Heritage College

College Handbook 2026

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

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

Table of Contents

College Contacts **7**
- Campus locations 7
- Postal address 7
- Hours of Operation 7

College Directory **8**

Leadership Team **9**

Staff Contacts **10**

Principal's Message **13**
- Who we are 15
- Governance and School Council 15
- Seventh-day Adventists 15
- Adventist Identity at Heritage College 15
  - Sabbath, Communication and Submission Times 16
  - Dietary Guidelines 16
  - Respectful Language 16
  - Worship and Chapel 16

First Week **17**
- Commencement Dates 17
- First Day Procedure 17
  - Prep students 17
  - Primary School (Years 1 to 6) students 17
- College House Information 18

Term Dates, Information Evenings, and Bell Times **19**
- Term Dates for 2026 19
- Parent Information Nights - Primary 19
- Parent Information Nights - Secondary 19
- Bell Times 20
- Supervision 20

College Procedures **21**
- Attendance and Absences 22
  - Responsibility of Absent Students (Secondary) 22
  - Late to school 22
  - Leaving School Early 22
- Medical Matters 23
- Academic Grades 23
- Assemblies and Chapels 23
- Bus Transport 23
- Shuttle Times 23
- Bus Fees 24
- Conveyance Allowance (Officer Campus enrolled students only) 24
- Drop-Off / Collection Zones 24
- Communication with your Child's Teacher 24
- Communication Protocol 24
- Consent2Go 25
- Emergency Management 25
- Finance 26
- Camps, Sports and Excursions Education Funding (CSEF) 26
- Library 26
- Lost Property 27
- Lunchtime 27
- Personal Belongings 27

Property Damage 27
Uniform 27
Purchasing Uniform 28
What Uniform to Wear 28
Incorrect uniform 28
Non-Uniform Days (Casual Clothes Day) 28
School Photo Day 29
School Bags 29
Sports Uniform 29
Visitors to Campus 29
Procedures for Very Hot Days 29
Procedures for Wet Lunch Times 30
College Policies **30**
Behaviour Management 30
Primary Positive Behaviour Framework 30
Secondary Positive Behaviour Framework 31
Misbehaviour and Consequences 31
Primary 31
Secondary 32
Communication With Parents 32
General School Expectations 33
Alcohol 33
Appearance 33
Behaviour in Public Places 33
Bicycles and Skateboards 33
Bounds 33
Computer Games 33
Damage to School Property 33
Driving to School 34
Drugs 34
Firearms 34
Money and Valuables 34
Smoking and Vaping 34
Sunscreen 34
Digital Citizenship - Digital Learning Agreement 34
Travel - General 34
Bus Travel Code 35
Complaints 35
Child Safety 36
Digital Learning 36
Fee Assistance 36
Illness 37
Parent Code of Conduct 37
Student Code of Conduct 37
Student Wellbeing 38
Submission of Work Policy (Years 7-10) 38
Enrolments **39**
Stay Informed **40**
Calendar 40
Newsletters 40
SEQTA Engage 40
Social media 40
Website 40

Yearbook 40
College Events and Ceremonies 41
Annual Events 41
Scholarships 41
Presentation Night 41
Primary School Information 42
Prep to Year 6 42
Assessment and Reports 43
Individualised Education Plans 43
NAPLAN 43
Reports 43
Curriculum 44
Education Support 44
Excursions 44
Free Dress Days 45
Homework 45
Music Tuition 45
Out of School Hours Care (OSHC) 45
Pathway to Secondary 45
Sporting Events 46
Stationery 46
Uniform 46
Secondary School Information 47
Academic Standards and Integrity 48
The Use of Artificial Intelligence 48
Plagairism 48
Classroom Entry 49
College Care 49
Breakages and Vandalism 49
Lockers 49
Curriculum 49
Years 7 to 10: Australian Curriculum 49
Year 9 Step Up Program 50
Years 7-10 Electives 50
Request to Change Electives 50
Year 10 Work Experience 50
Kwong Lee Dow Young Scholars 50
VCE Fast Track 51
Years 11 and 12 VCE 51
VCE Study Periods 51
Years 11 and 12 Vocational Major 51
Vocational Education and Training (VET) 52
VET Assessments and Attendance 52
Structured Workplace Learning (SWL) 52
VCE 53
Excursions and Camps 53
Homework 53
Lunchtime Homework Sessions 54
Assessments and Examinations 55
Notification of Assessments 55
Authenticity Declaration 55
Suspected Plagiarism 55
Granting Extensions 55

Absence during an Assessment 55
Missing an Assessment Due to Sickness 55
Missing an Assessment Due to a Family Crisis or Emergency 55
Missing an Assessment Due to a Family Holiday 56
Late Assessments 56
NAPLAN and PAT 56
Tests 56
Examinations 56
Exam Rules 57
Graduated Students (Alumni) 58
Learning Device 58
Junior School (Years 7 to 9) 58
Senior School BYOD Device Policy (Years 10 to 12) 58
Authentication of student work 59
Mobile Phones 59
Reports and Parent/Teacher Interviews 59
Sporting Events 60
Books and Stationery 60
Secondary Uniform Expectations 60
Presentation Night 60
Car Privileges 61
Valuables 61

