

Nunawading Christian College

Secondary Parent and Student Handbook 2024



Compiled to reflect the program offered by Nunawading Christian College - Secondary (NCCS) and NCCS policies

This policy may be amended or updated as the need arises. Amended 26/08/22.

This handbook replaces any previous version.

The SEQTA Portal copy of this handbook is the most up to date and can be accessed from the school website ncc2.vic.edu.au

Index

Click on the hyperlinked headings for direct access to each section.

[College Details](#)

[Campus and postal address](#)

[Hours of operation](#)

[College Directory](#)

[Overview of NCC](#)

[History](#)

[Our Vision](#)

[Our Mission](#)

[Childsafe Statement of Commitment](#)

[For mental health support:](#)

[Additional support networks available](#)

[Online counselling:](#)

[Statement of Objectives](#)

[Spiritual](#)

[Academic](#)

[Social](#)

[Physical](#)

[Vocational](#)

[Administration](#)

[Teaching Staff](#)

[Admissions Policy](#)

[New Applicants](#)

[Exit Procedures](#)

[Academic Information](#)

[Term Dates](#)

[The Learning Journey at NCC](#)

[Introduction of Year 7 to exams](#)

[Programs to foster resilience and maintain engagement through 7-12](#)

[Increasing subject choices in middle and senior high school](#)

[Educating for Eternity](#)

[Curriculum Organisation](#)

[Year 7](#)

[Year 8](#)

[Year 9](#)

[Year 10](#)

[Victorian Certificate of Education \(VCE\)](#)

[Year 12 VCE program 2023](#)

[Year 11 VCE program 2023](#)

[Year 10 Extension VCE program 2023](#)

[Kwong Lee Dow Young Scholars](#)

[University Enhancement](#)

[Distance Education](#)

[English as an Additional Language](#)

[Language Studies](#)

[Student change of elective selection during the school year](#)

[Electives for Years 7-10](#)

[VCE Electives \(Units 1-4\)](#)

[Tests and Exams](#)

[NCC Exam Rules](#)

[Bell Times and Timetables](#)

[Absence from class/school: student responsibilities](#)
[Books and Supplies](#)
[Laptops](#)
[Homework](#)
[Homework Procedure](#)
[Lunchtime Homework](#)
[After-School Homework Session](#)
[Authentication of student work](#)
[Academic Reports](#)
[Presentation Day/Night \(formerly Speech Night\)](#)
[Co-curricular and Extracurricular Programs](#)
 [Student Representative Council \(SRC\)](#)
 [Incursions/ Excursions](#)
 [Camps](#)
 [Bible Studies](#)
 [Sport](#)
 [Protective Equipment](#)
[Library/Learning Centre](#)
[Borrowing](#)
[Printing and Photocopying](#)
[Guidelines for Library Use](#)
[Financial Information](#)
[Tuition](#)
[Payment of Fees](#)
[Levies](#)
[Impact of Withdrawal on Fees](#)
[Insurance](#)
[Music Tuition](#)
[Bus Transport Fees](#)
[Conduct Guidelines](#)
 [Behaviour Code](#)
 [Banned](#)
 [Digital Citizenship - Digital Learning Agreement](#)
 [Travel - General](#)
 [NCC Bus Travel Code](#)
 [Attendance: student procedures for absences, late arrival and/or early leave](#)
 [Absences](#)
 [Late to School](#)
 [Leaving School Early](#)
 [Other Absences](#)
 [Classroom Entry and Use](#)
 [College Care](#)
 [Breakages and Vandalism](#)
 [Lockers](#)
 [Student Behaviour Management Procedure - Positive Behaviour For Learning \(PB4L\)](#)
 [Merits](#)
 [Breaches of the PB4L Expectations](#)
 [Consequences](#)
 [Lunchtime consequences](#)
 [Conduct Report](#)
 [Confiscation of Items](#)
 [Gross Misconduct](#)
 [The Discipline Committee](#)
 [Suspension Policy](#)
 [Suspension for a Specified Period](#)

[Suspension for an unspecified period](#)

[Uniform](#)

[Uniform Passes](#)

[Jewellery](#)

[Personal presentation](#)

[NCCS School Hats](#)

[Non-Uniform Days](#)

[NCC School Bag](#)

[Sport Uniform](#)

[Swimming for EISM competitions](#)

[Supplier of School Uniforms](#)

[Academic Uniform – ALL STUDENTS](#)

[Academic Uniform: additional items specific for boys](#)

[Academic Uniform: additional items specific for girls](#)

[Sport Uniform – ALL STUDENTS](#)

[General Information](#)

[Canteen](#)

[Car Privileges](#)

[Chapel](#)

[Chaplain](#)

[ReVibe](#)

['Images' Yearbook](#)

[Lost Property](#)

[Communication](#)

[NCC website and calendar](#)

[SEQTA portals](#)

[Google Classroom](#)

[Newsletters](#)

[School Policies](#)

[Parent Events](#)

[Information Evenings](#)

[Dedication Night](#)

[Other Events](#)

[Parent Notes](#)

[Absence from School](#)

[Out of Uniform](#)

[Privacy](#)

[Procedures for Very Hot Days](#)

[School Photos](#)

[Use of Student Images](#)

[Sickness or Accident](#)

[Student ID Cards](#)

[Telephone Calls](#)

[Valuables](#)

[Visitors](#)

[Resolution of Concerns and Grievances](#)

[Parents](#)

[Students](#)

[Handbook Amendments](#)

College Details

Campus and postal address

161 Central Road Nunawading 3131

Hours of operation

School hours	8:55 am - 3:15 pm
Reception	8:30 am - 4 pm
Library	8 am - 5 pm Monday to Thursday 8 am - 4 pm Friday

College Directory

Phone	(03) 9877 3555
Email	admin@nunawading.vic.edu.au
Absence	(03) 9877 3555 or admin@nunawading.vic.edu.au
Fees	accounts@nunawading.vic.edu.au
IT helpdesk	helpdesk@nunawading.vic.edu.au
Student wellbeing	wellbeing@nunawading.vic.edu.au
Principal	Ms Meggan James meggan.james@nunawading.vic.edu.au
Head of Secondary	Mrs Hanna Stekla hanna.stekla@@nunawading.vic.edu.au
Bursar	Mrs Jenny Michaelson jenny.michaelson@nunawading.vic.edu.au
Business Manager	Mr Mark Roberts mark.roberts@nunawading.vic.edu.au
Community Engagement	Mrs Dianne Cotter dianne.cotter@nunawading.vic.edu.au
Chaplain	Aaron Bejam aaron.bejan@nunawading.vic.edu.au
Wellbeing Officer	Mr Bryan Roberts and Ms Lani Edwards bryan.roberts@nunawading.vic.edu.au lani.edwards@nunawading.vic.edu.au
ChildSafe Team	Mr Bryan Roberts, Ms Lani Edwards, Mrs Meggan James Mrs Hanna Stekla, Mr Mark Roberts YLM by invitation
Enrolment Officer	Mrs Sherrie Courtney enrolments@nunawading.vic.edu.au
Learning and Teaching	Ms Jody Lawson

Learning Support

jody.lawson@nunawading.vic.edu.au

Mrs Dianne Styk

dianne.styk@nunawading.vic.edu.au

VCE Coordinator

Mrs Michelle Mead

michelle.mead

Year Level Mentors

Year 7	Mrs Michelle Mead michelle.mead@nunawading.vic.edu.au
Year 8	Mr Tiaan Kruis tiaan.kruis@@nunawading.vic.edu.au
Year 9	Miss Casey Herman casey.herman@nunawading.vic.edu.au
Year 10	Ms Jody Lawson jody.lawson@nunawading.vic.edu.au
Year 11	Mr Larnelle Marsh larnelle.marsh@nunawading.vic.edu.au
Year 12	Mr Bryan Roberts bryan.roberts@nunawading.vic.edu.au

Overview of NCC

History

Established in 1964, Nunawading Christian College (NCC) includes primary and secondary campuses, with the addition of an Early Learning Centre, which work together to provide quality Christian education.

NCC is a registered school established by the Seventh-day Adventist Church and part of Adventist Schools Australia. All Seventh-day Adventist Schools in the State of Victoria form a single system with each school tied constitutionally to Seventh-day Adventist Schools (Victoria) Ltd. This central organisation controls the employment of all staff and, through its Board of Directors, determines the distribution of financial resources between schools.

The College is open to young people who are willing to support NCC's philosophy and standards of conduct.

NCC is governed by a School Council which is responsible for supporting the school administration in the running of the school. Responsibility for the day-to-day operation of the school rests with the Principal and staff.

NCC has a reputation for encouraging and supporting each individual student in his/her desire to learn. We aim for the education of the whole individual. This involves the development of a sense of self-worth, the ability to create and maintain healthy relationships with others, the encouragement of good citizenship with a focus on key values such as respect, responsibility, integrity and resiliency.

Our Vision

To provide quality Christian education in a caring, safe and inspiring learning environment.

Our Mission

To assist parents to provide their child/ren with a quality learning environment based on Christian values and beliefs. Our College staff strive to provide a safe learning environment that will empower, nurture, challenge and inspire students to learn and achieve their God-given potential.

Childsafe Statement of Commitment

Nunawading Christian College is committed to the safety and well-being of all children and young people. This will be the primary focus of our care and decision-making. A child-safe environment is one where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Every person involved in the College has a responsibility to understand the important and specific role he or she plays individually and collectively to ensure that the well-being and safety of all children and young people is at the forefront of all they do and every decision they make. This commitment to ensuring the safety, welfare and wellbeing of all children and young people in the College will be maintained at all times during their participation in learning and other activities in all College environments, including, but not limited to, at school, on excursions and camps, on outdoor education activities, and online.

Particular attention will be given to the inclusiveness and cultural safety of Aboriginal and Torres Strait Islander children and young people, children and young people from culturally and/or linguistically diverse backgrounds, as well as the safety of children and young people with a

disability, and other vulnerable children and young people, including overseas students. Nunawading Christian College has zero-tolerance for child abuse and is committed to the protection of all children from all forms of child abuse.

Child Safe Team

Anyone with any concerns, can contact any member of the Child Safe Team below.

- Principal: Meggan James
- Head of Secondary: Hanna Stekla
- Safety Officer: Mark Roberts
- Wellbeing Officer: Bryan Roberts
- Year Level Mentors (by invitation)

Alternatively, if you feel more comfortable to talk to any other teacher, please do not hesitate. It is important that you speak to a responsible adult if you feel unsafe.

