are supplied by the college. The cost of these items is covered by the school levy. A homework bag is provided to new Prep students and is used to protect homework and Library books for all students in Prep, Year 1 and Year 2.

Uniform

All Primary students are expected to comply with the college uniform requirements. All primary students require the Heritage College bucket-style hat during Terms 1 and 4. The 'no-hat no-play' policy applies to all primary students. Further details can be found on the website.



Secondary School Information

Years 7 to 12

Developing resilience, demonstrating independence and critical thinking.



The Secondary School is located within the Officer Campus. The Secondary School is led by the Head of Secondary and supported by both the Deputy Head of Secondary and Learning and Teaching Coordinator. The Secondary School operates with a Junior School (Years 7 and 8), Middle School (Years 9 and 10) and Senior School (Years 11 to 12) model.



Academic Standards and Integrity

Heritage College is registered to provide an approved program of education for Secondary School students from Years 7 to 12.

The academic program that is presented by the college is carefully selected and modified so as to remain in harmony with our Christian philosophy and in line with Australian Curriculum requirements.

There is an expectation that students will actively engage in their learning by submitting assignments and homework in a timely manner. It is not the responsibility of class teachers to monitor students' submission of all assignments, rather, students must ensure that they commit a suitable period of time in their individual programs to ensure that assigned work is completed on time.

Plagiarism will not be tolerated in any form when submitting assignments or homework. Plagiarised work will result in a failed attempt for the particular assignment and the work will need to be resubmitted. Repeated plagiarism will be referred to the Learning and Teaching Coordinator.

Classroom Entry and Use

All students are to wait outside the classroom before the commencement of each period. Students will enter a classroom only at the instruction of a teacher. When lining up outside classrooms, safety and courtesy are to be demonstrated by ensuring the path of others is not blocked. RUNNING or PUSHING is a safety hazard and so are not permitted. Unless by special arrangement (such as on rainy days), food is not to be eaten in classrooms.

College Care

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

Breakages and Vandalism

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

Lockers

Lockers are also provided for students in Years 7-12 and are located in specific locations around the campus. Locks are provided by the school in Years 7-9. These locks are to be returned to the school at the conclusion of the year and if not returned an invoice of \$15.00 will be charged to the parents. Students in Years 10-12 are encouraged to bring their own locks. Again, the college does not accept responsibility for the loss/damage/theft of goods if locks are not used properly or at all.



The maintenance of a neat locker is the responsibility of each student. In Secondary, all valuable items are to be locked inside the locker. Lockers may be inspected throughout the year by staff with the student present.

Curriculum

For more information refer to the [Curriculum Handbook](#)

Years 7 to 10: Australian Curriculum

Subjects for Years 7 to 10 follow the guidelines provided in the Australian Curriculum and are offered as follows:

- Encounter (Biblical Studies Program)
- English
- Mathematics
- Science
- Humanities (History, Geography, Business and Economics, Civics and Citizenship)
- Physical Education and Health
- The Arts: Performing Arts, Visual Arts, Media Arts
- Technology: Food Technology, Design Technology and Digital Technology
- Commerce
- Japanese

Year 9 Step Up Program

The "Step Up" program for Year 9 students offers an enriching and transformative learning experience. Comprising four distinct camps, it encourages students to venture beyond their comfort zones. The hiking camp tests their physical and mental resilience while fostering teamwork. During the survivor camp, students acquire orienteering skills and develop essential teamwork and problem-solving abilities. The water rafting camp combines adventure with service tasks, emphasising community and support. Finally, the solo camp provides a reflective space for students to assess their personal growth and achievements throughout the year. "Step Up" stands as a comprehensive experiential learning initiative, equipping Year 9 students with essential life skills, self-confidence, and a deeper understanding of their capabilities.

Years 7-10 Electives

Information regarding the Year 7-10 electives are found in the [Curriculum Handbook](#).

Request to Change Electives

Requests to change an elective should occur within the first 4 weeks of a semester. Any elective change is subject to availability in the elective sought, required consent being given, and the extent to which the student satisfies any entry requirements for the elective.

A student wishing to change his/her elective is to email the Learning and Teaching Coordinator, who will provide a change of subject form. Subject change requires signing off by the student, parent/guardian, the teachers of the subjects the student is seeking to leave and enter, and the relevant Coordinator. This process allows for counselling of the student by parents, teachers and the Level Leader. The completed form is to be returned to the Learning and Teaching Coordinator who will seek confirmation by the Learning and Teaching Committee before the subject change is implemented.



