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INTRODUCTION

The Gilson College Handbook is a compilation of the most important facts, procedures and information about the operations of the College from a student/parent's perspective. The Handbook is a general guide for all students and parents of the College, both current and prospective. The document is not exhaustive, that would be impractical, but it contains what we feel is the most important information to give new members of the community assistance in familiarising themselves with the College, and current members an effective refresher.

As the information in this handbook forms part of the policies and procedures of the College it is recommended that the document be read and understood. If you have any suggestions or comments regarding the content of the Handbook please pass them onto the office. That way we can continue to improve the document and make the transition of new members to the Gilson College Community easier. Thank you for your support and have a great year.

Gilson College Leadership Team

PRINCIPAL'S MESSAGE



*Welcome to **Gilson College**. This handbook represents an opportunity – an opportunity for you to start a journey with our community.*

This handbook is designed to give you a frame of reference for the journey into the rich academic and social world of Gilson College. We trust that you will grow not only academically and socially, but also spiritually just as one inevitably changes physically during the years Prep / Foundation through to Year 12.

I believe that you will have a more enjoyable and rewarding experience if you take the time to read through this book.

We are an inclusive community that supports the diversity of people that come together within a Christian context to grow and learn together. You will have the opportunity to develop life-time friendships, mix with people whose culture is different from your own and to develop interests and career options that you never could have imagined.

Each student has the potential to bring their enthusiasm and creativity into our College and add to the positive ethos that is a part of our campuses. We are privileged to live in one of the great places of the world and Gilson College seeks to give you an advantage that will help you make the world a better place.

I look forward to meeting you and getting to know you.

God bless,

*Mark B Vodell
B.A., Dip.Tch., B.Ed., M.Ed. (Hons.), MACE, MACEL, JP
PRINCIPAL*

ABOUT THE COLLEGE



Gilson College is a Christian co-educational day-college which is owned and operated by Adventist Schools Victoria, a subsidiary of the Seventh-day Adventist Church, and governed by an elected Council of Management. The College is part of the second largest private system of education in the world which has a history of excellence for over 120 years.

HISTORY

Our College traces its beginnings to the mid-1970s when a primary school was established in the suburb of Pascoe Vale. At the end of 1987 the Pascoe Vale School was transferred to the current Taylors Road site.

Originally known as the Keilor School, its name was officially changed in 1992 to Gilson College. William J. Gilson (1896-1974), a teacher, musician and educational leader with a love and passion for Christian Education, is honoured by the College bearing his name. His significant contribution to the work of Christian Education is recognized, and Gilson College seeks to continue this excellence in service to the community.

For more than a decade Gilson College has undergone a dramatic period of growth and development. Our academic program has extended into the senior years of secondary schooling and our building program has provided a pattern of improvements, extensions and developments to the College infrastructure. This program of growth is nearing completion.

In 2012 the College acquired Acacia College in Mernda, which became the Mernda campus of Gilson College, and will be the site of the growth of Gilson in the northern corridor. Both campuses share a common purpose and objectives, common policies and procedures and have some common events. Some specialist staff are also shared between both campuses and leadership and teachers from both campuses plan together on a regular basis.

THE COLLEGE CREST

As a member of the worldwide Adventist Education System, the Gilson College crest has the Seventh-day Adventist Schools initials emblazoned across the shield. The Latin phrase translates to "Nothing without God" and encapsulates the view that God is an integral part of our lives. The laurel garland on the sides is synonymous with the prize of achievement.

The book and the torch indicate the academic dimension and the pursuit of excellence we endeavour to have students adopt as an integral aspect of their daily lives.



THE RELIGIOUS MAKEUP OF THE COLLEGE

Gilson College was established to assist parents in the raising of Christian young people. There are a variety of Christian denominations represented and these include Adventist, Baptist, Roman Catholic, Coptic, Orthodox, Pentecostal, Anglican, and Uniting Church. This diversity is seen as being a strength of the College and encourages students to share their ideas and beliefs about God and to ask questions.