For mental health support:

- mentalhealthonline.org.au
- ecouch.anu.edu.au
- moodgym.anu.edu.au
- mycompass.org.au

Additional support networks available

- Kids Helpline 1800 551 800
<https://kidshelpline.com.au/teens>
- Beyond Blue Youth 1300 224 636
<https://www.youthbeyondblue.com/>
- Headspace
<https://headspace.org.au/young-people/how-to-cope-with-stress-related-to-covid-19/>
- Light FM Careline 03 9583 2273
<https://thelight.com.au/hope/careline/>

Online counselling:

- HeadSpace: headspace.org.au (12 - 25 years)
- Kids Helpline: kidshelp.com.au (5 - 25 years)

Statement of Objectives

In keeping with our motto '**Learning for Living; Character for Life**' and our vision and mission statements, Nunawading Christian College aims to foster and promote the following in each student:

Spiritual

- An acceptance of Jesus Christ as Saviour and Lord and a desire for intimacy with Him.
- A commitment to a consistent Christian lifestyle.
- A commitment to personal character development.
- A desire to serve God and our fellow human beings.
- An appreciation of Christian worship and fellowship.
- A desire to share the experience of knowing Jesus with others.

Academic

- Literacy and numeracy skills.
- The fullness of individual potential.
- A commitment to excellence and diligence.
- An appreciation of knowledge and truth according to divine revelation.
- The ability to think logically and critically.

Social

- An understanding of the love and acceptance of God as an indication of one's worth and a basis for healthy interpersonal relationships.
- An awareness of different cultures and the acceptance of cultural and individual differences in others.
- The development of self-control and self-discipline.
- An acceptance of responsibility for one's own actions.
- The practice of the habits of courtesy, decorum and graciousness.

Physical

- A recognition that we have a sacred responsibility to care for our physical and mental health.
- The development of physical capacity by a temperate lifestyle and abstinence from those practices harmful to health.
- An awareness of the positive benefits of a healthy diet, exercise, rest, leisure, and recreation.

Vocational

- A commitment to service as the most fulfilling of life's expectations.
- The development of knowledge, skills and abilities as a preparation for work in today's society.
- Self direction, self discipline and the efficient use of time.
- The ability to work as an individual and as a member of a team.
- An awareness of one's own interests and abilities.
- Having pride in workmanship and in a job well done.
- The development of a high quality work-ethic, together with a proper sense of purpose and the ability to set and achieve goals.

Administration

NCC has experienced exceptional growth in recent years and we have seen student numbers increase significantly throughout our Early Learning Centre, Primary and Secondary Schools. 2020 marked a new phase in the history of our school as we moved to a new operational model with one Principal over the Early Learning Centre, Primary and Secondary schools. This new model has allowed the College to work strategically to ensure that we provide a seamless transition between each stage of schooling and provide a streamlined learning experience for our students and families.

The administration team at NCC Secondary consists of the following:

Position	Role	Staff for 2023
NCC School Principal	Oversees all aspects of school operation and communication.	Ms Meggan James
Head of	Oversees day to day	Mrs Hanna Stekla

Secondary	aspects of the secondary campus	
Learning and Teaching Coordinator	Learning and Teaching/Curriculum.	Ms Jody Lawson
PB4L Coordinator	Administer NCC Positive Behaviour for Learning program	Ms Lani Edwards
Behaviour Coordinator	Uniform and homework procedures, major discipline issues.	Mr Daniel Selent
VCE Coordinator	Administer VCE at NCC: advise students on VCE matters.	Mrs Michelle Mead
Year 7 Mentor	Manage the day-to-day matters pertaining to student organisation, minor discipline matters and liaising with class teachers.	Mrs Michell Mead
Year 8 Mentor		Mr Tiaan Kruis
Year 9 Mentor		Miss Casey Herman
Year 10 Mentor		Ms Jody Lawson
Year 11 Mentor		Mr Larnelle Marsh
Year 12 Mentor		Mr Bryan Roberts
Daily organising	CRTs, room changes, bells	Mrs Rhondell Donnelly

Teaching Staff

All teachers are required to be registered with the Victorian Institute of Teaching and as such, must meet minimum requirements for registration. The School has an excellent mix of youth and experience, with teachers young in the profession mentored and encouraged by experienced staff. Teacher retention rates are very positive with teachers reporting favourably that NCCS is the school of choice for their teaching career.

Teachers consistently attend a range of professional development courses to further enhance skills and knowledge of teaching practice.

Admissions Policy

Nunawading Christian College functions to meet the needs of young people seeking quality Christian education. It is open to students without regard to their religious affiliation, ethnic background or gender.

While no religious test is applied, all students are expected to live in harmony with the school's special character as a Christian institution; with appropriate behaviour at all times and respect for the Bible as the Word of God. Students are expected to join in all academic, recreational and spiritual emphasis activities of the school, including attending timetabled spiritual-emphasis classes.

New Applicants

Application forms are obtainable from the school website. The application process is commenced by submitting the application form via the online portal, together with supporting information, including a certified copy of the prospective student's birth certificate, the previous year's school reports, any relevant specialist and/or diagnostic reports and NAPLAN testing results. Additional documents such as VISA Notices, Citizenship certificates and Passport copies may also be required, where applicable.

Full disclosure is required of all information that may be relevant for the school to consider in the

application. This would include relevant information about the health and safety of the prospective student and/or that may impact on the safety of other individuals and educational needs.

After the application and required support information are submitted, an appointment will be arranged for an interview with the Principal. Prospective students will be asked to sit a general achievement test relevant to their year level of entry. All applications will be reviewed by the Enrolment Committee.

The procedure for enrolments is as follows:

1. Completion of the 'Enrolment Application' including the supporting materials. This includes the following documents for each applicant:
 - a. a copy of the most recent school report and NAPLAN;
 - b. a certified copy of the Birth Certificate;
 - c. a copy of any relevant specialist and/or diagnostic reports;
 - d. disclosure of information relevant for the school to consider in the application including details pertaining to the health and safety of the prospective student and/or that may impact on the safety of other individuals and the educational needs of the prospective student; and
 - e. a copy of the fee payer's driver's licence showing current residence.
2. Submission of the above materials with an application fee of \$250 to the College (non-refundable).
3. Attendance at an interview with the Principal: the prospective student and parent/guardian attend this interview.
4. Completion of a general achievement test.
5. The Enrolment Committee will consider the enrolment and forward its decision in a timely manner.

Refer to the Enrolment Policy and the Enrolment Terms and Conditions on the website.

Exit Procedures

Notification of withdrawal of enrolment from NCC must be made in writing to the Principal with advance notice of a minimum of one full school term (10 weeks). All fees and charges must be paid in lieu of notice, and no refund of fees paid will be given unless a full term's notice is provided. In exceptional circumstances an application may be made in writing to the Principal for partial or full exemption.

At the conclusion of a student's attendance at NCCS, the student must complete a de-registration procedure. This involves working through a checklist of relevant tasks and for school staff to confirm that the student is clear to exit the school. These tasks include confirming the return of school resources such as library books, payment of any fees and outstanding costs and other items relevant to the student. The student's laptop will need to be taken off the network and school licensed programs removed, along with restrictions that limit a student's access to websites not authorised by the school.

Academic Information

2024 Term Dates

Term 1	29 January - 28 March
Term 2	15 April - 28 June
Term 3	16 July - 20 September
Term 4	7 October - 10 December

The Learning Journey at NCC

We plan for a 'whole of campus' program to prepare students in Years 7-10 for the VCE which is mainly undertaken in Years 11 and 12. The various aspects of the school program are consistent with the school focus of 'Learning for living; Character for life'.

This 'whole of campus' planning includes the following elements:

Introduction of Year 7 to exams

Year 7 is generally the first occasion that students will encounter exams and topic tests that require revision and study at home. NCC introduces Years 7 to 10 exams as part of the learning journey. In VCE, students have exams up to 3 hours in length (VCE English is 3 hours) plus a standard reading time of 15 minutes.

As part of the learning journey at NCC, students are gently transitioned towards the rigors of VCE in senior school with the following format:

Year level	Exam length	Reading time length
7, 8	generally about 1 hour	5 minutes
9, 10	generally 1.5 to 2 hours	10 minutes
11 (Unit 1,2)	1.5 to 3 hrs (matching VCE exam length for subject)	15 minutes

Programs to foster resilience and maintain engagement through 7-12

These occur across the school through specific curriculum, co-curricular and extra-curricular activities.

Camps occur at Years 7, 8, 9 and 11 as part of the school focus on resiliency and the social objectives of the school program.

The Year 8 Engage program was introduced in 2020 to increase student engagement, build community and student personal development.

The Year 9 Challenge program continues as an important aspect of holistic education, integrating aspects of physical, social, emotional and spiritual development.

Year 10 has an intentional transitional program looking towards the VCE with Career Testing, Work Ready activities and a multifaceted integrated program throughout the year to maximise student confidence in selecting the most appropriate subject pathways for themselves for Years 11 and 12.

The Year 12 Leadership retreat at the start of the year increases student leadership engagement and builds community within the class. It allows for planning for leadership and mentoring of students in all year levels during the year.

Increasing subject choices in middle and senior high school

A broad-based general education is offered in the lower Secondary years as part of NCCS's delayed specialisation program in Years 7–10. This means that there is increasing elective choice as a student moves up through Secondary education. The aim of the Year 7 and 8 programs is to provide students with a broad introduction to a range of disciplines. This will assist them in making a more informed choice when progressively more elective choices are made available in Years 9-12.

Educating for Eternity

As a Christian school, we value a spiritual life. The school curriculum includes a religious education component which is compulsory for each student. At VCE level, this component is achieved via the subject Texts and Traditions; a subject accredited by the Victorian Curriculum Assessment Authority (VCAA), giving students credit toward the VCE.

Curriculum Organisation

[Link to Curriculum Overviews](#)

Year 7

At Year 7 the following subjects are studied:

Lessons per fortnight	Year 7 Subjects
Whole year subjects	
5	Encounter (Bible)
8	Maths/Advanced Maths
9	English
7	Science
5	Language Studies (French) or EAL
3	Physical Education
4	EISM sport
2	Chapel
Semester subjects	
5	History
5	Art
4	Civics & Enterprise
4	Digital Technology
4	Geography
4	Food
4	STEM
4	Drama

Year 8

At Year 8 the following subjects are studied:

Lessons per fortnight	Year 8 Subjects
Whole year subjects	
3	Invictus Wellbeing Program*
4	Encounter (Bible)
8	English
9	Maths/Advanced Maths
7	Science
4	Language Studies (French) or EAL
3	Physical Education
4	EISM sport
2	Chapel
Semester subjects	
4	History
4	Art
4	Geography
4	Food technology
4	Drama
4	Digital Technology
4	Civics & Enterprise
4	Design & Technology

*The Invictus Wellbeing Program is a cross-curriculum program designed to equip young people with the resilience necessary to flourish.

