

College Handbook

Primary - Secondary 2023



Heritage College



Heritage College

College Handbook 2023





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 a 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 - 3:20pm (2:30pm Fridays) - Narre Warren South Campus
	8:50am - 3:10pm (2:20pm Fridays) - Officer Campus
Reception	Monday to Thursday 8:30am – 4:00pm
	Fridays 8:30am – 3:00pm
Library	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)

For comments and feedback on this Handbook, please email: admin@heritagecollege.vic.edu.au.



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	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
SEQTA Support	seqta@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



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 Tamara 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
Mr Brendan van Oostveen
b.vanoostveen@heritagecollege.vic.edu.au

Year Level Coordinators

NWS Campus - Primary

School Coordinator / Learning and 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 and Teaching Coordinator
Mr Benjamin Rosenberg
b.rosenberg@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

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

Learning and Teaching Coordinator
Ms 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

Senior Pathways Coordinator / Careers Advisor
Mrs Catherine Gillard
c.gillard@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 Liana Rutgrink

Officer Campus - Primary

Prep B

Mrs Loren Bertoncello

Prep V

Mrs Bronwyn van Dyk

Year 1B

Mrs Courtney Bennetts/Mrs Aloma Camps

Year 2W

Ms Jenny Wells/Mr Troy Kimpton

Year 3C

Mr Darrell Chang/Mrs Aloma Camps

Year 4R

Mrs Velia Roos

Year 5O

Mr Christian Orellana
Miss Jasmine Keecher

Year 6E

Mr Nigel Eales

LOTE

Mrs Lian Scheermeijer/
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 Daniel Schlegel/Mrs Michelle McCreesh

Year 8 Homeroom

Mr John Kama/Mr Reuben Sleight

Year 9 Homeroom

Mr Scott Camps/Miss Bianca Maggs

Year 10 Homeroom

Mrs Belinda Graceson/Mr Tim Huddleston

Year 11 Homeroom

Miss Annali Baxter/Mr Nathanael Capon

Year 12 Homeroom

Miss Carin Eastburn/Mr Steven Petrou

Head of Department: Arts and Technologies

Miss Annali Baxter

Head of Department: Encounter

Mrs Janette Bower

Head of Department: English

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 Nathanael Capon

Head of Department: Science

Mrs Tegan Tinsley

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 Vivian Lam
wellbeing@heritagecollege.vic.edu.au

Bus Services

All campus locations

Bus Manager
Mrs Sheila Kendrick

Bus Drivers
Mrs Ruth Smith-Stuhmcke
Mrs Sheila Kendrick
Mr David Brown
Mr Peter Dias
Mr Scot Andrews
Mr Ray Noon (relief)
Mrs Michelle Adonis (relief)

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 Message

Dear Families,

It is important for the College community to have clear guidelines of the school operations, and College expectations of students and families. The Parent Handbook is the perfect conduit to providing this clarity. It 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 in this Handbook [can be found on the website](#) too.

It is recommended that you use this handbook as a reference and guide of the College expectations.

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

"For I know the plans I have for you, declares the Lord, plans for welfare and not for evil, to give you a future and a hope" Jeremiah 29:11

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.



Pre-Commencement

Secondary School Registration Day

Held in the week prior to the first day of Term for Secondary School families, Registration Day is for both continuing and commencing students. Staff will be available 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: Wednesday 25 January 2023 10:00 am - 1:00 pm

Who: Secondary School families commencing or continuing in 2023

Where: Officer Campus, 66 Starling Road Officer

All Secondary families are required to attend. Registration Day aims to smooth over any last-minute questions to be asked before commencing school, including:

- Meeting your child's homeroom teacher;
- Viewing the timetable via the SEQTA platform;
- Conducting final uniform checks (both sports and academic), collecting pre-ordered Uniform items and purchasing last-minute uniform accessories;
- Collecting Campus map, Year 7 Camp Booklets and other helpful material;
- Receiving IT support on-site to set up usernames, passwords and add learning device to the college network;
- Discussing bus routes with the Bus Manager;
- Finalising book list requirements via Box of Books and stationery lists;
- Accessing the parent communications portal, SEQTA Engage with username and password;
- Discussing rebates and eligibility for the Camps, Sports and Excursions Fund (CSEF) and travel to Officer Campus; and
- Securing locker placement for the year.

Administrative support will also be available for the payment of college fees. EFTPOS facilities will be available.



First Week

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

Commencement Dates

Diarise the first day of school for 2023 for your child in the year levels below:

First Day Term 1 (Year 7 and Year 12): Friday 27 January 2023

First Day Term 1 (Prep to Year 6, Years 8 to 11): Monday 30 January 2023

First Day Procedure

Prep Students

Arrive from 8:35 am 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 10:00 am.

Primary School (Years 1 to 6) students

Students will head to the 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 assembly in the MPC. Students should have their class location from Registration Day, however please visit Reception if you are unsure. 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 in the first week of 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 and Timetables

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

Term Dates for 2023

Term 1	27 Jan 2023 (Years 7 and 12) or 30 Jan 2023 (Prep to Year 6, Years 8-11) to Thu 6 Apr 2023
Term 2	24 April 2023 - 23 June 2023
Term 3	11 July 2023 - 15 September 2023
Term 4	2 October 2023 - 8 December 2023

Parent Information Nights - Primary

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

Tuesday 31 January 2023 - Officer Campus Primary Prep - Year 6 Information Night

Tuesday 7 February 2023 - Narre Campus Primary Prep - Year 6 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 8 February 2023 - Year 7 and Year 9 Information Night



Timetable for 2023

	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	8:50am
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 – 11:00am
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	12:45 – 1:25pm
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 8:35 am and ends at 3:30 pm Monday to Thursday and 2:40 pm on Friday.

