

College Handbook

Primary - Secondary 2022



Heritage College



Heritage College

College Handbook 2022





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

Using Christ's example, Heritage College seeks to provide holistic education for an abundant life.



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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 - 3:10pm (2:20pm Fridays) - Officer Campus
	9:00am - 3:20pm (2:30pm Fridays) - Narre Warren South Campus
Reception	Monday to Thursday 8:30am – 4:00pm
	Fridays 8:30am – 3:00pm
	Reception is open during school terms. During the Christmas holiday break, Reception closes for approximately three weeks.
Library	9:00am - 2:00pm Monday, Wednesday and Thursday (NWS)
	9:15am - 3:30pm Monday and Tuesday (Officer)
	9:00am - 3:15pm Wednesday and Thursday (Officer)



College Directory

College Services

Phone	(03) 9796 0100
Email	admin@heritagecollege.vic.edu.au
Absence	(03) 9796 0100 or email absences@heritagecollege.vic.edu.au (before 9:30am)
Bus Transport enquiries	transportenquiries@heritagecollege.vic.edu.au
Enrolments (P-12)	enrolments@heritagecollege.vic.edu.au
Enrolments (Early Learning)	elcenrolments@heritagecollege.vic.edu.au
Fees	bursar@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
SEQTA Support	seqta@heritagecollege.vic.edu.au
Student Wellbeing	wellbeing@heritagecollege.vic.edu.au
Uniform	uniform@heritagecollege.vic.edu.au
Vacation Care	vacationcare@heritagecollege.vic.edu.au
College website	www.heritagecollege.vic.edu.au
SEQTA Engage (Parent Portal)	https://heritage.cp.adventist.edu.au



Staff Contacts

Reception

NWS Campus - Primary Reception

NWS campus
Ms Ellen Schwalger

Officer Campus - Primary & Secondary Reception

Officer campus
Mrs Christobel Smithells/Mrs Venitta Ah Tune-Cocker

Executive

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

Bursar
Mrs Tigist Alemu
t.alemu@heritagecollege.vic.edu.au

Business Manager
Mr Marco Adonis
m.adonis@heritagecollege.vic.edu.au

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

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

Marketing Coordinator
Mrs Fiona Spence
f.spence@heritagecollege.vic.edu.au

Head of Secondary
Mr Darren Martin
d.martin@heritagecollege.vic.edu.au

Enrolment Coordinator
Mrs Jackie Saluni
j.saluni@heritagecollege.vic.edu.au

Year Level Coordinators

NWS Campus - Primary

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

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

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

Officer Campus - Primary

School Coordinator / Learning & Teaching Coordinator
Miss Kristin Hankins
k.hankins@heritagecollege.vic.edu.au

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

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

Officer Campus - Secondary

School Coordinator
Mrs Palolo Sione
p.sione@heritagecollege.vic.edu.au

Learning & Teaching Coordinator
Ms Sarah Perry
s.perry@heritagecollege.vic.edu.au

Years 7 to 9 Junior School Level Leader
Mr Evan Varty
e.varty@heritagecollege.vic.edu.au

Years 10 to 12 Senior School Level Leader
Mr Nathanael Capon
n.capon@heritagecollege.vic.edu.au

Senior Pathways Coordinator / Careers Advisor
Ms Elyse Taylor
e.taylor@heritagecollege.vic.edu.au