Year 9

NCCS has developed a program called Year 9 Challenge to meet the needs of this age group. The stage of adolescence that coincides with Year 9 means this year level needs particular experiences which “foster self-exploration..., meaningful participation in the school and the community, positive social interaction, physical activity, competence, achievement, structure and clear limits.” (Dorman 1984) With the Year 9 Challenge program, NCC is intentional about implementing a program that meets these needs. The detailed Year 9 Challenge program handbook will be distributed to parents of Year 9 students early in 2023.

At Year 9 the following subjects are studied:

Lessons per fortnight	Year 9 Subjects	
Whole year subjects		
7	Challenge	
4	Spiritual & Personal Development	
8	Maths/Advanced Maths	
9	English	
7	Science	
4	History/ English as an Additional Language	
4	EISM sport	
2	Chapel	
Elective subjects		
5	Block 1 Sem 1 <ul style="list-style-type: none"> ● Mechatronics ● Art - Relief Printmaking ● NCC Fit ● Maths Problem-Solving ● Geography ● LOTE - for VCE 	Block 1 Sem 2 <ul style="list-style-type: none"> ● Mechatronics ● Art Ceramics & Abstract painting ● Digital Photography ● Human Bio Science ● Entrepreneurial Studies ● LOTE - for VCE
5	Block 2 Sem 1 <ul style="list-style-type: none"> ● Economics ● Music ● Hospitality ● Digital Technology ● Literature ● French ● LOTE - for VCE 	Block 2 Sem 2 <ul style="list-style-type: none"> ● Business Management ● Psychology ● Hospitality ● Digital Technology ● Journalism ● French ● LOTE - for VCE
5	Block 3 Sem 1 <ul style="list-style-type: none"> ● Government & Law ● Creative writing 	Block 3 Sem 2 <ul style="list-style-type: none"> ● Astronomy ● Financial Management

Year 10

At Year 10 the following subjects are studied:

Lessons per fortnight	Year 9 Subjects	
Whole year subjects		
5	Encounter (Bible)	
9	English	
9	Maths/Advanced Maths	
7	Science	
5	History/ English as an Additional Language	
4	EISM sport	
2	Chapel	
Elective subjects		
5	Block 1 Sem 1 <ul style="list-style-type: none"> • Mechatronics • Art - Relief Printmaking • NCC Fit • Maths Problem-Solving • Geography • LOTE - for VCE 	Block 1 Sem 2 <ul style="list-style-type: none"> • Mechatronics • Art Ceramics & Abstract painting • Digital Photography • Human Bio Science • Entrepreneurial Studies • LOTE - for VCE
5	Block 2 Sem 1 <ul style="list-style-type: none"> • Economics • Music • Hospitality • Digital Technology • Literature • French • LOTE - for VCE 	Block 2 Sem 2 <ul style="list-style-type: none"> • Business Management • Psychology • Hospitality • Digital Technology • Journalism • French • LOTE - for VCE
9	Block 3 VCE Extension - Semester 1&2 - Units 1&2 of VCE program * Students will be closely monitored to ensure successful completion. A student may be moved into a standard Year 10 option if the extension subject proves too difficult. <ul style="list-style-type: none"> • Sociology • Physical Education • Systems & Engineering • Visual Communication Design • VCE/VET - Kitchen Operations Year 1 	

Victorian Certificate of Education (VCE)

One of the reasons parents choose NCCS is due to its consistently impressive VCE results. Whilst NCCS is a relatively small school, subject choices are surprisingly diverse and flexible, to cater for the interests of students and their capabilities. NCCS is intentional in building flexibility into the VCE program to support students merging subjects from outside NCC as part of their VCE load. Other providers used by students to complete a subject include the Distance Education Centre of Victoria, the Victorian School of Languages (VSL), and TAFEs. The cost of external study is borne by parents but may be partly subsidised by the school upon successful completion of the subject. The VCE Coordinator oversees the implementation of the VCE at NCCS. A VCE handbook is published on SEQTA and available to students early in Term 1.

Unit numbers in the VCE indicate the level of students for that unit. Unit 1 and 2 subjects are Year 11

level, with Units 3 and 4 being Year 12 level. The standard expectation for students at NCC is the completion of 6 sequences of Unit 3 and 4 subjects. Application to vary this is submitted to the VCE Coordinator and decided by the Academic Committee. All Year 11 and 12 students are required to select Texts & Traditions and English each year plus other subjects to complete a 6 subject load in Year 11 and to give a total of 6 Unit 3,4 sequences (or equivalent for contribution to the ATAR) by the conclusion of Year 12.

The arrangements of subjects on elective blocks for Years 11 and 12 vary from year to year in response primarily to student interest. Students are to select one subject from each block. If a subject is undertaken through another provider (such as Distance Education, TAFE, VSL), then this subject would take the place of one of blocks C to F. When that subject block occurs in the timetable, the student attends a set location (usually the school library) to complete work related to the external subject.

In response to the interests of the class cohorts, the VCE subjects available at NCCS for Year 10-12 in 2024 are:

Year 12 VCE program 2024

Block A	English (Units 3&4)
Block B	Texts and Traditions (Units 3&4)
Block C	General Maths (Units 3&4) Maths Methods (Units 3&4)
Block D	Biology (Units 3&4) Physics (Units 3&4) Business Management (Units 3&4) Off campus option
Block E	Health and Human Development (Units 3&4) Chemistry (Units 3&4) Psychology (Units 3&4) Business Management (Units 3&4) Off campus option
Block F	Study (VCE EXTension subject completed in 2023)
Block G	Yr 12 VCE VET Kitchen Operations (Certificate II in Kitchen Operations) All day Mon Week 1 Contributes to ATAR Score
Comments	Some students may do a VET subject. (extra cost) Some students may be on a modified program for various reasons. Some students are doing a VSL or Distance Ed subject. (extra cost)

Year 11 VCE program 2024

Block A	English (Units 1&2)
Block B	Texts and Traditions (Units 1&2)
Block C	General Maths (Units 1&2) Maths Methods (Units 1&2)
Block D	Biology (Units 1&2) Physics (Unit 1&2) Art (Unit 1&2) Applied Computing (Unit 1&2) Off campus option
Block E	Chemistry (Units 1&2) Physical Education (Units 1&2) Systems Engineering (Units 1&2) Visual Communication Design (Units 1&2) Sociology (Units 1&2) Off campus option
Block F (these are a continuation of the Year 11 Subjects started in Year 10)	Cookery (Units 3&4) Health and Human Development (Units 3&4) Psychology (Units 3&4) Business Management (Units 3&4) Off campus option
Block G	Yr 12 VCE VET Kitchen Operations (Certificate II in Kitchen Operations) Yr 11 VCE VET Kitchen Operations (Certificate II in Kitchen Operations) All day Mon Week 1 or 2 Contributes to ATAR Score

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, NCCS identifies eligible students and encourages application to the program.

University Enhancement

A student can undertake a university subject in Year 12 which contributes to the student's ATAR score and may receive credit at university (conditions apply with the universities). NCCS identifies students who qualify for this option and provides students with information about courses and options.

Distance Education

There may be cases where, due to low student demand, the School may not offer a particular VCE subject that a student is interested in studying. In these instances, students have the option of finding an external provider such as Virtual Schools Victoria, Victorian School of Languages, or a TAFE college to pursue their interests. Where the subject choice is a prerequisite for a tertiary course, NCCS will cover the costs of the subject. In all other cases, the student will be required to cover all costs. NCCS may partly subsidise this cost upon successful completion of the subject. The VCE coordinator will assist in finding appropriate course providers for these students and assist the student in this subject throughout the year.

Language Studies

French is taught as a Language Other Than English (LOTE) subject at NCCS. It is compulsory in Years 7 and 8. Due to increased student interest, French will be offered to Year 9 and 10 students.

Other languages can also be studied through the Victoria School of Languages (VSL) either at VSL centres around the Melbourne area or through Virtual Schools Victoria.. You may contact VSL directly or consult their website for times and locations. Speak to the Learning and Teaching Coordinator or VCE Coordinator if you wish to be involved in studying through VSL.

Student change of elective selection during the school year

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 obtain a Subject Change Form from the Learning and Teaching Coordinator. 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 relevant Year Level Mentor. 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.

Electives for Years 7-10

The subject change form is obtained from and returned on completion to the Year 7-10 Learning and Teaching Coordinator.

VCE Electives (Units 1-4)

The subject change form is obtained from and returned on completion to the VCE Coordinator.

Changes in courses of study for VCE units (1-4) are subject to the regulations of the Victorian Curriculum and Assessment Authority (VCAA) and the NCCS VCE student handbook. Both of these are published annually and can be found on the SEQTA Portal.

Tests and Exams

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.

Exams are held near the end of each semester for all year levels. Exam schedules are published in the NCC website calendar at the start of the year.

Year 7-10 exams include English, Maths, Science. All other subjects' assessments are based entirely on tests, assignments and class activities.

Each VCE Unit 1&2 subject has an exam component which contributes to the satisfactory completion of the subject. VCE Unit 3&4 subjects have practice exam questions throughout the course in addition to School Assessed Coursework. Unit 3&4 Trial exams are held during the September school holidays and in the first few days of Term 4.

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 Unit 3 and 4 VCE subjects. These rules mean that an exam cannot be changed from the exam schedule published by the VCAA.

NCC Exam Rules

These rules apply to all exams, KATs and SACs completed under exam conditions.

1. You can only bring the material your teacher has permitted into an exam room.
2. Pencil cases can only be brought into the examination room if they are transparent and the contents are visible to the supervisor.
3. There is to be no borrowing or lending during the exam. All students must have their own pens, pencils, calculators etc.
4. No 'White Out' is to be used in the exam.
5. No soft toys or other playthings are to be brought into the exam room.
6. There is to be no talking or communication between students during reading time or writing time.
7. No one is to leave an exam early.
8. Language dictionary/translator ONLY where authorised by the subject teacher. ONLY paper-based, no electronic versions.
9. Answers are to be written in full English text, not SMS text. (Exception: Maths, Science etc. where numerals and symbols may be used.)
10. There is to be no writing or marking of any paper {this means writing paper and exam paper} during reading time.
11. No writing paper is to be taken into or from the exam room.
12. Full school uniform must be worn into the exam room.
13. Any cheating will result in automatic cancellation of the exam paper and subsequent loss of marks.
14. If you need water, water bottles must be clear, plain and with no labels, and must be on the floor beside the desk, not on the desk.
15. Mobile phones and other electronic devices including earpods or watches that are capable of storing, receiving or transmitting information or electronic signals, such as smartwatches and fitness trackers, are not permitted in an examination room for written examinations, even if they are off.
16. Failure to abide by the rules above could lead to automatic cancellation of the exam paper.