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 Campus Primary 8:55am - 3:10pm (2:20pm Fridays) - Officer Campus
Reception	Monday to Thursday 8:30am – 4:00pm Fridays 8:30am – 3:00pm Reception is open during school terms. During the term breaks the office closes for one week. During the Christmas holiday break, Reception closes for approximately three weeks.
Library	9:00am - 1:30pm Monday, Wednesday and Thursday (NCP) 9:00am - 3:30pm Monday - Thursday (Officer)

College Directory

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

Leadership Team

Staff Contacts

Reception

NWS Campus - Primary Reception

NWS campus
Mrs Jennifer Borthwick

Officer Campus - Primary and Secondary Reception

Officer campus
Mrs Christobel Smithells
Miss Alana Saluni

Executive

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

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

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

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

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

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

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

School Coordinators

NWS Campus - Primary

School Coordinator
Mrs Jo Capon
j.capon@heritagecollege.vic.edu.au

Officer Campus - Primary

School Coordinator
Mr Benjamin Rosenberg
b.rosenberg@heritagecollege.vic.edu.au

Officer Campus - Secondary

School Coordinator
Mrs Ellen Schwalger
e.schwalger@heritagecollege.vic.edu.au

Year Level Leaders / Coordinators

NWS Campus - Primary

Prep – 2 Level Leader
Mrs Shanandoah Schaffers
s.schaffers@heritagecollege.vic.edu.au

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

Learning and Teaching Coordinator
Mrs Jennifer Orr
j.orr@heritagecollege.vic.edu.au

Learning and Teaching Assistant
Mrs Jo Capon
j.capon@heritagecollege.vic.edu.au

Officer Campus - Primary

Prep – 2 Level Leader
Mrs Shelby Nyhuis
s.nyhuis@heritagecollege.vic.edu.au

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

Learning and Teaching Coordinator
Mrs Jennifer Orr
j.orr@heritagecollege.vic.edu.au

Learning and Teaching Assistant
Mr Benjamin Rosenberg
b.rosenberg@heritagecollege.vic.edu.au

Officer Campus - Secondary

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

Year 7 Level Leader
Mr Nathan Douman
n.douman@heritagecollege.vic.edu.au

Years 8 Level Leader
Mrs Nicole Haupt
n.haupt@heritagecollege.vic.edu.au

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

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

Teaching staff

NWS Campus - Primary

Prep N
Mrs Alicia Nobes

Prep S
Mrs Tracey Small

Year 1P
Miss Annamarie Pavelik

Year 2SL
Mrs Shanandoah Schaffers/Mrs Maria Liu

Year 3MM
Mrs Heather Maslen/Mrs Gillian Mouette

Year 4T
Ms Alexandra Tsimaras

Year 5RC
Mrs Janet Robertson/Mrs Harjit Chahal

Year 6S
Mr Zach Menheere

LOTE
Ms Hailey Havercroft/Mr Chris de Wacht

Visual Arts
Mrs Maria Liu

Performing Arts
Mr Matt Brown

Physical Education
Miss Miona Jankovic

Officer Campus - Primary

Prep J
Mrs Lucy Jivan

Prep LN
Mrs Kelly Lee/Mrs Lorraine Nicoli

Year 1J
Mrs Jamie-Leigh James

Year 1N
Mrs Shelby Nyhuis

Year 2R
Miss Jessica Ramos

Year 2WC
Ms Jenny Wells/Mrs Aloma Camps

Year 3A
Mrs Paulina Argendra

Year 3L
Mrs Chloe Liddle

Year 4W
Mr Andrew Waldrip

Year 5S
Mr Ben Stennett

Year 6E
Mr Nigel Eales

LOTE
Ms Hailey Havercroft/Mr Chris de Wacht

Visual Arts
Mr Troy Kimpton

Performing Arts
Mr Matt Brown

Physical Education
Miss Miona Jankovic

Officer Campus - Secondary

Year 7 Homeroom
Mrs Amnei Steyn/Mr Shane Nicholas/Mrs Ildiko Varga

Year 8 Homeroom
Mrs Emily Blake/Mr Jake Herrington/ Mr Dixon Zhao

Year 9 Homeroom
Mr Scott Camps/Mr Jacob Beebe/ Mr Daniel Schlegel

Year 10 Homeroom
Miss Georgia Manzat/ Mrs Michelle McCreesh

Year 11 Homeroom
Mr David Latola/Mr TIm Huddleston

Year 12 Homeroom
Mrs Tegan Tinsley/Mrs Irene Hennessy

VCE/VM/VET Coordinator and Careers Practitioner
Mrs Rowena Kohinga
r.kohinga@heritagecollege.vic.edu.au

Head of Department: Arts and Technologies
Mr Shane Nicholas

Head of Department: Encounter
Mrs Janette Bower

Head of Department: Languages
Mrs Michelle Yates

Head of Department: Health and Physical Education
Mr Jake Herrington

Head of Department: Humanities
Mrs Michelle McCreesh

Head of Department: Mathematics
Mr Daniel Schlegel

Head of Department: Science
Mrs Tegan Tinsley

Head of Department: VCE-VM
Ms Carin Eastburn

Education Support Staff

NWS Campus - Primary

Education Support Coordinator
Mrs Velia Roos

Officer Campus - Primary

Education Support Coordinator
Mrs Velia Roos

Officer Campus - Secondary

Education Support Coordinator
Vindya Mullegama

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 Tori Ioane
wellbeing@heritagecollege.vic.edu.au