Teaching staff

NWS Campus - Primary

Prep H

Mrs Yolanda Horne

Year 1C

Mr Sean Charles

Year 2S

Ms Shanandoah Schaffers

Year 3RC

Ms Velia Roos/Mrs Aloma Camps

Year 4W

Mr Andrew Waldrip

Year 5LR

Ms Maria Liu/Mrs Janet Robertson

Year 6S

Mr Sam Schubert

LOTE

Mrs Lian Scheermeijer/
Ms Valli Chockalingam

Visual Arts

Mrs Loren Bertoncello

Performing Arts

Mrs Alicia Nobes

Physical Education

Mrs Liana Rutgrink

Officer Campus - Primary

Prep V

Mrs Bronwyn van Dyk

Year 1B

Mrs Courtney Bennetts

Year 2WK

Ms Jenny Wells/Mr Troy Kimpton

Year 3C

Mr Darrell Chang

Year 4K

Ms Jasmine Keecher

Year 5O

Mr Christian Orellana

Year 6E

Mr Nigel Eales

LOTE

Mrs Lian Scheermeijer/
Ms Valli Chockalingam

Visual Arts

Mrs Loren Bertoncello

Performing Arts

Mrs Alicia Nobes

Physical Education

Mrs Liana Rutgrink

Officer Campus - Secondary

Year 7 Homeroom

Miss Meagan Bull/Mrs Rachel Aiono

Year 8 Homeroom

Mrs Catherine Gillard/Mr Daniel Schlegel

Year 9 Homeroom

Mr Scott Camps/Ms Bianca Maggs

Year 10 Homeroom

Ms Sarah Perry/Mr Reuben Sleight

Year 11 Homeroom

Mrs Rose Axiaq/Ms Annali Baxter

Year 12 Homeroom

Ms Elyse Taylor/Ms Anne-Marie Godfrey

Education Support staff

NWS Campus - Primary

Education Support Coordinator

Mrs Coral Fokkens

Officer Campus - Primary

Education Support Coordinator

Mrs Janet Robertson

Officer Campus - Secondary

Education Support Coordinator

Ms Sarah Imms

Library Services

NWS Campus - Primary

Librarian

Ms Penny Tan

Officer Campus - Primary & Secondary

Librarian

Mrs Kylie-Ann Martin/Mrs Ru Stewart
Monday to Thursday
9:00am - 3:00pm



Pastoral Care and Wellbeing

All campus locations

Chaplain: Spiritual

Pr Lagi Limu
Pr Josh Stadnik
chaplain@heritagecollege.vic.edu.au

Chaplain: Wellbeing

Mrs Delphine Schlegel
Mrs Vivian Lam
wellbeing@heritagecollege.vic.edu.au

Bus Services

All campus locations

Bus Manager/Bus Driver

Mrs Sheila Kendrick

Bus Secretary

Mrs Tamara Dobson

Bus Drivers

Mr Jeff Gibbs
Mrs Ruth Smith-Stuhmcke
Mr Don Culpan
Mr Mark Ralston
Mr Adil Tadros
Ms Sheri Thomas

Maintenance Services

All campus locations

Maintenance Manager

Mr Bob Williams

Maintenance and Grounds Officer campus

Mr Don Culpan

Maintenance and Grounds NWS campus

Mr Cameron Dalgleish



Principal's Welcome

Dear families,

The Parent Handbook has been developed to provide you with a single point of reference containing important information on college operations. It also contains references to policies that are important to be aware of during the Primary and Secondary years.

Links to the college policies contained in this Handbook can be found on the website under 'Our Community > Publications and Policies'.

We look forward to a strong partnership in the years ahead as we develop your child's potential together at Heritage College.

Faithfully,

Sonny Aiono
Principal



Who we are

Heritage College commenced operations at 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 2020-2025 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

Resuming its operations for the year is the School Council. The School Council will commence meeting from The School Council oversees all aspects of the school's governance and is an important forum for discussion and debate across the different stakeholders in our community.



Pre-Commencement

Registration Day

Registration Day is held prior to commencement for Secondary School families, both enrolled and commencing. Staff will be available on the day to assist you, ensuring all your questions are answered and everything is in place for the best start to the school year.

Families will receive a reminder during the holiday period to attend.

When: Thursday [xx] January 2023

Who: Secondary School families commencing or continuing in 2023

Where: Officer Campus, 66 Starling Road Officer

At Registration Day, we welcome all commencing Secondary families to attend. Registration Day aims to smooth over any last minute questions to be asked before commencing school. At Registration Day, we invite you to:

- Meet your child's homeroom teacher;
- View timetable via SEQTA platform;
- Final Uniform check (both sports and academic), collect pre-ordered Uniform items, purchase last minute Uniform accessories;
- Collect Campus map, Year 7 Camp Booklets and other helpful material;
- IT support on site to set up usernames, passwords and add device to network;
- Set up access with username and password to the parent communications portal, SEQTA Engage; and
- Secure locker placement.