Bell Times and Timetables

Students should arrive at school no later than 8:50 am in order to have materials needed for the morning classes when attending the morning roll mark at 8:55 am. If a student arrives later than the scheduled start or leaves before the scheduled end of the school day, the procedures are outlined in the section, 'Conduct Guidelines', and the sub-section 'Attendance: Student procedures for late arrival and/or early leave'.

Teacher supervision on the school grounds commences at 8:30 am and concludes at 3:45 pm. No student is to attend school outside these times unless there is a particular school function or excursion which requires student attendance or, using the Library or Open Gym as outlined below.

The Library is open and available for secondary students to study:

- Monday - Thursday: 8am - 5pm
- Friday: 8am - 4pm

Open Gym runs on Monday, Wednesday and Friday from 7:30 am - 8:30 am.

Students have scheduled classes and commitments each school day between 8:55 am and 3:15 pm. A particular excursion may require attendance before or beyond these times. In such circumstances, details will be provided in the parent information letter related to that excursion. Individual student timetables are available on students and parent SEQTA portals.

The school day has 6 periods organised in three blocks. Classes are usually 55 minutes in length.

The school timetable operates on a 2 week cycle so a 10 week school term will have 5 rotations of this 2 week timetable. A school term always commences with Week 1 of the timetable.

The school timetable will change during the year. A new timetable will operate for each semester due to some elective changes between semesters. The timetable may need to be modified at other times during the year to meet school needs. All changes are made directly onto students' SEQTA timetable.

Monday - Friday Bells	
8.30 – 8.45	Staff Worship
8.55 – 9.04	Homeroom
9.04 – 9.06	Class transition
9.06 – 9.54	Period 1
9.54 – 9.56	Class transition
9.56 – 10.45	Period 2
10.45 – 11.00	Recess
11.05 - 11.54	Period 3
11.54 – 11.56	Class transition
11.56 - 12.45	Period 4
12.45 – 1.30	Lunch
1.35 – 2.24	Period 5
2.24 – 2.26	Class transition
2.26 – 3.15	Period 6

Absence from class/school: student responsibilities

A student may have a legitimate reason for not being present at a class including:

- Private music tuition at school.
- Absent for part of a day for an unavoidable appointment.
- Absent for a full day.

Absence notes must be submitted to Student Reception either in person or via email admin@nunawading.vic.edu.au

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

- Hand in any work (assignment/homework) that was due in the missed class.
- Ask a reliable classmate or the teacher for worksheets and/or other work given in the class.
- Check Google Classroom for any handouts and instructions.
- Catch up on missed work.
- Arrange (as soon as possible) with the class teacher to sit any missed tests.
- Bring a note or arrange for parents to email Student Reception about the absence. Student Reception can be contacted on admin@nunawading.vic.edu.au. For more detailed information on absences please see *Attendance: student procedures for absences*.

Books and Supplies

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.

The list of required textbooks and stationery items is contained in the booklist. This is published near the close of fourth term and is available on the school website. [NCC website booklist link](#).

All textbooks are available from:

Campion Books
170-180 Rooks Rd, Vermont 3131
Ph 1300 433 982

Laptops

NCC uses the G-Suite for Education as the digital collaboration platform. As such students will require a school-approved laptop to participate in the school curriculum.

The following arrangements are currently in place to facilitate appropriate, reliable and cost effective digital access for all students.

- Year 7-9 students- Specific Chromebook and bag are required and **must** be purchased via [this link](#).
- Year 10-12 students - BYOD- Students can bring a suitable laptop that has been approved by the school administration. Students must bring the laptop into the school to be assessed for suitability before it will be allowed on the network. Any student breach of the Digital Learning Agreement may lead to the loss of the BYOD privilege. Where the BYOD privilege has been lost the students will be required to purchase a Chromebook and restrictions will be placed on their account to assist them with appropriate digital usage.

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.

Laptop bags including the cross-body strap must be used to prevent damage or dropping when moving between classrooms. Year 7-9 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 NCC is filtered through our onsite firewall. Students must always use the NCC network while on campus and must never use a hotspot unless directed by a teacher. NCC network settings will only apply to device while they are on the school network or during school times.

The library has a limited number of Chromebooks that can be borrowed for a small fee for a lesson in the event of a student's own laptop being temporarily unavailable. Library laptops cannot be borrowed overnight or during school holidays. This service is for short term use only and students needing to borrow for more than one day will need to show evidence of their device being logged for repair with LWT.

Repairs need to be logged with LWT: service@lwt.com.au ph 1300 556 788 and may be covered under warranty/insurance, depending on what the family paid for at the time of purchase.

Replacement laptops for Yr 7-9 must be purchased through ncc.orderportal.com.au

It is an expectation that students regularly check their school emails.

Students and parents can access SEQTA Portals for timetables, reports, merits and important documents.

Teachers use Google Classroom to assign coursework. Parents can sign up for regular updates of due dates. Teachers email parents at the start of each term.

Homework

Regular homework and an organised study program are expected of each student and will play an important part in his/her success. Parent support is also of significant value. This may be demonstrated in a range of ways including checking student diary for homework entries, assisting the student in planning ahead for homework completion that fits the family schedule and, where possible, planning for a specific homework location for the student.

The aim is for students to develop independent management of homework because:

- Students are on a 'Learning Journey' and so need to develop good study skills in preparation for moving up through school education and for those aiming for higher education (e.g. University).
- Work done in class periods needs reinforcement: to be able to remember information and skills, they have to be rehearsed (practised and reviewed). Research into memory shows that rehearsal significantly improves recall.

It is expected that students will increase the amount of time spent on homework with progress into more senior year levels.

As a guide, the suggested average amounts of homework are as follows (based on five nights a week):

Year level	Recommended average homework/night (based on 5 nights/week)
7 & 8	1 to 1.5 hours/night
9 & 10	1.5 to 2 hours/night
11 & 12	3 hours + each night PLUS extra on weekends as needed.

Students who do not have specific homework on a particular evening should be encouraged to use their time at home for extra academic activities such as reading, organising folders and/or reviewing class notes. Review is a key element of maintaining memory of information.

Ideally, students should review new class material at the following intervals:

- within the first 24 hours;
- then a week later;
- if not able to review sooner, the next review should be no later than 1 month after the second review (done at 1 week).

Homework Procedure

If a student does not complete a homework or assignment task (or submits sub-standard work), the teacher may list the student for Lunchtime Homework Consequences.

Lunchtime Homework Consequences 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.

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

Lunchtime Consequences (behaviour or homework)

This is a 30 minute session completed during lunchtime on Mondays, Tuesdays, Wednesdays and Fridays.

Students are informed by the teacher when they are expected to attend. If a student does not attend the set lunchtime homework session or is late without a valid reason, then the student will be

assigned to an additional lunchtime homework session.

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

A sample scenario is:

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

After-School Homework Session

This is a 60 minute session completed after school, usually on a Thursday between 3:30 and 4:30 pm. Subject to the teacher, student and parent availability, the After-School Homework session may occur on a day other than Thursday.

Authentication of student work

Students must ensure that all unacknowledged work submitted for assessment is genuinely their own. 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. If any part or all of the work cannot be authenticated, the matter must be dealt with as a breach of rules.

Academic Reports

The school year is organised into two semesters. Assessment of students occurs on a continuous basis throughout the school year. A range of evaluation instruments and techniques are used.

There are 2 parent interview evenings and dates for these are published in the NCC calendar to enable parents to plan well ahead to attend. Teachers are generally available between 4pm and 8pm on these evenings. Bookings are required online; booking instructions are sent to families via text messages before each interview event.

Written school reports are issued at the end of each semester (Terms 2 and 4) via the SEQTA Parent Portal.

Refer to the website calendar for SEQTA release dates for reports and for parent-teacher interview dates. Emails are sent to parents prior to release dates and for interview bookings. The Newsletter also includes upcoming events.

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. The Presentation Night is listed on the NCC website calendar. All Yr 7-11 students are expected to attend in full summer academic uniform and blazer. Yr 12 students attend in full winter academic uniform and blazer.

Co-curricular and Extracurricular Programs

NCCS has a range of co-curricular and extracurricular experiences to support student development.

Student Representative Council (SRC)

The SRC provides opportunities for student leadership and contribution to improving student life. The SRC provides a forum for student suggestions and enhances the contribution of NCC to the community by organising fundraising events for various charities selected by the SRC. All students have the opportunity to apply for the SRC. They complete an online application and are chosen by the School Captains and a Staff Representative. Once in the SRC, a vote is taken to elect an SRC President (from Year 11), a Vice President, a Secretary and a Treasurer. This is a one year position.

Incursions/ Excursions

Throughout the year various subject teachers will require their students to be involved in a day incursion or excursion relevant to the topic being studied. These are usually conducted during normal school hours. Students are required to attend the event in academic school uniform unless the excursion has specific needs that are better met with sports uniform or non-uniform clothing. If this is the case, the excursion information letter will specify the dress code for the event.

Camps

Class camps for Years 7, 8, 9, 10 and 11 are arranged in which students are encouraged to accept new challenges and learn new skills. The dates for year level camps are in the annual NCC calendar. The cost of these camps is incorporated into the school curriculum levy.

Bible Studies

Students who wish to have Bible studies at school with the Chaplain are encouraged to do so. These will be arranged at a time suitable for the schedules of the chaplain and student.

Sport

A key part of the holistic program at NCCS is the opportunity for students to engage in physical activity and acquire and practise sporting skills.

The sports program aims to:

- Develop each student's fitness and sporting skills to their personal best;
- Expose students to a wide range of sporting activities;
- Develop in each student sportsmanship, team spirit and school pride;
- Encourage in each student a sense of determination, self-discipline and perseverance;
- Teach students to win or lose with dignity and grace;
- Give opportunities for students to interact positively with students from other schools.

There are three intra-school Sport Houses:

- Fraser (red)
- Landy (blue)
- Jackson (green)

These Houses compete in a variety of inter-house competitions.

In addition, Nunawading Christian College is a member of the Eastern Independent Schools of Melbourne Sports Association (EISM) and competes in its carnivals and weekly round-robin competitions.

Details on uniform requirements for sport are contained in the Uniform section of this handbook.

Protective Equipment

Some sports require the individual purchase of protective equipment (available from any sport store)

- Soccer – Shin guards
- Cricket – Box
- Hockey - Mouthguard

Library/Learning Centre

The main function of the library is to support the learning and teaching needs of the College. Students are encouraged to use the facilities.