Bus Services

All campus locations

Bus Manager
Mrs Sheila Kendrick

Bus Drivers
Mrs Sheila Kendrick
Mr Peter Dias
Mr David Brown
Matthew Lancaster (c)
Greg Smith (c)
Scot Andrews (c)

Maintenance Services

All campus locations

Grounds & Maintenance Manager
Mr Marco Adonis

Maintenance and Grounds Officer
Narre Campus Primary and ELC Narre Campus
Garden & Grounds Specialist
Mr Don Culpan

Maintenance and Grounds Officer
Officer Campus Primary and ELC Officer Campus
Mr Jason Mascurine

Maintenance and Grounds Officer
Officer Campus Secondary
Projects Specialist
Mr Bob Williams

Grounds & Maintenance Administrator
Mrs Venitta Ah Tune-Cocker

Principal's Message

Each new year is another opportunity to serve the Lord and to share the gospel message of God's gift of eternal life through Jesus Christ with every student, family, and staff member entrusted to our care.

As we step into 2026, we are presented with an important opportunity to reset our Spiritual Theme, particularly as we have now completed our ABIDE acronym. When reviewing our QAS data from the past two years, staff feedback affirmed that Heritage College is clearly recognised as a Christian school. However, it was also evident that we are not always as readily identified as a Seventh-day Adventist school.

After prayerful reflection on this data and thoughtful discussion, our chaplaincy team, together with the leadership team, felt strongly impressed that it was time for the College to return to the basics of who we are as a Church—to return to our identity. Going back to basics is much like returning to your ABCs. And in that space, God placed an idea on our hearts.

Our spiritual "Back to Basics" will follow a simple and intentional ABC framework:

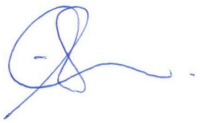
- A – Adventist Identity (2026): setting the foundation for what follows
- B – Bible Basics (2027): grounded in our identity as people of the Book
- C – Christ in the Curriculum (2028): embedding what we have learned into everyday classroom practice

This provides us with a clear and purposeful three-year spiritual overview.

In 2026, we invite staff to journey back in time to the 1800s and explore the origins of the Seventh-day Adventist movement, while also reflecting together on what it means to be a Seventh-day Adventist in the 21st century. As a College staff, you will also hear more about the 28 Fundamental Beliefs of the Seventh-day Adventist Church. This is not an attempt to convert those who are not Seventh-day Adventist, but rather to ensure that we all have a shared understanding of who we are and can collectively appreciate God's leading and purpose for this movement.

I am also looking forward to continuing our journey together in developing a shared understanding of Explicit Teaching and the Science of Learning. Please be prepared for further collective professional learning, increased leadership drop-ins, continued support for staff and leaders, and, most importantly, enhanced support for our students.
Exciting times ahead.

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 2025-2027 outlines the vision for the college for the next two 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 the Chairman (TBA) and send via email to admin@heritagecollege.vic.edu.au. Please refer to the calendar on the website for the scheduled 2026 dates.

Seventh-day Adventists

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

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

Adventist Identity at Heritage College

At Heritage College, our Adventist identity shapes the way we learn and interact as a community. We are committed to academic excellence, spiritual growth, and fostering respect for all members of our school. These values are reflected in our practices and expectations, designed to create a nurturing environment where students thrive academically, emotionally, and spiritually.

Sabbath, Communication and Submission Times

The Sabbath is an integral part of our Adventist tradition, observed from Friday sunset to Saturday sunset. This is a time for rest, spiritual reflection, and family. To uphold these principles, no homework or assignments are required on Friday evenings and into the Sabbath, and communication with teachers is not expected over the weekend. Students are encouraged to use this time for rest and rejuvenation, with all tasks due between Monday and Thursday by 5pm. In-class assessments may still occur on Fridays, but this policy ensures a balance between academic responsibilities and personal well-being.

Dietary Guidelines

Our dietary guidelines reflect the Adventist commitment to health and well-being. At all school events, vegetarian food is served to support this belief. As the Adventist Church avoids foods considered unclean, such as pork or shellfish, it is recommended that these foods are not brought to school.

Respectful Language

Respectful language is a cornerstone of our community. Students are asked to avoid using words or phrases such as "God," "Jesus," or "Oh my God" casually, as these terms hold deep spiritual significance. By choosing words thoughtfully, we create an environment that honours the beliefs and values of all individuals.

Worship and Chapel

Worship and chapel services are an integral part of life at Heritage College, providing opportunities for reflection, connection with God, and personal growth. All students are encouraged to participate respectfully, regardless of their faith background. For example, during chapel services, students are asked to stand during the song service as a sign of respect. These activities contribute to the holistic education we strive to provide, nurturing both academic and spiritual well-being.