Yard supervision at Narre Warren South Campus starts at 8:15 am and ends at 3:40 pm Monday to Thursday and 2:50 pm on Friday.

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



College Procedures

Prep to Year 12





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 9:30 am 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, 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.

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.



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 car park for longer-term parking.

Finance

All financial inquiries should be addressed to the Assistant Business Manager, **Mrs Tigist Alemu** t.alemu@heritagecollege.com.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.

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 30 January 2023.

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 30 January 2023.

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

Download: [CSEF Application Form 2023](#)

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](#)

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 practise Library etiquette, being quiet and considerate of other readers. At Officer Campus, the Library has study space for Secondary School students during free periods.

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)
- TBC (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.



Lockers

Lockers are provided to students in Years 5 & 6 and are located in the classroom. These lockers need to be kept tidy at all times.

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.

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

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.

Term 1 - Summer uniform

Term 2 - Winter uniform

Term 3 - Winter uniform

Term 4 - Summer uniform

Each year level will have P.E. and sports days where sports uniform will be required. Please see your classroom teacher/homeroom teacher for more information.

Incorrect uniform



Students with incorrect uniform must email uniform@heritagecollege.vic.edu.au or submit a note from a parent to the uniform coordinators located at the library (OCS), assembly space (OCP) and the Dining room (NCP), before 9:00 am.

A uniform band will be given to the student to indicate an exemption has been granted for the day.

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

Visitors to Campus

Visitors are to sign in at Reception upon arrival. When visiting, please display your visitor's pass while on the property. Please also ensure you sign out and return your pass to Reception 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 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](#) (2018)

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](#) (2017) and [Child Safe Code of Conduct \(Volunteers\)](#)

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](#) (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 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](#) (2020)



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](#) (2021)

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](#) (2017)

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](#) (2022)



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, 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 as soon as possible. Interviews for incoming siblings are held six months prior to the commencement date.

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

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 2024 calendar year, without penalty is **Friday 15 September 2023**.

An exit interview will be conducted prior to families leaving as a 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 Friday during the school term, a link is emailed to all families and is only available by logging into SEQTA Engage.

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 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 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.

Open Night

Open Night is held twice annually, once per semester at alternate campus locations. Prospective 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](#)

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.

Read more: [Secondary Presentation Night 2022](#) (Officer Campus)



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 have been diagnosed with 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, 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 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.



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 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 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 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 the 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.

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 Year 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 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, Year 5 and 6 students have the opportunity to participate in a variety of inter-school team sports on a fortnightly basis.

Swimming classes are held during the warmer terms (subject to the 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 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 hat during summer. 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 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

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 (Bible Program)
- English
- Mathematics
- Science
- Humanities (History, Geography, Business, Civics and Citizenship)
- Physical Education and Health
- The Arts: Music, Visual Arts, Media Arts
- Technology: Food Technology and Design Technology
- Commerce
- Japanese Years 7 and 8

Years 11 and 12: VCE and VM (Previously VCAL)

In 2023 the Victorian Government is replacing the VCAL program with the new Vocational Major program. This program is being gradually rolled out, beginning with Year 11 in 2023. The VCE Vocational Major (VM) is a new vocational and applied learning program within the VCE. From 2023, the new VCE Vocational Major will replace Intermediate and Senior VCAL. This means that VM (previously called VCAL) is becoming integrated into VCE and is no longer a separate program.

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



The Structure of Vocational Major

All VM students at Heritage College will study the core VM subjects with two VCE subjects (one being VCE Religion and Society). The four core VM subjects' curriculum has also been updated to reflect personal and practical life skills. The four core subjects are Literacy, Numeracy, Work Related Skills and Personal Development.

In 2023 the VCE subject is Product, Design and Technology. Students will develop their design and collaboration skills as they work together to create a project. The additional VCE subject each year will depend upon availability and preferences.

VCE VET (Vocational Education and Training)

A compulsory part of the VM program is participation in a VET course. Students are required to choose a VET course based on their interests and career plans. Students will go to TAFE to study their VET course one day each week. VET courses for secondary students are available at a wide range of TAFEs including Chisholm, Holmesglen, Box Hill and Swinburne.

VCE

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

- Encounter/Religion and Society
- General Mathematics
- Biology
- Physics
- Human Health and Development
- Business Management
- Art Making and Exhibiting
- English
- Mathematics Methods
- Chemistry
- Psychology
- Modern History/Revolutions
- Media Studies
- Physical Education

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. 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 is 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 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.

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 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.

Examinations

At the end of each semester students from Years 7-11 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. If a student misses an examination a medical certificate will need to be supplied. 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 (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 by Friday 2 December 2022. 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.

Read more: heritagecollege.vic.edu.au

Senior School (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.

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

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

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 for specific programs or events.

Mobile phones are to be kept in student lockers throughout the school day if they are brought to school or handed in to the front office and placed on 'flight mode' or turned off. 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 to collect the device in person.



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.

Stationery

Students in Years 7 to 12 2023 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.](#)

Textbooks

Digital editions of textbooks for students in Years 7 to 12 are supplied by the college. Textbooks (such as English texts) that are required in hardcopy can be purchased via [Box of Books](#). Additional supplementary study revision tools are made available to Year 12 VCE students through the digital platform, Edrolo.



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.



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.