Opening Hours	Monday - Thursday	8:00 am - 5:00 pm
	Friday	8:00 am - 4:00 pm

Borrowing

At the beginning of the school year each student will be issued with an NCCS student ID card which must be produced to borrow books. No borrowing can occur without the ID card. Lost cards will be re-issued upon the payment of \$5.

Each student must only use the library card to borrow materials for him/herself. The cardholder will be responsible for losses or fines incurred for materials borrowed on the card so students are not to borrow materials for others.

The maximum number of items that a student may have on loan at one time varies according to year level with higher year levels able to borrow more items.

Maximum items a student may have on loan at one time are:

- Years 7-10: 3 items
- Year 11: 4 items
- Year 12: 6 items

The standard borrowing term is 2 weeks. It is the borrower's responsibility to check the due date for the book's return as a reminder notice is not given before the due date. If there is no reserve placed on the item, the original borrower may extend the loan by 1 renewal (which is a further 2 weeks). If a student has prior knowledge of an absence such as school camp, work experience, family holidays, etc., the student needs to return or renew the books prior to the absence.

The library aims to balance reasonable borrowing times with having materials available for other student use. Overdue items are charged at 50 cents per school day per late item. Lost books must be paid for as well as a loss fee of \$5.

It is a student's responsibility to attend the library to make arrangements with the librarian for payment of any fines and/or lost book costs. Failure to do so will mean that the student's borrowing rights will be suspended until the matter is finalised. Continued failure to resolve the matter with the librarian will be followed up with the Behaviour Management Coordinator.

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 left on the desk at the end of the book stack. Students are not to return the books to the shelves.
- Damage is to be reported to the librarian or teacher in charge.

Financial Information

It is the aim of the Seventh-day Adventist Schools (Victoria) Ltd. to keep fees as low as is consistent with good management and quality education.

Funding comes from three main sources:

1. Tuition fees;
2. Commonwealth and State Government grants;
3. Funds contributed by each Seventh-day Adventist Church within the area served by the School.

Tuition

The payment options for school fees are cash, cheque, BPAY, credit card or direct debit. A prompt payment discount of 3% is given for the net tuition fee only (ie. Tuition less any discount) if fees are paid by the discount date shown on each term's invoice. A discount of 5% is given for the net tuition fee only for fees paid a year in advance by the discount date shown on the annual invoice. The College reserves the right to adjust these discounts with 3 months written notice. Refer to the Enrolment Terms and Conditions available on the College website.

Payment of Fees

Responsibility for ensuring the fees reach the School by the discount date lies with the parents. Unless arrangements are made personally with the Principal, an unpaid fee account may lead to the student's enrolment being suspended or terminated. Students with fees outstanding from previous years will not be permitted to re-enrol for the following year without an exemption from the College Business Manager. This also applies to unpaid fees from previous schools. Furthermore, students who are in arrears with payments at the end of each term will not be permitted to commence the next term until payment has been made or a suitable arrangement has been agreed upon with the Principal. NCC reserves the right to employ a debt collection agency in the event of on-going unpaid school fees.

The College has the right to withhold student reports or not allow students to return to school or to attend extracurricular functions such as school camps and the annual Year 12 Formal if school fees are unpaid.

Levies

In addition to the tuition component of fees, a curriculum levy is applied. This levy contributes to non-tuition costs such as camps, excursions, lockers, library resources, online tutorial programs, sports programs, technology infrastructure etc.

Impact of Withdrawal on Fees

Staffing needs are determined by the number of students enrolled at the commencement of the College year so ongoing costs associated with providing education are maintained whether a student remains a student for the full year or is absent for any length of time. Because of this, students who are removed from the College without a term's notice being given will be charged a term's fees in lieu of that required notice. Likewise, students who are taken from the College for extended periods of time on holidays, suspension, illness or de-registration etc. will not receive a refund on the tuition costs charged. Exception to these provisions is available only in extenuating circumstances (which will be determined by the Principal and School Council).

If a student gives one term's notice of their intention to withdraw from the College, fees paid in advance will be refunded. However, students who are withdrawn from the College part way through a term will not be eligible for any refund of fees paid for that term.

Insurance

The school organises accidental injury insurance which covers all students 24 hours per day, 365 days per year. The cost is incorporated in the service levy. The insurance has a schedule with set amounts payable per defined event. In the event of a claim, forms are available from the school office. Be aware that private health insurance must be first activated by parents before a claim can be made for a student against the insurance policy.

Music Tuition

Individual tuition in music theory and practical music is available for a range of instruments including piano, guitar, ukulele, woodwind, brass and drums. Requests for tuition in other instruments will be considered, depending on the demand. Music fees are payable directly to the music teacher. Information about teachers and availability is published in the school newsletter at the start of the school year.

Bus Transport Fees

Families electing to have their child/ren travel to and from school on the College's private bus system will incur fees for this service. These charges are to be paid separately from school fee accounts.

Note: All bus fees must be paid in full in advance. No students will be permitted to travel on the bus unless all fees are paid in advance.

Parents with enquiries should direct them to The Bus Coordinator Nunawading Christian College, on 9877 3555. Where fees remain unpaid, the student will be denied access to the service. See Bus Contribution List for costs.

Conduct Guidelines

Behaviour Code

Nunawading Christian College recognises that every student, including all Aboriginal and Torres Strait Islander students, has the right to learn and gain a quality education in a safe environment. Students of Nunawading Christian College are encouraged to maintain high standards in all areas of behaviour - both personal and academic. The College has a Student Behaviour Management Policy that is available on the public website.

The following guidelines are indicative of the behaviour that is expected.

Each student is expected to:

- Do his/her best to be successful at school work.
- Be polite and respectful relating to others (in word and action).
- Show exemplary behaviour in public including when travelling to and from College, on excursions and at school events such as sport.
- Speak and act in a manner consistent with the values and beliefs of the school as a Christian institution. Conduct and materials relating such as: the occult, wicca, witchcraft and/or pornography are not consistent with these values and beliefs.
- Cooperate willingly with everyone at all times.
- Be at the College during normal school hours, attending all classes and appointments on time.
- Accept correction without argument.
- Act in a safe, sensible and responsible manner at all times.
- Follow the uniform code, including wearing a well-maintained uniform in the correct manner.
- Show courtesy and respect for others at all times through appropriate use of language and courteous interactions. Bullying, fighting, put-downs and racism are not accepted.
- Show respect and inclusion for students of all ethnicities and cultural backgrounds, including Aboriginal and Torres Strait Islands. Regardless of their background or personal attributes, all are to be treated with respect and dignity.
- Show respect for the property of the school and others.
- Use technology (including internet, mobile phones, digital images, etc.) in accordance with the NCCS Digital Citizenship code as contained in the NCCS Digital Learning Agreement.
- Act in accordance with the NCCS bus code when travelling on an NCCS bus or a bus hired for a school purpose.
- Not bring banned items to school or school events.
- Not trade/buy/sell items belonging to other students. The only exception to this is the selling of second hand uniform or textbooks. This requires parental consent.
- Not bring items to school that are not necessary for classes. Students bring personal items at their own risk. Any loss or damage to personal items is at the student's own risk and expense. The school will not intervene or be responsible for items deemed to be lost/stolen/damaged by another student.

Banned

Students are not permitted to possess or use any of the following (within the school grounds or while travelling to and from school, with the limited exception for electronic equipment):

- Illegal substances - including tobacco, recreational drugs, alcohol, cigarettes, vaping.
- Items and/or material (including images) that present moral danger to students including those related to the occult and/or pornography.
- Electronic equipment - including electronic games, game consoles. (A limited exception allows for these items to be used by bus travellers on the morning and afternoon travel between home and school).
- Firearms, knives, dangerous weapons, water missiles or explosives of any kind.
- Chewing/bubble gum.

Digital Citizenship - Digital Learning Agreement

The NCCS Digital Learning Agreement aims to define acceptable use and conduct to be a good citizen in the use of technology. This forms the basis of the notion of responsible digital citizenship. It is intended to cover the range of digital/electronic devices used for communication (including for recording and producing information, recordings and images). It covers the internet, computers, mobile phones, video and still cameras and similar devices. It is designed to protect the intellectual property and privacy rights of relevant parties.

This Agreement applies to students at school and also during school excursions, camps and extracurricular activities.

Part of the enrolment agreement includes the acceptance by the student and parent/guardian of the NCCS Digital Learning Agreement which includes the following:

When using the school network, school computer resources and internet the student is to:

- Behave according to the NCCS Behaviour Code;
- Protect the student's own privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images;
- Use appropriate language when talking to and working with others online and never participate in hate mail or acts of harassment;
- Respect others when communicating and working with them online and never write or participate in online bullying behaviours;
- Use the internet at school for educational purposes and use the equipment in the spirit intended;
- Use social networking sites at school for educational purposes and only as directed by teachers;
- Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material, violent images, obscene or pornographic material, content promoting unlawful activities);
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary);
- Use content posted on the internet constructively and reflectively, and not simply copy and paste information from websites;
- Not interfere with network security, the data of another user or attempt to log into the network with a username or password of another student;

- Not reveal passwords to anyone except the system administrator or classroom teachers;
- Not allow another student to access or use their school login or email account;
- Not copy without authorisation the files, data or software of the College, staff or students;
- Not tamper with hardware, network connections, cables or equipment positioning;
- Not bring or download unauthorised programs, including games, to the School or run them on School computers;
- Talk to the teacher or another adult if:
 1. needing help online;
 2. concerned that the welfare of other students at the school is being threatened;
 3. the student comes across sites which are not suitable for school access;
 4. someone writes something the student doesn't like, or makes the student and/or others feel uncomfortable or asks for information that is private.

When using technology to record images or other material (including mobile phones, cameras), the student is to:

- Only use it for learning purposes as directed by a teacher;
- Act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to him/herself or anyone else.
- Only take photos and record sound or video when it is part of a class or lesson;
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers);
- Seek written permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.

When using mobile phones at school, the student is to:

- Only use the mobile phone if invited by a staff member;
- Keep the phone on silent during school hours;
- Store the phone in the students locked locker;
- Only make or answer calls and messages outside school hours, except for specific learning purposes (emergency calls can be made or taken at Student Reception);
- Protect the privacy of others and never post private information about another person using sms messages or any other forms of social media;
- Ensure that the contents of the phone (images etc) complies with expectations specified in the school handbook (i.e. no profanity, pornography, occult themes or images).