Year 10 Work Experience

For Year 10 students, the upcoming last two weeks of Term 2 mark the commencement of work experience. Parents are encouraged to assist their child in securing a placement, ideally in an industry aligning with the student's career interests. Work experience forms can be obtained from the Level Leader. This practical opportunity provides insights and skills, offering a firsthand look into the professional world. It's a chance for students to explore potential careers, gaining valuable experience to shape their future endeavours.

Kwong Lee Dow Young Scholars

The Kwong Lee Dow Young Scholars program is a feature of Melbourne University. It is open to Year 10 students and has a range of benefits that apply during Years 11 and 12 and into University study at Melbourne University. Each year, Heritage College identifies eligible students and encourages application to the program.

VCE Fast Track

Heritage College offers an extension program for Year 10 students where they can complete the first two Units of a VCE Psychology. Entry into the Fast Track program requires students to complete the application form and meet the prerequisites of achieving an average of above standard on Year 9 reports. The Fast Track program runs at the same time as the Year 10 electives. Consequently, enrolling in the Fast Track will mean a student will not do any Year 10 electives. Applications open in Year 9 in Semester 2. The benefits of doing a VCE subject in Year 10 include:

- Early exposure to VCE terms such as Units, Outcomes, SACs and SATs.
- Academic challenge.
- Provides the opportunity for study skill habits to be learnt and applied in Years 11 & 12.
- Completion of a Year 12 subject in Year 11.
- Lower subject load in Year 12.

Years 11 and 12 VCE

For information regarding SACs, SAC notification, requesting to move a SAC, illness during SACs or exams, please refer to the VCE-VM Student Handbook (which is located on the College website).

VCE Study Periods

Students in Years 11 and 12 will on occasion have a study period in their timetable. The following guidelines are put in place to ensure that all students are using their time productively and that they do not impact others.

Students are expected to stay within the Library for the entire duration of their study session. They must sign in at the Library at the commencement of study periods. Students who consistently misuse their study period will be required to complete supervised study periods with a senior teacher. All students are expected to work productively during their study period. During a study session all students will report to Library if:

- they need to go to Wellbeing
- they are required to leave the School for an appointment
- they have a meeting booked with a teacher



Years 11 and 12 Vocational Major (Previously VCAL)

In 2023 VCE Vocational Major replaced Intermediate and Senior VCAL. This meant that VM (previously called VCAL) was integrated into VCE and is no longer a separate program. Consequently, all VM students will need to sit the General Assessment Test (GAT).

The Structure of Vocational Major

Students who enrol in VM study the VM subjects and VCE Religion and Society. This enables students to still experience the more practical aspects of VM while developing their knowledge and skills in religious studies but in a less pressured environment. VM students are still required to complete Religion and Society assessments but will not sit examinations. Consequently, VM students will not receive an ATAR.

Vocational Education and Training (VET)

As part of the VM program, all students enrolled in VM must complete a VET course. These VET programs are designed for secondary students and are often called 'VET Delivered for Secondary Students' (VETDSS).

VET applications open in August. The VCE/VM Coordinator will collect the students preferences and enrol them in their desired courses, pending availability. It is the students responsibility to ensure they organise their own transport to VET and complete the assigned tasks.

VET courses are typically held on a Wednesday. To avoid a clash of classes, Heritage College tries to enrol students in Wednesday classes. To streamline the process, we suggest students partake of VET at Chisholm or another local TAFE/Registered Training Organisation (RTO).

At Heritage College, VET is only available to VM students.

It is the student's responsibility to get to TAFE on time and to find their own method of transport. Coursework is delivered by the TAFE teachers and work and grades are available through the relevant RTO's online portal. Parents and students wanting to communicate with the RTO staff must do so through contacting the VCE/VM Coordinator.

If a student is enrolled in a two year course in Year 12, they are responsible for obtaining a certificate of completed units from the TAFE. They are also independently responsible for enrolling and paying to complete the second year of their TAFE course. Heritage College is no longer responsible for VET once a student has graduated or left the College.