First Week

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

Commencement Dates

Diarise the first day of school for 2026 for your child in the year levels below:

First Day Term 1 (Prep, Year 7 and Year 12): Tuesday 27 January 2026
First Day Term 1 (Years 1-6, Years 8 to 11): Wednesday 28 January 2026

**** Prep students do not attend school on Wednesdays for Term 1.***

First Day Procedure

Prep students

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

Primary School (Years 1 to 6) students

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

College House Information

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

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

The Houses are named after four Australian athletes:

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

Term Dates, Information Evenings, and Bell Times

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

Term Dates for 2026

Term 1	27 January 2026 (Prep, Years 7 and 12) 28 January 2026 (Years 1-6, Years 8-11) to 2 April 2026
Term 2	20 April 2026 - 19 June 2026
Term 3	13 July 2026 - 18 September 2026
Term 4	5 October 2026 - 8 December 2026

Parent Information Nights - Primary

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

Tuesday 3 February 2026 - Officer Campus Primary Information Night
Tuesday 10 February 2026 - Narre Campus Primary Information Night

Parent Information Nights - Secondary

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

Wednesday 4 February 2026 - Years 7 and 9 and New Families Information Night
Wednesday 11 February 2026 - VCE/VCE-VM Information Night
Wednesday 5 August 2026 - Year 10 VCE and VCE-VM Information Night
Wednesday 12 August 2026 - Year 12 VTAC Information Night

Bell Times

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

Supervision

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

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

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

College Procedures

Prep to Year 12

Attendance and Absences

Students are required to maintain an 85% attendance from Prep to Year 10 and a 90% attendance in Years 11 and 12. If a student falls below the threshold, they will be contacted by their teachers.

If a Year 11 and 12 student does not meet the 90% attendance requirement. Students who do not meet the 90% attendance, may be awarded an 'N' result for the unit. This is due to teachers being unable to authenticate the student's learning, due to insufficient attendance (in accordance with VCAA VCE policy). Medical certificates are required for ongoing or VCE absences

Parents/guardians must notify the front office of any student absences via email at absences@heritagecollege.vic.edu.au or phone 9796 0100 before 9:30am on the day of the absence. The notification must include the child's full name, year level, and reason for the absence.

For planned absences exceeding five days, an "Application for Extended Leave" form must be submitted at least four weeks prior to the absence. The school discourages family holidays during term time, particularly during exam periods. Teachers are not obligated to provide individualised work for students on holiday.

Unexplained absences exceeding five days within a 12-month period may result in escalation under the Education and Training Reform Act 2006.

Responsibility of Absent Students (Secondary)

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

- Submitting any assignments or homework due during their absence.
- Accessing class materials or contacting classmates and teachers to obtain missed work.
- Scheduling a time with teachers to complete missed tests.
- Making arrangements to catch up on missed coursework independently.

Late to school

Students arriving after 8:55am (Officer Campus) or 9:00am (Narre Campus Primary) are considered late. They must sign in at Student Reception and obtain a "Late to School Pass," which is required to enter class. A parental note, email, or phone call is necessary to explain the lateness. Unexplained lateness on three occasions will result in a meeting with the Year Level Leader or Primary Classroom Teacher to develop strategies to improve punctuality.

If no contact is made to explain a late arrival, an automated SMS will be sent to parents, who must confirm the reason for the lateness with the school.

Leaving School Early

Students may not leave school grounds before the end of the school day without prior written or verbal consent from a parent/guardian. Parents should notify the front office as early as possible. Students must sign out at the front office at the time of departure.

Primary students should be signed out at the Office and parents can attend the classroom with an early leave slip to collect their child. Secondary classes are more difficult to contact, so advance notice of the early departure is preferred.

Medical Matters

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

Academic Grades

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

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

Assemblies and Chapels

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

Bus Transport

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

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

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

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

Shuttle Times

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

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

Bus Fees

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

Read more: Bus Fees

Conveyance Allowance (Officer Campus enrolled students only)

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

Applications for Conveyance Allowance are to be returned to Reception by Friday 31 January 2025. These will be included in the Transport pack we will email around October/November.

Drop-Off / Collection Zones

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

Communication with your Child's Teacher

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

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

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

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

Communication Protocol

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

Consent2Go

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

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

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

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

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

Emergency Management

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

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

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

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

Finance

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

One fee statement will be issued at the commencement of the year with various payment options available (annually, by term, fortnightly and weekly).

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

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

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

Read more: Conveyance Allowance Rebate Application

Camps, Sports and Excursions Education Funding (CSEF)

If you hold a valid Health Care or Concession card or are a temporary foster parent, you may be eligible for CSEF. For more information, contact Reception. Applications for CSEF are to be returned to Reception by Friday 13 February 2026.

Read more: CSEF Financial Assistance for parents
Download: CSEF Application Form 2026

Library

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

Guidelines for Library Use

- A quiet atmosphere conducive to study must be maintained at ALL times.
- Classes using the library must wait outside for the teacher to arrive before entering the library.
- No food, drinks or bags in the library.
- No technology items may be used for personal entertainment/non-educational purposes in the library without specific permission of the librarian. This includes iPods (or similar), mobile phones and other electronic devices.
- Books taken from shelves are to be put on the trolley. Students are not to return the books to the shelves.
- Damage is to be reported to the librarian or teacher in charge.
- There may be financial penalties incurred for books that are damaged or are not returned by the appropriate due dates.

Lost Property

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

- Outside the staffroom (Officer Campus Primary)
- Outside the staffroom (Narre Campus Primary)
- Secondary Staff Room or Main Office (Officer Campus Secondary)

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

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.