If a student is found using a mobile phone during school hours (except where permission is granted by a teacher), the following process will be followed:

1st incident: teacher takes mobile from student, enters the incident on SEQTA and returns phone to students at the end of the lesson.

2nd incident: the student must switch the phone off, the teacher then takes the mobile phone from the student, gives it to administration staff in the front office. They label it, put it in the safe, call the parents letting them know this has happened and the student can pick it up at the end of the day.

3rd incident: as above, but the student must leave the phone in the office every morning for the next week.

4th incident: the matter will be taken to the Behaviour Management Committee.

Please note that all phones handed into the front office must be switched off by the student and will be kept in a secure safe.

Travel - General

The School has a duty of care to students when they travel to and from school. The NCCS behaviour code, therefore, 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.

NCC Bus Travel Code

NCC 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 NCC behaviour code.

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);
- 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.

Attendance: student procedures for absences, late arrival and/or early leave

If a student is not present for the whole school day due to absence, late arrival, early leave, or leave and return during the same day for an appointment, the student must follow certain procedures so the school knows the absence is legitimate and can ascertain which students are on campus in the event of an evacuation. We request parents/guardians assistance in making sure that the following procedures are correctly followed so our attendance is accurately recorded.

Absences

If a student is absent for the day the school must be notified by phone call on (03) 9877 3555 or by email to admin@nunawading.vic.edu.au. If this does not happen an SMS will be sent to parents to advise that their child is marked absent and the parent will need to call the school for confirmation.

Late to School

If a student arrives at school any time after 8.55 am they are considered late. On arrival at school after

this time, the student must sign in the Green Register at Student Reception in the school office and obtain a green 'LATE TO SCHOOL PASS'. A parent note, email or phone call is needed for late arrival. The student Receptionist can be notified by phone call on (03) 9877 3555 or by email to admin@nunawading.vic.edu.au. Students must give the late pass to their teacher upon entering their class.

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

Leaving School Early

No student is allowed to leave the school grounds before 3.20 pm without consent from a parent/guardian.

If a student needs to leave school before the official end of school, the student needs to take a signed note of explanation from a parent/guardian to Student Reception. This should happen as early as possible on the school day. At the time of departure the student will need to sign out at Student Reception. If a parent/guardian forgets to give the child a note, an email to Student Reception at admin@nunawading.vic.edu.au or call to the school on (03) 9877 3555 is required for the student to leave the school premises.

Other Absences

If for any reason the student is taken out of school during the term for an extended period of time such as family holidays, extended weekends, medical procedures, etc then Student Reception is to be notified by email to admin@nunawading.vic.edu.au.

Please note that it is not sufficient to notify the child's Year Mentor only.

Due to legal and child safety requirements, it is of utmost importance that the school is informed regarding anything to do with the student's attendance. All enquiries/information regarding attendance can be directed to admin@nunawading.vic.edu.au.

Classroom Entry and Use

All students are to wait outside the classroom before the commencement of each period. Students will enter a classroom only at the instruction of a teacher. When lining up outside classrooms, safety and courtesy are to be demonstrated by ensuring the path of others is not blocked. RUNNING or PUSHING on the verandas and/or stairs 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 Principal. 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 code. Such behaviours will be referred to the Behaviour Coordinator.

Lockers

Each student is allocated a locker for use during the school year. Students are required to keep all possessions in their assigned locker. Students are expected to care for their allocated lockers and keep them tidy and free of rubbish at all times. A good quality lock must be used to secure the locker door.

Students are to only access their lockers before school, during recess, during lunch and after school. This means taking materials for the two classes scheduled between each break.

For maintenance issues, please contact the Year Level Mentor.

Student Behaviour Management Procedure - Positive Behaviour For Learning (PB4L)

NCC's Core Mission is to be a positive learning community that nurtures students to be responsible, respectful, resilient and to demonstrate integrity. These are attributes that will prepare them for life. The aim of the Student Behaviour Management Procedure is to encourage each student to become self-disciplined and to take responsibility for his/her own actions.

Merits

The procedure attempts to achieve this by placing emphasis on positive behaviour through a range of commendations called 'Merits'. A Merit is given for demonstrating outstanding behaviour in relation to one or more of the targeted school values which currently are:

- **Respect**
- **Responsibility**
- **Resilience**
- **Integrity**

A staff member may award a merit to a student for a range of reasons to acknowledge individual achievement or endeavour in schoolwork, school life, or community participation. Generally, a student should not request a merit. When given a merit, the student will receive a slip from the teacher and the teacher will record the merit on SEQTA. Records will be kept of the number and type of merits a student gains during the year. The school year has been divided into 4 blocks of about 10 weeks each so there are two blocks each semester.

The merit count resets to zero for all students at the end of a semester. However, merits continue for both terms within the same semester so merits carry over from Term 1 to 2 and from Term 3 into 4. Merits received after the close of count for Semester 1 will be applied to the Semester 2 count for the year. No merits will carry over from one calendar year into the next school year.

Each merit awarded is counted as 1.

At the close of merit count in Term 1, the top 20% of merit awardees from each year level will have an email sent home to parents as well as receiving a merit award certificate.

At close of merit count at the end of Semester 1 & 2, the top 20% of merit awardees will participate in a merit reward activity. The nature of this activity will be decided by the Behaviour Management

committee along with input from the SRC.

Students (and parents) can see their merits in their SEQTA portal.

Breaches of the PB4L Expectations

While the primary focus of the Behaviour Management Procedure is to encourage and reinforce positive behaviour, on occasion the school will need to respond to unacceptable behaviour through a system of consequences. Corporal punishment is not part of the Behaviour Management System at the school and is not used at any time by the school.

Student action that breaches the behaviour code must be dealt with. Each teacher has the authority to maintain order in the classroom. Breaches may be referred from the teacher firstly to the Year Level Mentor, then if necessary, to the Behaviour Coordinator, then the Assistant Principal and then to the Discipline Committee.

Consequences

Breaches of the PB4L expectations, particularly classroom and playground misdemeanours, are handled by the teacher.

Students whose behaviour is impacted by learning difficulties will be supported by the Learning Support Coordinator.

Under most circumstances, when a breach has been committed, a student will receive a warning. After the second breach, then a process of re-teaching will take place coupled with a warning of the consequences should a third breach occur. After the third breach, a consequence will be given. There are some circumstances where due to the serious nature of the behaviour, a consequence will be given immediately without prior warning. Offences and consequences will be noted by the teacher or Year Level Mentor in SEQTA. Students may also be given a lunchtime homework session for major work not completed.

The process for repeated inappropriate behaviour will work in groups of 3:

- 1st incident** Serve an appropriate consequence (usually at lunchtime)
- 2nd incident** Serve an appropriate consequence (usually at lunchtime)
- 3rd incident** Parent contact and serve an appropriate consequence (usually at lunchtime)
PLUS a 60 minute after-school session.

After-school sessions

- 1st session** 60 minutes served
- 2nd session** The student is placed on an appropriate behaviour intervention plan. The student must have teachers sign a report each class which is also signed by a parent/guardian and the Year Level Mentor.
- 3rd session** Conference with parents, and referral to Discipline Committee

A record of consequence sessions is retained by the school. For the purposes of the calculation of the number of sessions, the count is reset to zero at the beginning of each term.

Any consequence of inappropriate behaviour must be served as soon as possible. Students who don't serve the consequence at the scheduled time will receive another consequence and communication will be sent to parents.

Students whose behaviour is impacted by learning difficulties will be supported by the Learning Support Coordinator and their consequences will be appropriate to their situation.

Lunchtime consequences

Homework consequence intention: to support students to organise their time to complete tasks on time and to be resilient when challenges arise to ask for assistance or for an extension. This will prepare students for what they will experience at University and the workplace in the future.

Behaviour consequences intention: to enable students to reflect on their choices and the impact their choices can have on them and the people around them.

1. Submit your tasks on time, demonstrate respect, responsibility and integrity to avoid lunchtime consequences.
2. Speak to your teacher before the due date if you need an extension for a deadline if you have a genuine reason for not submitting work on time.
3. If you have not submitted a KAT, your teacher will also email your parents so that you can be supported at home to manage your time and deadlines more effectively.
4. Teachers will have a conversation with you about your behaviour or homework and then list you on SEQTA. The Room 7 supervisor uses the list to know who to expect each day.
5. Lunchtime consequences run every day from 1 pm to 1:30 pm. You must come to the very next session after your teacher has spoken to you and listed you. Eg if you are listed at 3 pm on Tuesday, you must come on Wednesday. If you are listed at 10 am on Tuesday, you must come on Tuesday. Add your listing to your diary/calendar.
6. If you have already submitted your work (late), you will still be expected to come to Room 7 as listed, but you may work on any homework task. Submitting your task does not remove you from the listing. We want you to remember to meet deadlines on time in the future and to help you manage your schoolwork commitments.
7. If you are in a sports team on Wednesday or Thursday and need to travel during lunchtime to get to your venue, your listing will be moved to the next day.
8. For homework consequences, bring the work that is overdue and additional work if you finish and submit the task early. For behaviour consequences, bring a pen as you will be completing a written reflection and then a learning task. Reflections will be emailed to the teacher who listed you.
9. Teachers remind students during homeroom that they are listed. Names are not called over the PA at 1 pm. Names are not listed on Notices. It is important that your privacy is respected and your listing is not broadcast to the school community. Enter your lunchtime consequence in your diary/ calendar to help you remember.
10. Students who do not attend their consequence session will be listed for an additional session. They (and their parents) will be notified of this via email.

Students are welcome to come to Room 7 from 1 pm at any time if they want to finish some homework or want some quiet time at lunchtime.

Conduct Report

A student may be required to be on a Behaviour Intervention Plan earlier than after the 2nd after-school session if the Year Level Mentor or Behaviour Coordinator deems this to be an appropriate course of action.

A student will remain on a Behaviour Intervention Plan for the allocated time (usually no less than two weeks) and must maintain the required level of desirable conduct as indicated on the report. Failure to do so may result in the time of the Behaviour Intervention Plan being extended or the student

being referred to the Discipline Committee for further consequences.

Confiscation of Items

A teacher is entitled to request a student to hand in any item presenting a safety concern. Using personal technology contrary to the NCC Digital Learning Agreement or a student breaching the uniform code by wearing items that do not comply with guidelines will be subject to the item being held by the school for a period of time. Generally, the times are as follows:

1st breach held until the end of the day

2nd breach held for a week

Gross Misconduct

Gross misconduct may involve repeated breaches of the PB4L expectations. It can also include a single incident. Suspension may result directly from gross misconduct at the discretion of the Principal after reference to the College Discipline Committee. Actions that may incur such discipline include the following:

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

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

The Discipline Committee

This committee, with the Principal as chairperson, is appointed at the beginning of each year and its duty is to consider serious breaches of the behaviour code. The Discipline Committee is comprised of the Principal, Head of Secondary, Year Level Mentor, Wellbeing Officer, School Captain and may include additional relevant staff. The Discipline Committee will review the breach and recommend a

course of action to the Principal.