VET Assessments and Attendance

It is expected that all Heritage College VM students will attend VET classes unless they are unwell. Failure to meet attendance requirements will result in failing VET. Students should communicate with their VCE/VET Coordinator and TAFE teacher if there are any concerns or questions. Early communication will reduce any issues that may arise. If a student does not complete the assigned assessments, they are solely responsible. Failure to complete VET will result in an inability to graduate. Students are required to complete 180 hours of VET attendance over Years 11 and 12 in order to be eligible to graduate from the VCE VM.

If a student is not required to attend their VET course, they are required to be on site for supervised study, to meet Heritage College's attendance requirements.



At the beginning of each year, students agree in a signed declaration to abide by the rules and instructions relating to the conduct of the VCE assessment program. This includes school rules related to their attendance and assessment.

Structured Workplace Learning (SWL)

SWL involves on-the-job training in which students are required to master a designated set of skills and competencies related to VCE VET programs. Some VET courses require SWL in order to meet the requirements. Students who are enrolled in those VET courses will have the support of the VCE/VM Coordinator to find SWL opportunities. Not all students will be required to complete SWL and this will be in consultation with the Head of Department for VM along with the VCE/VM Coordinator.

VCE

VCE is the pathway designed to prepare students' for university entrance and sees a range of subjects offered each year. For more information into what subjects are offered and an overview of each subject, refer to the [Curriculum Handbook](#).

Excursions and Camps

Throughout the year, teachers require student involvement in excursions that are relevant to the subject of study. These excursions are usually conducted during normal school hours. Parents will be given adequate notice of the nature and destination of all relevant excursions and camps.

In addition to excursions, camps are conducted at various year levels. Camps extend and enrich student learning, develop resilience and provide life experiences beyond the boundaries of regular school activity. As excursions and camps are part of the college program, students are required to attend as regular classes for the affected year levels will not be held during these days.

The cost of camps is covered under the college fees (with the exception of the annual Year 12 overseas service trip, which involves fundraising). If fee accounts are overdue, a student may not be able to attend excursions until the account has been settled with the bursar.

Permission for all incursions, excursions and camps will be sent to families via Consent2Go.

Read more about [Secondary Excursions and Camps](#) on the website.

Homework

To supplement their work at school, students will be required to do homework. Even if homework is not set by teachers, students and parents should set aside a time and place in the home to revise and become fluent in their work. Below are some guidelines for homework at each year level.

Junior School Students in Years 7 to 8:	Up to 1 hour per weeknight
Intermediate School Students in Year 9 to 10:	Up to 2 hours per weeknight
Senior School Students in Years 11 to 12:	2 hours and over per weeknight

These are a guide only and may vary according to the changing nature of work output required during the school year as well as the progress each student is making in their own learning. If a student does not complete a homework or assignment task (or submits sub-standard work), the teacher may list the student for Lunchtime Homework.



Lunchtime Homework may be given for:

- Work not completed by the due date.
- Work not completed to the required standard or work that has been plagiarised.
- Test performance that demonstrates application and preparation below a satisfactory or required standard.

The purpose of using the lunchtime homework system is to hold students accountable for completing set tasks. Most students manage their work well so it is anticipated that students included in this process will be those who need additional encouragement to better manage their schoolwork.

The teacher has the discretion to determine which work warrants a homework listing. A student may be listed for more than one occasion for the same piece of work if the work remains not completed or below standard (in comparison to the student's usual quality of work).

Lunchtime Homework sessions have priority over all other school appointments, including practices or meetings of a particular group. Once listed, the student must attend and spend the entire duration of the session in the homework room. During the homework session they will work on the homework/assignment that is late or substandard. If the task has been completed and/or handed in, then the student attends and remains in the homework room completing other schoolwork.

Lunchtime Homework

This is a 30 minute session completed during designated lunchtimes (these sessions will be run by the Learning and Teaching Coordinator).

Students are informed by the teacher and via email to their school email address when they are expected to attend. It is an expectation that students regularly check their school emails.

If a student does not attend the set lunchtime homework session or is late without a valid reason, then the student will be assigned to an additional lunchtime homework session.

Every third Lunchtime Homework a student is assigned means the 30 minute lunchtime session PLUS an additional 60 minute After-School Homework session applies.