Personal Belongings

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

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

Property Damage

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

Uniform

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

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

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

Purchasing Uniform

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

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

What Uniform to Wear

Term 1 - Summer uniform
Term 2 - Winter uniform
Term 3 - Winter uniform
Term 4 - Summer uniform

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

Incorrect uniform

If students need a temporary exemption for a uniform item, please use the QR code or this link.

Students then need to go to the uniform coordinators located at the library (OCS), assembly space (OCP) and the Dining room (NCP), before 8:50am.

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

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

Please also refer to the Uniform Policy.

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

Non-Uniform Days (Casual Clothes Day)

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

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

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

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

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

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

School Photo Day

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

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

School Bags

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

Sports Uniform

This is worn on the following occasions:

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

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

Visitors to Campus

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

Procedures for Very Hot Days

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

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

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

Procedures for Wet Lunch Times

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

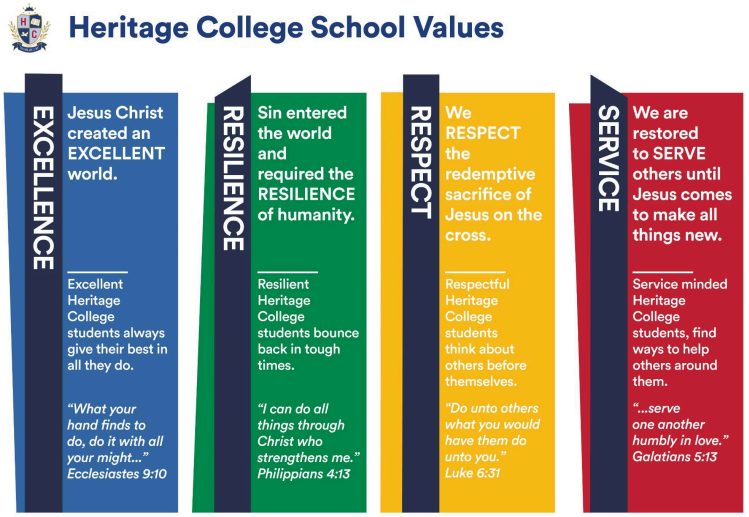
Sometimes teachers may open up classrooms to provide more spaces for students. The classroom spaces are to be protected and noise level considerate.

College Policies

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

Behaviour Management

Heritage College is a learning and loving community, working together to develop **excellent**, **resilient**, **respectful**, **service-minded** citizens who own their learning and are encouraged to have a flourishing relationship with God. The process of supporting students at Heritage College is underpinned by our 4 school values. These values are at the core of how we manage student behaviour across our campus.



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.

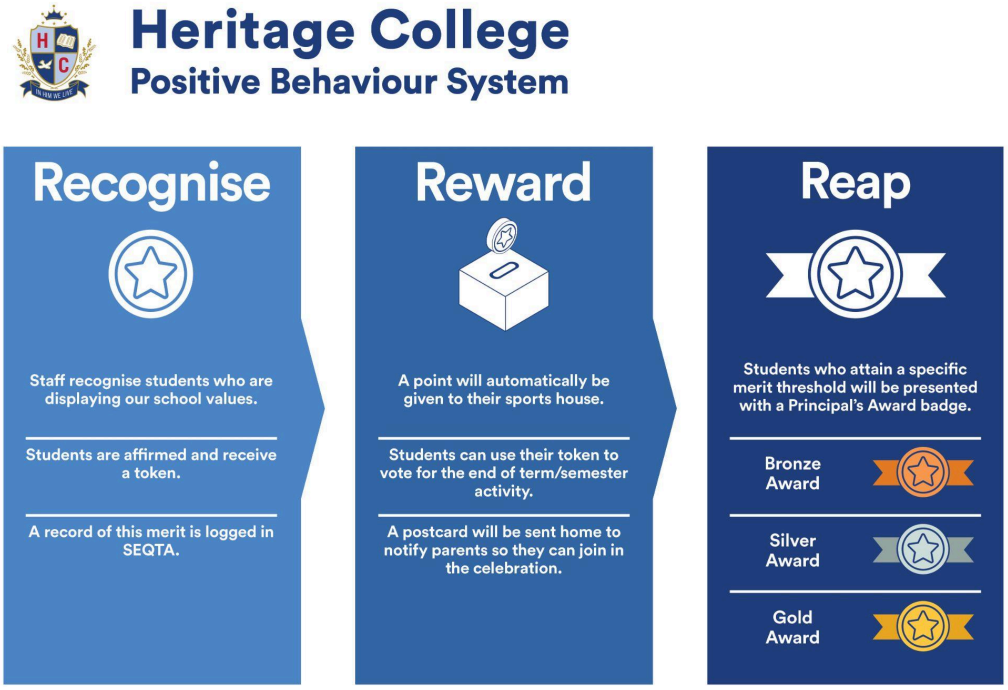
Primary Positive Behaviour Framework

At Heritage College, we implement the Positive Behaviour for Learning (PB4L) program, an evidence-based framework designed to support positive academic and behavioural outcomes while preventing problem behaviours. PB4L focuses on fostering a school culture where students feel safe, respected, and engaged in their learning. By doing so, it enhances both student behaviour and academic performance.