Administrative support will also be available for bus Travel arrangements, payment of college fees; and CSEF arrangements. EFTPOS facilities will be available.



First Week

All the details about what to expect in the first week, including the First Day of School.

Commencement Dates

Diarise the first day of school for 2022 for your child in the year levels below:

First Day Term 1 (Year 7 and Year 12): Friday 28 January 2022

First Day Term 1 (Prep - Year 6, Years 8 - 11): Monday 31 January 2022

First Day Procedure

Prep Students

A 'Tea and Tissues' morning tea is held for the commencing Preps. Parents are welcome to stay for a short morning tea from dropoff time until approximately 10:00am. This is held on campus. Getting your child to school on time helps avoid anxiety. A calm start to the classroom helps everyone. You can arrive as early as 8:35 am to give your child time to play, get fresh air, settle their belongings, and greet the teacher.

Primary School (Years 1 - 6) students

Students will head to their classroom they attended on Orientation 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 their Homeroom they attended on Orientation Day during Term 4. If you are unsure of your child's classroom location, please visit Reception on the day. Codes of Conduct for Sporting Participation and Acceptable Use of Technology are provided to students for signing.

Culture Day

Held in the first week of the new school year, Culture Day involves welcoming new staff, acknowledgement of School Captains and acknowledgement of House Captains in 2022. 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.



House Allocation

On Culture Day, House Captains are introduced for the year. Both staff and students are allocated to one of the four House Groups, and Houses compete against one another for the first time.

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 assimilating new students into the school. 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;
- Elliott (yellow) - in honour of Herb Elliott, Olympic gold medallist;
- Jackson (red) - in honour of Marjorie Jackson, Olympic gold medallist and former Governor of South Australia; and
- Landy (green) - in honour of John Landy, middle-distance runner and former Governor of Victoria.





Parent Information Nights

New section for 2023.

Monday 31 January 2022 - Senior High School Information Night (Year 10, VCAL and VCE).

Tuesday 1 February 2022 - Prep - Year 6 Information Night (Officer campus).

Monday 7 February 2022 - Junior High School Information Night (Years 7 - 9).

Tuesday 8 February 2022 - Prep - Year 6 Information Night (Narre Warren South campus).

Learn about our values, the curriculum for the year ahead,



Bell Times and Supervision

Timetable

NWS Campus - Primary

9:00 Period 1
10:00 Period 2
10:50 Recess
11:10 Period 3
12:00 Period 4
12:50 Eating Time
1:00 Lunch Time
1:40 Period 5
2:30 Period 6
(Friday classes end 2:30pm)
3:20 Home Time
Buses depart at 3:40pm.

Officer Campus - Primary and Secondary

9:00 Home Room
9:15 Period 1
10:05 Period 2
10:55 Recess
11:15 Period 3
12:05 Period 4
12:55 Lunch
1:30 Period 5
2:20 Period 6
(Friday classes end 2:20pm)
3:10 Home Time
Buses depart at 3:20pm.

Supervision

Supervision at Officer Campus (Primary and Secondary Schools) commences at 8:35am and finishes at 3:30pm Monday to Thursday and 2:40pm on Friday.

Supervision at Narre Warren South Campus (Primary School) commences at 8:15am and finishes at 3:40pm 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 - Year 12





Listed below are some of the most commonly asked questions about daily routines on campus.

Absence

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.

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, 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.

If changes are required to collection/drop off arrangements, email admin@heritagecollege.vic.edu.au 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.



Communication with your Child's Teacher

Communications regarding day to day classroom matters should be addressed to your child's classroom 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 9:00 am.

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 use the rest of the carpark for long-term parking.

Financial Matters

All financial inquiries should be addressed to the Bursar, **Mrs Tigist Alemu**. The current Fee Schedule can be obtained from the [College website](#).

School fees can be billed on a term-by-term basis or annually in advance.

Fees may be paid by credit card, EFTPOS, cash or cheque. Credit options to pay fees over the course of the year are **only available upon application**. 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 will occur on Thursdays. If you need to make any changes to your nominated account, please notify the college Bursar.