Refer to the College Student Behaviour Policy and the Suspension and Expulsion Policy.

Suspension Policy

Students may be suspended on the following grounds:

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

There are two types of suspension:

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

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

Suspension for a Specified Period

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

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

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

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

Suspension for an unspecified period

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

Uniform

The wearing of the school uniform contributes significantly to school tone. 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.

Winter uniform is required for Terms 2 and 3. During Terms 1 and 4 the summer or winter uniform may be worn. Students may wear their summer uniform in the first 2 weeks of Term 2 if the weather is warm or they are finalising their winter uniform purchase.

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.

Uniform Passes

If an irregular or an occasional situation arises that a student is unable to wear the school uniform required for the day, then a signed note of explanation by a parent/guardian needs to be presented by the student to Student Reception before the start of homeroom. The student is given a uniform pass for the day so teachers can confirm that the student has given an account to Student Reception. 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. The Behaviour Coordinator will have some stock of clean uniform items that the student may be required to change into for the day and return to the Behaviour Coordinator before going home that day. The school reserves the right to charge a minimal laundering fee at the Behaviour Coordinator's discretion. It is anticipated that this will apply for repeat and/or invalid circumstances of the student being out of uniform.

Jewellery

Jewellery is generally not permitted with school uniform apart from the following items:

- One pair of small, plain gold or silver studs (one per ear) - no patterns or stones or diamonds
- Watch

A student may be required to hand in the jewellery item/s that are worn that do not comply with these guidelines for retention by the school for a set period. Items will be held in the school safe.

Personal presentation

Skin-care and beauty products, if used, must be applied in a manner which appears discreet and natural. Coloured nail polish must not be worn.

Hair is to be worn in a clean, neat and tidy manner and kept off the face. Students may be asked to get their hair cut or to tie it back if it contravenes the above. Novelty or exaggerated hairstyles and

dyeing hair an unnatural colour is not permitted to be worn at school. Hair colour must be natural to the student. A student may be asked to have their hair cut or re-coloured if it is deemed to be inconsistent with expectations. Untidy facial hair is not permitted. In matters of hair style, the Principal has the final say.

NCCS School Hats

Students generally must have an NCCS cap or hat (available through Student Reception) for outdoor activities for the months of September to end of April including, but not limited to:

- Lunch
- PE classes (as applicable)
- Sport (as applicable)
- Excursions

Hat wearing exemptions may be granted on application to the Principal based on religious and other reasons. The Principal has the final say regarding the wearing of uniform items. If a student does not have a school hat whilst outside during the lunch break they need to go to the library or gym area.

Non-Uniform Days

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 Year 12 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. Casual clothes must be neat and modest. For example, singlet tops and very short skirts or shorts must not be worn. 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.

NCC School Bag

All students are required to have the NCC school bag as a standard uniform item. Year 7 students may retain the NCC school bag they used if they attended the NCC Primary Campus. School bags are kept in students' lockers during the day. An optional lightweight school bag is available from the uniform shop for use when on excursions. It is recommended that Year 9 students use this alternative bag when on Challenge excursions.

Sport Uniform

This is worn on the following occasions:

- On scheduled sport days (Thursday for Yrs 7-9, Wednesday for Yrs 10-12) unless students are informed of other requirements for a particular day;
- All day on NCCS Inter-House Sport carnivals including Swimming, Athletics and Cross-Country;
- All day if participating in EISM daytime carnivals;
- All day when a Yr 7-10 student has a double PE class listed in the timetable; and
- When invited to do so by a teacher for sports training during lunchtime.

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

The EISM has a strict uniform code. Part of this specifies that no pockets without zippers are allowed for a range of sports. This means that students must usually compete in shorts. On cooler days,

students will need to bring/wear shorts as well as the NCCS track pants.

Swimming for EISM competitions

EISM Guidelines state that for the EISM Swimming Carnival, swimming costumes of all competitors from one school at the carnival must be of the same colour. Our nominated costume colour for NCCS at EISM carnivals is black or navy so all NCCS male and female competitors at EISM Swimming Carnivals must wear black or navy costumes and a white swimming cap with an NCC logo. For EISM competitors, the NCC swimwear is:

- Females - plain black costume that has a racing back with minimal colour limited to the manufacturer's logo
- Males - a black Speedo/Lycra material costume with minimal colour limited to the manufacturer's logo

EISM guidelines do not allow board shorts to be worn by participants in EISM competitions. Lycra swimwear is to be worn.

Supplier of School Uniforms

Uniform articles are obtainable from RHS Sports Uniform Shop.

Online: www.rhsports.com.au

Retail showroom: Unit 12/100 New Street Ringwood

Hours: 9am-5pm Monday to Friday

Second hand Uniform items will be able to be posted and purchased by families online via a community platform. The second-hand uniform process will now be outsourced to the [Sustainable School Shop](#).

Academic Uniform – ALL STUDENTS

Note that boys and girls can wear their winter uniform all year and are not required to wear a summer uniform in Terms 1 and 4 if they choose.

PLEASE SEE THE ADDED SECTION FOR ITEMS SPECIFIC FOR BOYS OR GIRLS

School Bag	NCC School bag is compulsory for all students. Description: NCC selected design: nylon bag with moulded base and removable internal light metal frame. NCC crest embroidered on pocket. Lightweight excursion bags are also available.
Blazer	Compulsory for Year 7-12. Worn with summer and winter uniform. Description: Lined, royal blue. Pocket has NCC logo.
Jumper	Worn with winter and summer uniform. Choice of wool or poly cotton jumper. Description: New soft, merino and wool blend. Colour is Thomas Moore Blue OR

Thomas Moore Blue poly cotton jumpers.

Shirt for Winter	White long-sleeved school shirt with business collar, buttoned up and tucked in, no logo.
School Tie	Standard as part of winter uniform (Terms 2,3). Optional for Terms 1,4. If worn in summer, it must be with shirt with business collar. Description: NCC school tie: navy background with red and light blue stripe. Year 12 students will receive a VCE tie at the start of Term 2.
Raincoat	Optional. Only for wet weather. Wear to and from school. Description: Plain navy, with NCC logo.
Sunhat	Compulsory for outdoor wear (lunch, PE and Sport) September to May (inclusive). Two options are available (cap or bucket hat).
Winter Accessories	Gloves, scarves. Optional for wear with winter uniform (no beanies). Description: Solid navy only.
Shoes	Description: Black polished leather lace up school shoes. N.B. Shoes to be sturdy school style. No boots or sport/runner/ballet style shoes. For safety reasons, shoes must be well-fitting, have a sturdy sole, be non-permeable with no mesh or cutouts/perforations on the external panels of the shoe. These requirements mean that T-Bar and Mary Jane styles for girls cannot be worn.

Academic Uniform: additional items specific for boys

Shirt for Summer	Description: White open neck short-sleeved school shirt with NCC logo. This shirt is designed to not be tucked in when worn without a blazer, having a straight hem.
Shorts	Optional for summer uniform Description: Tailored, dark grey poly viscose shorts, with front zip.
Trousers	Optional for summer uniform. Standard as part of winter uniform. Description: Dark grey, poly viscose school trousers with tailored front.
Belt	Optional. If worn, to be plain dress style black belt with plain buckle.
Socks	Worn as part of summer and winter uniform Description: Plain grey. Ankle to knee length with shorts or trousers.

Academic Uniform: additional items specific for girls

All items listed are standard items unless stated otherwise

Summer Dress	Can be worn Terms 1 and 4. Description: NCC selected design and fabric as supplied by Uniform shop (blue
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and white small check with button front).

N.B. Dress to be worn close to knee length and all buttons done up.

Winter Skirt

Must be worn Terms 2 and 3.

Can be worn all year.

Description: NCC selected fabric and design. Navy background with light blue and red check. Waisted skirt (designed for band to sit on waist, not below) with adjustable back. Double inverted pleats on front and back.

N.B. Skirt to be worn close to knee length.

Winter Pants

Long, navy. Must be purchased at the uniform shop.

Vest

Optional extra for Yrs 7-12.

Description: NCC selected colour and design (Maroon, V-neck).

Socks

Description:

Summer uniform - white school socks, choice of length between ankle to knee length. No logos.

Winter Uniform - Knee length navy socks.

Tights

Optional for Yrs 7- 12 for wear with winter uniform. Must be navy.

Hair Ties/Accessories **Description:** Royal blue, navy or white.

Sport Uniform – ALL STUDENTS

All items listed are standard items unless stated otherwise and are supplied from the Uniform Shop with the exception of sports shoes.

Sentinels uniform is only to be worn to Sentinels training or formal Basketball or Volleyball Academy events.

Polo Shirt

Description: NCC design of burgundy and navy inserted at the side with a collar.

Long-sleeved Rugby Top **Description:** alternative to the Sports Jacket or can be used with.

Shorts

Description: Navy microfibre shorts with 'NCC' in lettering on leg. Fob-pocket and drawstring at waist with a zipper pocket.

Track Pants

Can be worn all year round for days of sport and/or PE involvement.

Description: Navy track pants with navy lining, side white piping and 'NCC' in lettering on the leg. N.B. The manufacturers advise that microfibre track pants are not designed for wear during active play or sports.

Sports Jacket

Can be worn all year round with shorts or track pants.

Description: Regulation school sports jacket.

Sports Shoes

Description: Sports shoes. (No thin-soled canvas shoes as these are not

designed for the movement and impact involved in sport activity.)

Socks	Description: Choice of plain white sport socks (no logos) or knee length NCC sport socks (navy with white and burgundy stripe at knee).
Hair Accessories	Description: White, burgundy or navy blue.
Sun Hat	Compulsory (see Academic Uniform for details).
Boys Swimwear	For EISM competition swimming, Speedo or lycra shorts are required (no board shorts). Colour: black.
Girls Swimwear	One piece swimmers. For EISM competition swimming, one-piece racing style swimmers (e.g. Speedo) are required. Colour: black.

General Information

Canteen

A canteen operates at lunchtime from Monday to Friday each week throughout the school year. Snacks can be purchased without orders every day from 12:45-1:15 pm

Lunch orders are available from Monday to Thursday and can be placed through Flexischools – log on to www.flexischools.com.au and follow the prompts to create an account. Students pick up lunch orders from baskets in the gym foyer.