To encourage and recognise positive behaviours, students are awarded 'Standing Tall' tokens when they demonstrate the school's core values. These tokens are added to their House Group's collective tally, contributing toward a group reward that all students in the House can enjoy together.

Secondary Positive Behaviour Framework

Our school's *Recognise*, *Reward* & *Reap* program is a three-stage process designed to celebrate and encourage positive behaviour. Teachers actively *recognise* students demonstrating our school values by affirming them and awarding merit tokens, which are recorded and tracked. These merits contribute points to the student's sports house and allow students to *reward* themselves by voting on end-of-term activities. Over time, students *reap* the benefits by earning prestigious Principal Awards (bronze, silver, and gold), with badges to wear proudly on their blazers. This framework is displayed in all classrooms and common areas to keep our focus on fostering positive behaviour.



Misbehaviour and Consequences

Primary

Positive Behaviour For Learning (PB4L) employs a three-tiered approach which focuses on teaching children positive behaviours and modifying their environment to make positive behaviours more effective and rewarding than negative behaviours.

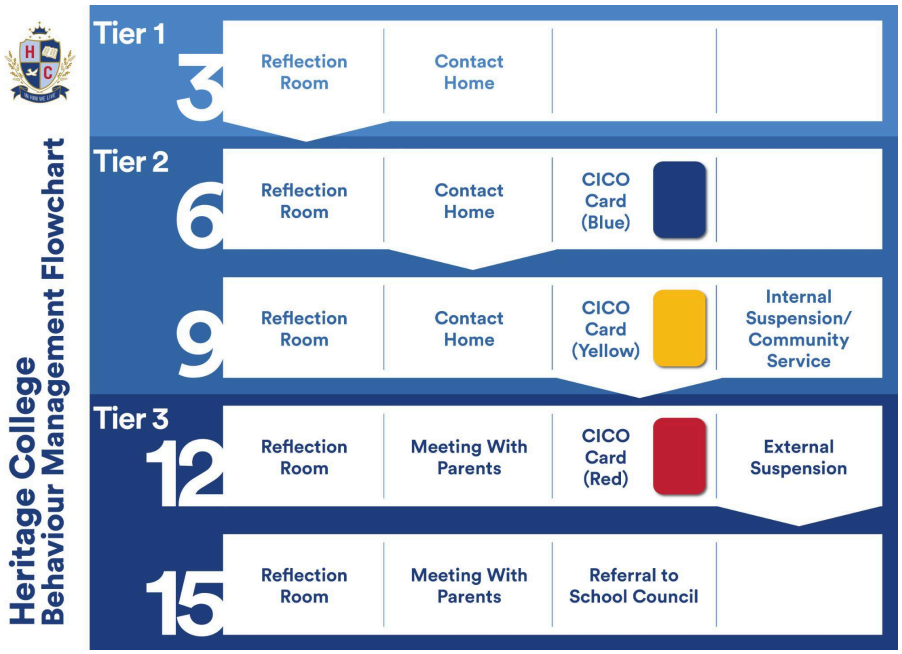
In most cases, behaviour is managed by the classroom teacher within the classroom setting (Tier 1). However, if a student repeatedly fails to respond to the teacher's behaviour management and support strategies, they may be referred to the Reflection Room. This space provides an opportunity for students to reflect on their behaviour and take responsibility for their actions. A conversation with a member of the Leadership team about what happened, who was affected and how we are going to fix it, moving forward, is a key component of time spent in the 'R' room. It also serves as a platform for teachers to better understand the student's needs and develop strategies to support them more effectively. A Check In Check Out form with specific goals may be introduced, along with some targeted training to support positive behaviour (Tier 2). Tier 3 comprises of a 'wrap around' and involves the student, family, key stakeholders in the college and and possibly out-sourced professionals to further support a child's behaviour.

Secondary

While the primary aim of our Behaviour Management processes is to encourage and reinforce positive behaviour through our *Recognise, Reward & Reap* program, it is equally important to address unacceptable behaviour in line with our established procedures.

In Secondary, our demerit system is designed to promote accountability and help students learn from their choices. Demerits are issued when school expectations are not met, with points assigned based on the severity of the behavior. For example, minor issues such as uniform breaches or being unprepared for class may result in a 1-point demerit, while more serious behaviors like defiance or disrespect may incur 3 points. Accumulated points lead to additional interventions, helping students reflect on their actions and make positive changes. This system fosters a supportive environment where students can grow and thrive while upholding our school values.

The chart below is displayed in every classroom and common area in Secondary to provide clarity as to the processes that we will be following to support student behaviour.



Serious behavior incidents are managed directly by the leadership team and fall outside the scope of the demerit system. Examples of such incidents include, but are not limited to, major physical misconduct, significant bullying incidents, theft, and possession of illegal substances.

Communication With Parents

As outlined in our flowchart, communication with parents is a vital component of our processes to ensure we work collaboratively to support our students. Parents will be informed at each level of intervention (3, 6, 9, 12, and 15 points), and teachers will also contact parents directly to notify them when a demerit has been issued.

General School Expectations

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

Alcohol

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

Appearance

Please refer to the Uniform Regulations.