Bus fees are payable in full each term (fee assistance and other discounts do not apply to bus fees). Details on bus contribution rates are available from Reception or on the website. Bus Fees and School Fees are billed separately.

Lunchtime

We encourage parents to provide healthy lunches for their children. We also recommend that snacks sent along to school for recess breaks are healthful. Please avoid lollies, soft drinks, and snacks with artificial colours and flavours.



Library

The library is an integral part of the college's academic program. It acts as a resource centre for learning and recreational reading. 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 readers. The library has a study space for senior Secondary School students during free periods. Replacement costs for damaged or lost books will be passed on to the parent/guardian.

Lost Property

Unclaimed items of clothing will be placed in the Lost Property box located near Reception on campus. Any unclaimed items remaining on the last day of term will be disposed of during the holiday period. Named items are returned to students where possible.

Personal Belongings

All personal property, including all books and clothing, should be named with a permanent marker. This will help in locating lost property. Any toys that are brought to school are the responsibility of the owner.

Personal property of students is not covered by college insurance. The college does not accept responsibility for 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 the Principal. If damage occurs when a student plays within the rules of the College, the college will accept responsibility for the cost of the repairs. Breakages and damages caused by irresponsible or malicious action will be charged to the person concerned.

Uniform

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

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

Reminders for the change over between Summer and Winter Academic uniforms are published in the College Calendar and Newsletter.

Enquiries regarding uniform can be emailed to uniform@heritagecollege.vic.edu.au.



Visitors to Campus

Visitors are to sign in at Reception upon arrival. Please display your visitor's pass while on the property. Please also ensure you sign out and return your pass as you leave.



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 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 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](#) (2017)

Child Safety

At Heritage College, 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](#) (2017) and [Child Safe Code of Conduct](#) (Volunteers)

Complaints

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

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 class teachers are to be made by prior appointment.

Read more: [Complaints and Appeals Policy](#) (2017) 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](#) (2017)

Fee Assistance

In cases of financial hardship the College will consider offering fee assistance on the tuition and capital levies. Applications for fee assistance must be submitted at the commencement of each school year. Fee assistance cannot be applied retrospectively.

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. Students will be monitored and a call made home at the discretion of the Reception staff.

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. Staff or students who have been inadvertently exposed to COVID and deemed as an Educational Close Contact must return a negative result from a PCR test before returning to school.

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

Our response to COVID-19

- Keep everyone safe
- Report and notify
- Students isolating guidelines
- Staff isolating guidelines
- Communication
- Online learning
 - ELC
 - Primary
 - Secondary



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 on social media.

Read more: [Parent Code of Conduct](#) (2020)

Student Code of Conduct

Heritage College is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students of the college. Heritage College aims to provide clear guidelines to all 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](#) (2021)

Student Wellbeing

The college endeavours to promote a healthy, supportive and secure environment for all children, to raise awareness of what makes students resilient, develop 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 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 on Page 9.

Read more: [Child Safe Protection Policy](#) (2017)



Sibling Enrolment

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, non-selective day school, the College is a welcoming, diverse community offering a values-based education in a strong Christian tradition that develops the resilience and character 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 years.

To enquire about availability, email the [Enrolments Coordinator \(Early Learning\)](#).

Prep Entry

Enrolments of younger siblings due to commence Heritage College at Prep are welcomed. Applications for younger sibling entry must be lodged by the end of Term 4 two years prior to commencement. Interviews for incoming siblings are held six months in advance of commencement date.

To enquire about availability, email the [Enrolments Coordinator \(Prep - Year 12\)](#).

Withdrawal

Heritage College enjoys partnership with families for each child's educational journey. However, from time to time, families do 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.

An exit interview will be conducted prior to families leaving as part of the college commitment to due diligence.

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



Stay informed

Calendar

A printed College Calendar containing key dates is distributed at the commencement of the new academic year.

Newsletters

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

Read more: [Find the Newsletter archive or subscribe here.](#)

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 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 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. Visit the official channels on [Facebook](#) and [Instagram](#).

Website

Heritage College maintains a public website located at heritagecollege.vic.edu.au. The website is an invaluable resource for school information, containing helpful and relevant information for families commencing with the college or existing families to find out the latest news.