A sample scenario is:

- 1st listing for homework: serve a 30 minute Lunchtime Homework session
- 2nd listing for homework: serve a 30 minute Lunchtime Homework session
- 3rd listing for homework: serve a 30 minute Lunchtime Homework session PLUS
- A 60 minute After-school Homework session



Assessments and Examinations

Notification of Assessments

Students will be given a written notice of an upcoming summative assessment two weeks in advance. This includes all assessment types. All assessments (which are not in class projects) will be due at 5pm of their due date. Due dates will be set on Monday-Thursdays (not Fridays or Weekends).

Authenticity Declaration

If students are given an out of class time assessment or they are able to bring in notes into a test, students must complete an authenticity declaration.

Suspected Plagiarism

Teachers may consider it appropriate to ask students to demonstrate their understanding of the task at, or about the time of, submission of the work. This may look like giving the student a few of the questions again at a later date, to compare answers to determine if there was cheating or plagiarism. If any part or all of the work cannot be authenticated, the matter must be dealt with as a breach of rules. Plagiarism will result in an overall N (Not Satisfactory) for the unit.

For more information, read the [7-10 Submission of Work Policy](#).

Granting Extensions

Applications for an extension of time must be negotiated with the teacher, at least 24 hours prior to the due date for submission of work. A note signed by the student's parent/guardian OR an email must accompany the application, which details the reasons for the request of extension. This note and/or email will also be documented in Seqta. Providing an extension is up to the teacher's discretion if they warrant the reason as reasonable.

Absence during an Assessment

If absent for a class test, the student will generally be required to sit the assessment at another time and this may be during lunchtime, after school or another suitable time

Missing an Assessment Due to Sickness

If a student is sick during the time of an assessment, the parent is required to email the subject teacher and request a rescheduled assessment.

For more information, read the [7-10 Submission of Work Policy](#).

Missing an Assessment Due to a Family Crisis or Emergency

If a student misses an assessment due to a family emergency, the parents/guardians are required to email the teacher requesting an extension. Adequate explanation should be provided.

Missing an Assessment Due to a Family Holiday

When students are on a multiple day absence due to a family holiday, parents/guardians are required to contact the school before the trip. When contact has been made, an alternative assessment date can be created.

If there is no parental contact, and a student misses an assessment, the student will receive an 'not satisfactory' for the assessment. The student will be required to complete the assessment when they return, however it will simply be graded as an 'N' or 'S'



Late Assessments

When a student has failed to appeal for an extension and communicate with the teacher, the standard penalty for late submission of assessment tasks applies. There is a decrease of a grade for each two day delay in submission of a day or partial day up to a maximum of five (5) working days after the due date. Support will be offered to these students to complete assessments in a supervised place (the Library) during recess and lunch times. Scaffolded submission times may be available for students with diverse needs.

For more information, read the [7-10 Submission of Work Policy](#).

NAPLAN and PAT

Following the requirement laid out by the federal government, each year all secondary students in Years 7 and 9 participate in the National Assessment Program – Literacy and Numeracy (NAPLAN) testing in March.

Students in Years 7 to 10 complete annual standardised Progressive Achievement Testing (PAT) to assist staff in the creation of learning programs tailored to suit each cohort based upon their education needs. Other forms of external standardised testing may occur to gather data to develop students' learning programs.

Tests

Students are expected to attend all scheduled tests and examinations. If absent for a class test, the student will generally be required to sit the assessment at another time and this may be during lunchtime, after school or another suitable time

Examinations

At the end of each semester students from Years 7-11 will sit examinations. Years 7-10 exams include English, Maths, Science and Humanities. All other subjects' assessments are based entirely on tests, assignments and class activities.

Each VCE Units 1 and 2 subject has an exam component which contributes to the satisfactory completion of the subject. VCE Units 3 and 4 subjects have practice exam questions throughout the course in addition to School Assessed Coursework. Units 3 and 4 Trial exams are held during the last week of Term 3.

Parents are requested to not plan for family holidays during school terms and in particular during exam periods. **There is no provision for students to sit for early exams and missed exams are not rescheduled, resulting in missed learning opportunities.**

VCAA rules apply to the timing of VCAA exams for Units 3 and 4 VCE subjects. These rules mean that an exam cannot be changed from the exam schedule published by the VCAA.

Students who miss formal examinations due to illness or a serious intervening event will have their semester marks averaged for the purposes of producing a semester grade. If a student misses an examination a medical certificate will need to be supplied. Failure to produce a medical certificate will impact student results. Missed eVCE students absent from examinations for reasons other than these will receive a mark of zero for the examinations they have missed.