Behaviour in Public Places

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

Bicycles and Skateboards

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

Bounds

The following are out of bounds:

- Staff offices, unless in consultation with the staff member occupying the office
- All car parks except for the purposes of transit and genuine transport
- Changing rooms in the MPC except for the purposes of changing for sport/PE
- Work sites for new buildings
- The MPC bathrooms before school, during recess or during class time (unless the class is in the MPC)
- Behind the locker bay area near room 16/17
- Behind the Soccer oval fence
- Behind the Maintenance Shed area

Computer Games

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

Damage to School Property

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

Driving to School

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

Drugs

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

Firearms

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

Money and Valuables

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

Smoking and Vaping

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

Sunscreen

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

Digital Citizenship - Digital Learning Agreement

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

Travel - General

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

Bus Travel Code

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

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

- Be on time at the bus stop;
- Sit down and face the front (i.e. not kneeling on the seats);
- Wear a seatbelt
- Not stand up or walk around in the bus while it is moving;
- Speak quietly, using appropriate language;
- Not consume food or drink;
- Maintain safety for self and others by not throwing anything out of the windows - keep head, arms, etc.., inside;
- Respect the bus by not damaging or defacing the bus in any way;
- Show respect for others by not harassing, teasing or bullying other passengers;
- Show respect for members of the public by not pulling faces or making gestures to people outside the bus;
- Respect and obey the bus driver.

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

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

Child Safety

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

Read more: Child Safe Recruitment Policy and Child Safe Code of Conduct

Digital Learning

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

Read more: eSmart policy

Fee Assistance

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

Read more: Fee Collection policy (2021)

Illness

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

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

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

Read more: Enrolment Terms and Conditions (2021)

Parent Code of Conduct

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

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

Read more: Parent Code of Conduct

Student Code of Conduct

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

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

Read more: Student Code of Conduct

Student Wellbeing

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

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

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

Read more: Child Safe Protection Policy

Submission of Work Policy (Years 7-10)

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

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

Read more: Submission of Work Policy

Enrolments

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

Early Learning Centre (3 and 4 Year Old Kinder)
Enrolments of younger siblings due to commence Heritage College at Early Learning and Prep points are welcomed from birth. Children can commence the program from the time they turn three.

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

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

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

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

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

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

If your child is withdrawn without a term's notice, a term's fees will be levied. Please ensure that we receive written confirmation of your withdrawal. The last day to withdraw for the 2026 calendar year, without penalty, is **Friday 18 September 2026.**

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

Read more: Enrolment Terms and Conditions

Stay Informed

Calendar

A College Calendar containing key dates will be made available to parents at the commencement of the new academic year. You can also view the calendar on our website.

Newsletters

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

SEQTA Engage

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

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

Social media

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

Website

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

Yearbook

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

The yearbook is produced as a digital file and families have the option to purchase a printed copy.

College Events and Ceremonies

Annual Events

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

Scholarships

The scholarship program at Heritage College recognises academic excellence. 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 are encouraged to apply. Applications for Year 7 and Year 10 entry are announced in Semester 1.

Read more: Scholarships

Presentation Night

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

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

Primary School Information

Prep to Year 6

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

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

Assessment and Reports

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

Individualised Education Plans

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

NAPLAN

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

Reports

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

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

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

Bookings are online and links are usually sent out 1 week prior.

* Parents are invited to send an email during the holidays if you have any concerns. Staff will reply upon their return either in Term 4 or Term 1 of the following year.

Curriculum

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

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

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

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

Education Support

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

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

Excursions

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

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

Free Dress Days

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

Homework

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

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

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

Music Tuition

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

Out of School Hours Care (OSHC)

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

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

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

Pathway to Secondary

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

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

Sporting Events

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

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

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

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

Stationery

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

Uniform

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

Secondary School Information

Years 7 to 12

Developing resilience, demonstrating independence and critical thinking.

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

Academic Standards and Integrity

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

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

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

The Use of Artificial Intelligence

Artificial Intelligence (GenAI) may be incorporated into school activities, and students will be taught how to use it effectively. Students must not upload personal information or use GenAI to create disrespectful or offensive content.

Students need to be aware of potential biases in GenAI outputs and use them responsibly in accordance with College values.

Teachers will outline if, and to what extent, GenAI can be used for assessment tasks. When GenAI use is authorised by the classroom teacher, students must acknowledge its use in their work and ensure that submissions reflect their own understanding and critical thinking. Misuse of GenAI may result in breaches of academic integrity. If a teacher suspects a student has improperly used AI, they may use detection software or require the student to complete an authentication test.

Plagairism

Plagiarism is the act of presenting someone else's work, ideas, or data as your own without proper acknowledgment. This includes copying from books, websites, or other students, as well as using AI-generated content without citing its use. Plagiarism is a serious academic offence and will not be tolerated in any form.

Examples of plagiarism include:

- Copying text from the internet or another source without citation.
- Using ideas or data from another student's work.
- Submitting AI-generated work without acknowledgment.

Students are responsible for ensuring that all sources, including those generated by Artificial Intelligence, are correctly cited. Any plagiarised work will result in a failed attempt for the assignment, and the work will need to be resubmitted. Repeated instances of plagiarism will be referred to the Learning and Teaching Coordinator and may result in further academic or disciplinary actions.