Car Privileges

Senior students who wish to drive themselves (and siblings) to school must apply in writing to the Principal for permission to do so. Students granted these privileges must have a current and valid Victorian Driver's Licence and must abide by school conditions which include: entry and exit by Central Road, 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 Daily Organiser 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.

Chapel

All students attend a weekly chapel. The program includes presentations on topics such as spiritual, inspirational, student well-being and safety and other themes relevant to students. Students are given the opportunity to participate in a range of ways, including praise and worship leadership.

Primary chapel: Fridays

Secondary chapels: Tuesdays

Chaplain

The College has a chaplain who is available for student welfare issues and family concerns. The Chaplain is involved in the spiritual life of the school, conducting Bible studies with students who portalrequest it, organising Chapel speakers and other events during the year.

ReVibe

Revibe is a Friday afternoon or evening worship time for secondary students. Students are involved in organising and running Revibe events with the support of the Chaplaincy team.

Events are advertised during Assemblies, Chapels and via SEQTA Notices. Revibe events are supervised by teachers. Student attendance is optional. Parents arrange transport to and from Revibe. Locations include the NCC hall or library, Supervision begins when the student signs in for the event and ends when they sign out. Parents are welcome to accompany their child to sign in, however parents do not attend Revibe.

Occasionally, our sister schools (eg Edinburgh College) may advertise their own events to NCC students. NCC students are welcome to attend other school events, however, this is not a formal arrangement and is left to the parents discretion. Supervision arrangements are the same for all events at other schools. Students from other schools occasionally attend the NCC ReVibe programs and are required to sign in and out, and abide by the NCC code of conduct.

'Images' Yearbook

At the end of the year, each student receives a professionally designed yearbook, which visually showcases highlights of the school year.

Lost Property

In order to assist the return of lost items to their rightful owners, parents are urged to sew name tags on all items of clothing and to name all other property with a permanent marker. Lost uniform items are held at Student Reception for student collection. Items left behind at the Gym are kept in a basket under the mezzanine area. Unclaimed property will be disposed of after a reasonable time. The College cannot accept responsibility for loss of items by students.

Communication

Communication with parents is via the SEQTA portal, text messages, emails and Google Classroom. Some correspondence will also be mailed to parents. **If there is a change to any of your personal details, please ensure you notify the school promptly to ensure you do not miss any important communication.** The school website and newsletters are also a valuable source of information, and is kept up to date with details about upcoming school events.

NCC website and calendar

<https://nunawading.vic.edu.au/>

SEQTA portals

SEQTA is the Learning Management System used at NCC.

- **Student portal:** SEQTA Learn
- **Parent portal:** SEQTA Engage

Portals for students and parents allow easy access to the following information:

- Student timetables
- Daily notices
- End of Semester reports

- Merits
- Links to
 - NCC calendar
 - NCC website
 - Course overviews
 - Google classroom
 - Edrolo

Student access to their SEQTA Learn portal is facilitated at the start of the year.

Parents can access the SEQTA Engage portal, as follows:

<https://nunawadings.cp.adventist.edu.au/> and enter the username and password they created when they activated the account.

[Click on this link](#) to access the information video on how to use the parent portal.

To set up the SEQTA App:

- Download the SEQTA Engage mobile app from the App Store (apple) or Google Play (android).
- Open the app and scroll through the welcome and information about the app.
- On the Add account page click on the bottom right Manual setup. This will then ask you to Enter the school's SEQTA Engage URL. Our SEQTA Engage URL is <https://nunawadings.cp.adventist.edu.au/>
- From there, you should be able to log in using your username and password.

If a parent has not set up an account, they will need to email admin@nunawading.vic.edu.au to receive a welcome email

To reset a SEQTA Engage password

Email jody.lawson@ncc2.vic.edu with a request to reset your password and suggest a few suitable times when the reset email is to be received. Note: the reset link is active for only one hour from the time the reset email is sent to the parent.

Google Classroom

Google Classroom is used by teachers to facilitate communication and to distribute assignments, handouts etc. Parents can also subscribe to receive email summaries showing your student's progress in the classroom.

- Missing work—Work that is late at the time the email was sent.
- Upcoming work—Work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails).
- Class activity—Assignments recently posted by teachers.

Parents won't receive an email summary if:

- There's no activity to report for the given time period.
- The student's teachers turned off notifications for their classes.
- The parent selected 'No summaries' for how often they'd like to receive emails.
- A parent isn't connected to any students in Classroom.

For more information about Google Classrooms for parents and guardians, [click on this link](#).

For more information about Google Classrooms for students, [click on this link](#).

Newsletters

A newsletter, informing parents and students of current and upcoming events is posted regularly on the school website. In addition, a fortnightly link is sent to parents via email advising them when this is available. Newsletter links are also posted on the website.

School Policies

The School has a number of policies in place that outline processes and procedures that address compliance requirements and affect various aspects of school life. A full list of policies are available to parents and the wider community on the school website.

Parent Events

A range of events are planned each year to facilitate communication between parents and the school and to give parents the opportunity to participate in the life of the school.

These events include Year Level Information evenings, Dedication Night, Report Night, Presentation Night, Working Bees and other events. These are published in one or more of the following methods: the NCC calendar, newsletters or via the school SMS service.

Information Evenings

Information evenings enable the school to share information about the unique aspects of the school program. Refer to the school calendar.

Dedication Night

As a Christian school, and consistent with the school motto of 'Nothing without God', we conduct a program early in the school year to commit the school program, participants and school families to God's direction and protection for the school year. The whole school community is invited to attend.

Other Events

Upcoming events are flagged in the newsletter and appear in the calendar. Events will be communicated during the year as events are planned and confirmed.

Parent Notes

Written parent communication is required to inform the school regarding relevant matters.

Absence from School

If a student is going to be absent from school for any reason, the parent or guardian should ring or email the school by 9.30am to advise of this absence (email admin@nunawading.vic.edu.au). If the school has not been notified of a student's absence by 9.30am, parents will receive an SMS from the School to advise that their student is marked absent and will need to call the school for confirmation.

If phone or email contact has not been made, a note of explanation signed by the parent needs to be presented to the School office on the day of return to school as formal confirmation of the absence.

The note is needed so the school can fulfil the requirement it has to keep absence notes to support the formal school record of attendance.

Out of Uniform

If an irregular/occasional situation arises that a student is unable to wear the school uniform required for the day, then a signed note of explanation by a parent/guardian needs to be presented at Student Reception.

Privacy

Personal Information is collected and used by NCC to:

- Provide services or to carry out the School's statutory functions;
- Assist the School services and its staff to fulfil its duty of care to students;
- Plan, resource, monitor and evaluate School services and functions;
- Comply with reporting requirements of Adventist Schools Victoria, government departments and authorities;
- Comply with statutory and or other legal obligations in respect of staff;
- Investigate incidents or defend any legal claims against the School, its services or its staff;
- Comply with laws that impose specific obligations regarding the handling of personal information.

For further information refer to the NCCS Privacy Policy found on the school website.

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, NCC implements the following strategies for the health and comfort of students:

- All 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.

School Photos

Individual and class photographs are taken once each year as a pictorial record for each year group and distributed to all students.. Details will appear in the College newsletter and Website calendar. Class group photos will be reproduced in the College Yearbook. Where a student is absent individual catch up photo sessions may be available.

Use of Student Images

Part of the enrolment process will involve seeking permission for use of student images in a range of publications including hard copy only and some also available in electronic form.

Sickness or Accident

If a student becomes sick or sustains an injury, he/she should report immediately to the class teacher. If necessary, the teacher will give permission for the student to be absent from class to see the College First Aid Officer who will provide support as required. Where the matter is regarded as serious, the

student will be taken to a doctor or to a hospital and the parents will be notified as quickly as possible. A student will be taken to hospital by ambulance if deemed necessary. An Incident Report will be completed by the teacher in charge and given to the Head of Campus. All family ambulance subscriptions and Medicare details must be kept up to date on the student's medical form. Copies are sent out at the start of each year to ensure data is accurate.

Students who are unwell before school are advised to stay at home. Students who have diarrhoea or vomiting should not come to school for 24 hours after their last episode of either.

Please note the section on Insurance earlier in the Handbook that particularly applies to accidental injury that occurs outside of school hours.

Student ID Cards

Students are issued with a photo ID card confirming that the student attends NCC. The card is needed to borrow items from the school library. Students should bring the NCC ID card on school excursions and also to VCE exams.

Telephone Calls

There is a phone available for student use at Student Reception and is only to be used outside of class time with permission from staff. Students may at times be invited by teachers to use their personal mobile phones for school activities and excursions, but otherwise the use of mobile phones is not permitted. Parents are requested not to contact students on students' phones during school hours. Please call the office where messages will be taken and passed on to students during recess or lunch break.

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.

Visitors

All visitors must report to the Reception to request permission to enter the School. The Principal, Head of Secondary or delegate has the right to refuse entry. If entry is granted, and after signing a register, a visitor's pass is issued which the visitor must display at all times while on campus. Under most conditions evidence of a current Working with Children check will be required and a copy kept at the School. If a visitor is working in any capacity at the School (either paid or voluntary) they must also satisfy government compliance directives by completing the NCCS Child Safe Code of Conduct.

A visitor is restricted in the visit to the time and location related to the purpose of the visit. The School retains the right to withdraw the visitor's pass at any time during the visit and require the visitor to leave the campus.

The provisions of the visitor's pass are intended for individuals with legitimate business at the College. Unauthorised persons on College grounds will be asked to leave.

Resolution of Concerns and Grievances

Parents

NCCS welcomes the opportunity to resolve a parent concern at the first instance. Please contact the relevant administrator (see the Administration section early in this handbook). There is also a detailed policy on the school website.

The parent may refer the matter for further examination to the relevant Coordinator, the Administrative Committee, the Principal and then Adventist Schools Victoria.

Nunawading Christian College has Guidelines for Parents with Complaints posted on the school website and all parents are welcome to view this.

Students

Students who have a grievance with the College are able to have their grievances dealt with through the following procedures. Students must work through the various levels as outlined below.

- a. An interview with the Year Level Mentor and/or Chaplain.
- b. If the grievance is not resolved at the interview, the student will discuss the matter with the Head of School, who may discuss the matter with the Principal or Administrative Committee if not resolved.
- c. The hearing of the dispute before an independent panel which has been appointed by the School Council.
- d. If the student or the School feels that the grievance resolution is unsatisfactory, either party may request the involvement of an external panel by contacting the Director of Education of Seventh-day Adventist Schools (Victoria) Ltd.

Handbook Amendments

The School reserves the right to amend the contents and procedures outlined in this Handbook.

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