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 receives a copy in the first week in 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 for 2022. The college newsletter contains a schedule of all upcoming events under 'Dates to Remember'.

Open Night

Open Night is held twice annually, one per semester at alternate campus locations. Prospective and current families are welcome to attend, explore the campus, register to enrol for the first time or enrol younger siblings and meet teaching staff.

Read more: [Open Night](#)

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](#)

Awards and Presentation Night

Awards 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, Presentation Night is the signifier that the academic year is officially completed. Incoming school 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 which all students are expected to comply with to participate.

Read more: [Awards Night at Narre Warren South campus](#) (Year 6)

[Awards Night at Officer campus](#) (Early Learning, Year 6 and Year 12)



Primary School Information

Prep to Year 6

Developing skills, nurturing curiosity and instilling 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-2) and an Upper school (Years 3-6) 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 have diagnosed learning challenges will receive an 'Individualised Education Plan' (IEP). This will be organised by the Education Support Coordinator, in conjunction with the classroom teacher and parents. 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 May. Aside from Year 3 Writing, from 2022, all NAPLAN testing will occur online.

Reports

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, all parents or guardians are recommended to attend.

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. Curriculum is taught from a Christian perspective by qualified and dedicated teaching staff and includes the following Subject Areas:

- Encounter (Biblical Studies);
- Mathematics (Number and Algebra, Measurement and Geometry, Statistics and Probability);
- English (Reading and Viewing, Writing, Speaking and Listening);
- Integrated Studies (History, Geography, Science);
- The Arts (Visual and Performing);
- Technologies;
- Health and Physical Education; and
- Languages (Indonesian 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 held, some within school hours and others running beyond normal school time. Every care is taken when planning these outings so that they will be enjoyable, educational and safe. Parental permission is gained for all off campus activities that are held outside of school hours. Written permission for a student to attend indicates parental acceptance of responsibility. This includes the giving of 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 transport costs.

A wrap-up of the Primary camps are also available in the Newsletter after each camp has occurred.

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



Free Dress Days

From time to time, students may attend 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 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 1-2: 15-20 minutes four days/week

Students in Years 3-4: 30 minutes four days/week

Students in Years 5-6: 40 minutes four days/week

Students from Prep - Year 3 borrow school reading books 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 keyboard 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 music 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 7:00 am, 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. A convenient shuttle transports students from the Narre Warren South campus daily to OSHC at Officer campus. Casual or permanent bookings are available.

Hours are 7:00 am-8.30 am and 3.15 pm-6:00 pm each day of the school term.

Download the [Heritage College OSHC Vacation Care Application](#) form.

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



Pathway To Secondary

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

Orientation Days are held for Year 6 students throughout the year that provide them with the opportunity to be introduced to Secondary School staff, become familiar with the Secondary School setting and experience activities available in the Secondary School curriculum.

Sporting Events

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

Heritage College is also affiliated with School Sports Victoria (SSV) as members of the Cranbourne North District, Casey South Division and Southern Metro Region. Students also have the opportunity to participate in inter-school carnivals for Athletics, Swimming and Cross Country.

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

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

Vacation Care

Open to primary-aged students from Prep-Year 6, Vacation Care runs every school holiday break, offering care options for working families. Activities are planned both on-campus and off with experienced educators.

Vacation Care operates from 7 am until 6 pm each day of the school holidays (with the exception of Public Holidays).

Just before each holiday break, the Vacation Care program is circulated via the newsletter and online, and parents can opt-in for days of their choice.

Email vacationcare@heritagecollege.vic.edu.au to secure your booking.

Stationery

All items required for day-to-day class 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. Details can be found on the website.



Secondary School Information

Years 7 - 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 School Coordinator and Learning and Teaching Coordinator. The Secondary School operates with a Junior School (Years 7 - 9) and Senior School (Years 10 - 12) model.

Academic Standards and Integrity

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

The academic program that is presented by the college is carefully selected and modified so as to remain in harmony with our 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 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.