Classroom Entry

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

College Care

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

Breakages and Vandalism

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

Lockers

Lockers are also provided for students in Years 7-12 and are located in specific locations around the campus. Locks are to be purchased by students. Details of adequate locks are found on the stationery list. Again, the college does not accept responsibility for the loss/damage/theft of goods if locks are not used properly or at all.

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

Curriculum

For more information refer to the Curriculum Handbook

Years 7 to 10: Australian Curriculum

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

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

Year 9 Step Up Program

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

Years 7-10 Electives

Information regarding the Year 7-10 electives are found in the Curriculum Handbook.

Request to Change Electives

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

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

Year 10 Work Experience

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

Kwong Lee Dow Young Scholars

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

VCE Fast Track

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

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

Years 11 and 12 VCE

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

VCE Study Periods

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

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

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

Years 11 and 12 Vocational Major

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

Vocational Education and Training (VET)

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

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

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

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

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

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

VET Assessments and Attendance

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

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

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

Structured Workplace Learning (SWL)

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

VCE

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

Excursions and Camps

Throughout the year, teachers require student involvement in excursions that are relevant to the subject of study. These excursions are usually conducted during normal school hours. Parents will be given adequate notice of the nature and destination of all relevant excursions and camps through Consent2Go.

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

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

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

Read more about Secondary Excursions and Camps on the website.

Homework

At Heritage College, homework is an essential component of the learning process, helping students revise, reflect, and build upon their classroom learning. It fosters self-discipline, organisation, and the development of lifelong learning habits. Homework expectations are tailored to each year level to ensure tasks are purposeful and appropriate for students' skill levels and age.

- Years 7–8 should aim to complete up to one hour of homework per weeknight
- Years 9–10 are expected to spend up to two hours per weeknight.
- Years 11–12 VCE students should dedicate 2–3 hours per weeknight to homework, with additional study on weekends during peak assessment periods.

These guidelines may vary depending on the nature of tasks and individual progress. Students are also encouraged to engage in regular reading for 15–30 minutes each night.

To maintain a balance between academic responsibilities and personal well-being, all homework tasks are due between Monday and Thursday by 5 p.m. No homework is to be assigned or due on Fridays or weekends, in alignment with the College's values. This ensures that students have adequate time to rest and recharge.

If classwork is not completed during allocated time, it may be assigned as homework. Students are encouraged to communicate with their teacher if they experience challenges in completing classwork or managing their workload. Teachers will consider individual circumstances when setting deadlines for unfinished work.

If a student or parent feels that homework is too extensive or difficult, the first step is to discuss the issue directly with the teacher. If the concern is not resolved, it should then be brought to the attention of the Level Leader, who can review the situation and provide further support or adjustments where necessary.

If homework is not completed (without prior communication) by the due date, the student will be refered to the Lunchtime homework sessions.

Lunchtime Homework Sessions

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

Lunchtime Homework may be given for:

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

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

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

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

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

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

If a student misses the scheduled homework session, they will be referred to another session, with an additional catch-up session added. If a student misses three homework sessions, they will receive a demerit. Additionally, if a student repeatedly fails to submit homework, after three missed submissions they will receive a demerit. For every subsequent three missed homework submissions, they will receive another demerit.

Assessments and Examinations

Notification of Assessments

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

Authenticity Declaration

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

Suspected Plagiarism

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

For more information, read the 7-10 Submission of Work Policy and the VCE-VM Student Handbook.

Granting Extensions

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

Absence during an Assessment

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

Missing an Assessment Due to Sickness

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

For more information, read the 7-10 Submission of Work Policy or the VCE-VM Handbook.

Missing an Assessment Due to a Family Crisis or Emergency

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

Missing an Assessment Due to a Family Holiday

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

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

Late Assessments

When a student has failed to appeal for an extension and communicate with the teacher, the standard penalty for late submission of assessment tasks applies. There is a decrease of a grade for each two day delay in submission of a day or partial day up to a maximum of five (5) working days after the due date. Support will be offered to these students to complete assessments in a supervised place (the Library) during recess and lunch times. Scaffolded submission times may be available for students with diverse needs.
For more information, read the 7-10 Submission of Work Policy.

NAPLAN and PAT

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

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

Tests

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

Examinations

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

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

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

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

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

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

Exam Rules

Examination Materials

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

Prohibited Materials

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

Examination Rules

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

Graduated Students (Alumni)

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

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

Learning Device

Junior School (Years 7 to 9)

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

Purchase your child's Chromebook through the purchasing portal.

Senior School BYOD Device Policy (Years 10 to 12)

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

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

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

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

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

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

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

Authentication of student work

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

Mobile Phones

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

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

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

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

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

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

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

Reports and Parent/Teacher Interviews

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

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

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

* Parents are invited to send an email during the holidays if you have any concerns. Staff will reply upon their return either in Term 4 or Term 1 of the following year.

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 other Adventist Schools Victoria (ASV) sister schools, and local Christian schools in CSEN (Christian Schools Events Network) competitions.

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

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

Books and Stationery

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

Students in Years 7 to 12 will receive a Stationery List from the college for items to purchase prior to the new academic year commencing. Stationery Lists for 2026 can also be downloaded from the website.

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

Secondary Uniform Expectations

Please refer to the College *Uniform Policy* which outlines the uniform requirements for Secondary students.

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

Presentation Night

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

Car Privileges

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

Valuables

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

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

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