Examination revision information will be provided by the subject teacher two weeks before the examination period.



Exam Rules

Examination Materials

- Blue and/or black pens
- Calculator (when instructed)
- Pencil, ruler and eraser (when instructed)
- Calculator (when instructed)
- A clear bottle of water with labels removed

Prohibited Materials

- mobile phones
- any electronic devices including smart watches and fitness trackers
- correction fluid or correction tape
- text books (unless these are listed as approved materials for a specific examination)
- notes (unless these are listed as approved materials for a specific examination)
- blank paper or loose sheets of paper (unless stated otherwise)

Examination Rules

1. Students must not cheat or assist other students to cheat, including taking any action that gives or attempts to give them or another student an unfair advantage.
2. Students must obey and observe all proper instructions or directions given by their supervisor.
3. Students attending an exam may bring only the materials and equipment approved for that external assessment into the examination room.
4. Students must not bring into or possess in the examination room any drinks or food, except under special circumstances as approved and directed by the exam supervisor. A clear bottle of water is permitted, providing all labels are removed.
5. Students must not communicate with any other student while an exam is occurring. Any communication may result in an immediate failure.
6. Students must not remove any response material, used or unused, from the examination room.
7. Students must not begin to write or mark their paper or response material in any way, or use a calculator, until advised the conclusion of reading time
8. Students must raise their hand if they wish to communicate with a supervisor.
9. Students must not leave their place until permitted by a supervisor.
10. Students must cease writing when instructed to do so by a supervisor.
11. Students must remain silent and seated in their place at the end of the exam until response materials have been collected and checked, and an announcement is made permitting students to leave the examination room.
12. Students must not communicate with a supervisor, before, during or after an exam, except when communication is necessary for the conduct of the assessment.

Graduated Students (Alumni)

Heritage College maintains a connection with graduated students after their final year at the college. Graduates become vital and compassionate members of the community, contributing to the arts, health and education sectors.

Read more: www.heritagecollege.vic.edu.au/alumni



Learning Device

Junior School (Years 7 to 9)

Students in Years 7 to 9 are required to have their own learning device for in-class learning. This must be purchased through the college portal. To ensure prompt delivery, devices are to be purchased from the supplier at least by November of the year before. Devices are to be ordered by visiting the Heritage College website and selecting 'Order Device' from the top navigation bar.

[Purchase your child's Chromebook](#) through the purchasing portal.

Senior School BYOD Device Policy (Years 10 to 12)

Students commencing in Years 10 to 12 can bring a device of choice but the device must meet college specifications and contain appropriate data protection software. These can be checked by emailing helpdesk@heritagecollege.vic.edu.au.

Please read and understand the ICT Acceptable Use Agreement and Code of Conduct available in SEQTA.

Battery life must be considered; chargers and extension cords are not permitted in the classroom as they become tripping hazards. They are also not practical when moving between rooms for each lesson. Students are required to charge their laptop each night. Laptops are not to be kept in their lockers overnight.

Laptop bags including the cross-body strap must be used to prevent damage or dropping when moving between classrooms. Years 7 to 9 laptop cases are prescribed in the purchasing portal and have been chosen based on durability, functionality and cost-efficiency.

Devices are not to be used outside of the classroom unless instructed to do so by a teacher. Device free time is encouraged during all break times.

Network settings are in place to promote learning and protect students. The internet at HC is filtered through our onsite firewall. Students must always use the HC network while on campus and must never use a hotspot unless directed by a teacher. HC network settings will only apply to device while they are on the school network or during school times.

Replacement laptops for Years 7 to 9 must be purchased through the school website.

Authentication of student work

Students must ensure that all unacknowledged work submitted for assessment, including any generated or assisted by AI, is genuinely their own. Teachers may consider it appropriate to ask students, including their understanding and involvement in any AI-assisted elements, at or about the time of submission of the work. If any part or all of the work cannot be authenticated, including AI-generated components, the matter must be dealt with as a breach of rules.

Mobile Phones

It is recommended that families have adequate insurance for their children's devices. Heritage College takes no responsibility for lost, damaged or misplaced mobile phones. Students are **not** permitted to use or possess their mobile phones during College hours, except with the permission and supervision of their class teacher or front office administrator for specific programs or situations.