Curriculum

Year 7 to 10: Australian Curriculum

The subjects for Years 7 to 10 follows the guidelines provided in the Australian Curriculum and is offered as follows:

- Encounter (Bible Program)
- English
- Mathematics
- Science
- Humanities (History, Geography, Business, Civics and Citizenship)
- Physical Education and Health
- The Arts: Music and Visual Arts
- Technology: Food Technology and Design Technology
- STEAM (Science, Technology, Engineering, Arts and Mathematics)
- Commerce

Year 11 and 12: VCE and VCAL

The curriculum for Years 11 and 12 is organised into two learning pathways: the Victorian Certificate of Applied Learning (VCAL) and the Victorian Certificate of Education (VCE).

VCAL is designed to prepare students for entry to the workforce and for TAFE courses and includes the following subjects:



- Encounter (Bible Curriculum)
- Literacy
- Numeracy
- Work Related Skills
- Personal Development Skills
- Chosen TAFE course of study
- Work Placement

VCE is the pathway designed to prepare students university entrance and sees the following subjects offered each year:

- Encounter (Bible Curriculum)
- General Mathematics
- Biology
- Physics
- Human Health and Development
- Business Management
- Visual Art
- English
- Mathematics Methods
- Chemistry
- Psychology
- Modern History
- Media Studies
- Physical Education Studies

Students in Years 11 and 12 have access to other subjects via distance education through both the Virtual School of Victoria (VSV) and the Victorian Language School (VLS). Eligible Year 10 students may have the option of fast-tracking one Year 11 VCE subject of their choice. Please note that there may be a contribution requested for specific distance education subjects.

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 are covered under the college fees (with the exception of the annual Year 12 Nepal 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.

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 become fluent in their work. Below are some guidelines for homework at each year level.

Junior School Students in Years 7-9: Up to 1 hour per weeknight

Senior School Students in Years 10-12: Up to and over 2 hours 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.

Formal Assessments and Examinations

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 May.

Students in Year 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 need.

Examinations

At the end of each semester Senior School students in Year 10, 11 and 12 will sit examinations. 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. VCE students absent from examinations for reasons other than these will receive a mark of zero for the examinations they have missed.

Graduated Students (Alumni)

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 (Year 7 to 9)

Every student in Years 7– 9 is required to have their own learning device for in-class learning. This must be purchased through the college portal. To ensure prompt delivery, devices need to be purchased from the supplier by the 1st of December prior to the First Day of Term 1.



Senior School (Year 10 to 12)

Students commencing in Years 10 – 12 can bring a device of choice but the device must meet college specifications and contain appropriate data protection software.

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

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

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

Mobile Phones

Heritage College requires students to bring their own device to school for use under teacher direction and supervision. It is recommended that families have adequate insurance for their children's devices. Heritage College takes no responsibility for lost, damaged or misplaced learning devices. Students are not permitted to use or possess private cameras or electronic devices during College hours, except with the permission of their class teacher for specific programs or events.

Reports

Parent/Teacher Interviews are scheduled for the end of Term 1 and Term 3. Parents or guardians are requested to attend these interviews.

A formal Semester Report is issued after Terms 2 and 4 via the online portal SEQTA Engage.

Parents are encouraged to communicate with the relevant class teachers whenever they desire additional information on the progress of their children. Please feel free to email the class teacher, or contact Reception to make an appointment.

Sporting Events

Secondary students compete against students in sister schools in the ASV competition and local Christian schools in CSEN competitions (Christian Schools Events Network). This is done during carnivals or rally days of inter-school team sports. The inter-house sport involves the Houses competing with each other.

The Sport 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.



Stationery

Students in Years 7 to 10 will receive a stationery pack from the college including exercise books, pens, pencils and a calculator. The only item that students are required to bring is a pencil case of their choice.

Students in Years 11 and 12 are required to purchase their own stationery based on the recommended book list supplied by the college.

Textbooks

All textbooks are available online through ReadCloud (unless otherwise unavailable) for students in Years 7-12. Additional supplementary study revision tools are made available to VCE students through the digital platform, Edrolo.

Uniform Expectations

The Heritage College Blazer is compulsory to wear with academic uniform for Years 7-10 in 2022. It may be worn when cool weather requires the wearing of an outer garment of school uniform.

All Secondary students are expected to comply with the college Uniform requirements. [Details can be found on the website.](#)



We assist each student in achieving 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.