Mobile phones are to be kept in student lockers throughout the school day (from 8:50am-3:10pm Monday to Thursday, 8:50am-2:20pm on Fridays) if they are brought to school or handed into the front office and placed on 'flight mode' or turned off.

Phones are not to be used at recess, lunchtime, during classes or homeroom unless it is a specific requirement of the lesson and a teacher has granted permission for them to be brought to class on that specific occasion.

Permission must be sought before taking photos or videoing in any area of the School.

Mobile phones **will** be confiscated and handed to the front office if students are found in breach of this policy. Mobile phones can be collected by the student at the conclusion of the school day. Repeat offences will be communicated with parents, and parents will be responsible for collecting the device in person.

In some special circumstances exceptions to this policy may be made. These exceptions will only be available if a mobile phone is essential for a student in managing a health condition or classroom learning. Teachers can grant a one-off classroom-based learning exception, but all other exceptions are managed by the Head of Secondary.

In an emergency parents can contact their children through the Front Office

Reports and Parent-Teacher Interviews

Reporting of student progress will be by written reports and parent interviews as follows:

- Term 1:** Parent/Teacher Interviews. Attendance is very important as it allows discussion about progress at an early time in the school year.
- Term 2:** A detailed Semester 1 Report.
- Term 3:** Parent/Teacher Interviews.
- Term 4:** A detailed Semester 2 Report.

Where Parent/Teacher Interviews are scheduled, parents or guardians are expected to attend with the child.

Sporting Events

Secondary students participate in sporting events throughout the year. These events include inter-house competitions and sporting carnivals (cross country, athletics and swimming).

Secondary students also compete against sister schools in ASV, and local Christian schools in CSEN (Christian Schools Events Network) competitions.

The Sports uniform must be worn at all times during sporting events. If a student is unable to wear the required uniform, a note from home is required. To participate in the inter-school sporting program, correct sports uniforms are compulsory or students forfeit their opportunity to represent the college.

Please read and understand the Sport and Recreation Code of Conduct available in SEQTA.

Books and Stationery

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



Students in Years 7 to 12 will receive a Stationery List from the college for items to purchase prior to the new academic year commencing. [Stationery Lists for 2023 can also be downloaded from the website.](#)

Digital editions of textbooks for students in Years 7 to 12 are supplied by the college. Students are required to purchase a physical copy of the English texts. Unless purchasing second hand (ensuring it is the same edition listed), families should purchase via [Box of Books](#). While the College provides digital copies of the textbooks, optional physical copies are able to be purchased through [Box of Books](#). VCE students will also have access to Edrolo videos and textbooks. Edrolo textbooks can be purchased through Edrolo's website.

Secondary Uniform Expectations

- The Heritage College Blazer is to be worn with the academic uniform.
- The sports jacket is only to be worn with the sports uniform.
- All Secondary students are expected to comply with the college Uniform requirements. Please refer to the uniform section from page 27.

Presentation Night

An annual award and presentation night is held during Term 4. The purpose of the evening is to acknowledge student achievement in the areas of academics, sports, and citizenship. The evening is also the graduation and farewell for Year 12. All students are expected to attend. It is recommended that families do not book holidays during this time. Presentation Night is on the calendar. All Years 7 to 11 students are expected to attend in full summer academic uniform and blazer. Year 12 students attend in full winter academic uniform and blazer

Car Privileges

Senior students who wish to drive themselves (and siblings) to school must apply in writing to the Principal for permission to do so. Students granted these privileges must have a current and valid Victorian Driver's Licence and must abide by school conditions which include: parking in designated locations, not using vehicles during school hours and driving safely within the school grounds. The student may not transport another student without written consent of that student's parent being given to the Deputy Head of Secondary and/or Principal prior to travel. For when students have permission to drive another student the School has a duty of care to ensure 'Comprehensive Insurance' is in place for that vehicle and the driver has the appropriate drivers licence.

Valuables

Students are advised not to bring valuables to school. Students with valuables or money are advised to deposit them with staff at Reception on arrival at school. Students are to keep belongings secured in lockers and kept locked at all times. These items are not covered by the school insurance policy. No responsibility can be taken if items are lost or removed from bags or lockers.



We assist each student to achieve their potential, expand their skills, and develop positive self-esteem.

By reflecting Christian values, each student takes their place as a vital and compassionate member of the community.