Despite these differences all students of Gilson College demonstrate love, respect and dignity that have become hallmarks of the community. All students are expected to engage in the religious activities of the College.

THE CULTURAL MAKEUP OF THE COLLEGE

Gilson College has a rich variety of cultures. Australian, South and South-East Asian, Middle Eastern, Hispanic, African and a variety of European backgrounds make up the bulk of the cultural components. This multi-cultural mix is another of the strengths of Gilson. Each culture brings something special and exciting to the mix.

THE COLLEGE PURPOSE

Our purpose is, through excellence in education, to develop people of integrity and Christian character.

COLLEGE VALUES

Our core values are those adopted by Adventist Schools Australia for all Adventist Schools. The nine values based upon 1 Corinthians 13 are: Excellence, Compassion, Humility, Respect, Integrity, Justice, Discernment, Responsibility and Hope. These are bound together through Love and Service.

COLLEGE OBJECTIVES

1. Spiritual - To foster and promote:

- An acceptance of Jesus Christ as our personal Saviour.

- A commitment to a consistent Christian lifestyle.
- A desire to serve God and the community.
- Active participation in the mission of the Christian Church.
- Jesus Christ as the solution to human problems.

2. Academic - To foster and promote:

- A commitment to excellence through diligent effort.
- An appreciation of knowledge and truth in harmony with God's Word.
- Powers of discrimination to select the best and avoid the questionable.
- The ability to think logically and critically.
- Academic excellence and pleasure in learning.

3. Social - To foster and promote:

- Self-worth as a basis for healthy interpersonal relationships.
- The development of self-control and self-discipline.
- Acceptance of others and a concern for their welfare.
- Responsible citizenship and leadership.
- Habits of courtesy, decorum and graciousness.

4. Physical - To foster and promote:

- Principles of healthy living through nutrition, exercise, water, sunshine, rest.
- A temperate life and an abstinence from those habits harmful to health.
- Teamwork and fair play.

5. Vocational - To foster and promote:

- A commitment to service for others as the most fulfilling of life's expectations.
- Skills that can be used to spread the Gospel of Christ and His soon return.
- The dignity of labour and a sense of pride in a job well done.
- The importance of setting and achieving worthwhile personal goals.
- The Objectives of the College.

THE PRINCIPLES OF DEMOCRACY

The programs of, and the teaching in, our College supports and promotes the principles and practice of Australian democracy. This includes a commitment to:

- Elected government
- The rule of law
- Equal rights for all before the law
- Freedom of religion
- Freedom of speech and association
- The values of openness and tolerance



SPIRITUAL NURTURE AND WELLBEING

As our crest suggests, spiritual development is the underlying focus of everything that we do at Gilson College. Biblical values influence policy and practise to a large degree and a holistic view of personal growth, including the spiritual component, directs our educational processes. In addition to this we look to address the physical and emotional components of an individual's life to ensure their overall wellbeing.



SPIRITUAL CULTURE

The spiritual culture of Gilson College is a combination of the words, actions and programs of students and staff revolving around God. As a Seventh-day Adventist Christian school Gilson College aims to provide for the spiritual development of both students and staff through regular worships and prayer, Chapels and less regular spiritually focused events such as Spiritual Emphasis Week (SEW). Biblical studies classes and the embedding of Adventist Special Character (ASC) throughout the curriculum ensures that all are touched by God's spirit whilst at the College.

Morning Worships

Each day at Gilson College starts with a time devoted to prayer and worship. The staff meet together for worship every morning and students also begin each day with this devotional time – each one encouraged to contribute their own requests to and thoughts about God. Each day staff also pray for a number of College community families – when it's your turn you will have the opportunity for particular prayer requests.

Weekly Chapels and SEWs

All students are involved in a weekly Chapel – which is a time of worship, prayer, singing and sharing. A special guest often visits to share knowledge or experience and student participation is encouraged.

Spiritual Emphasis Week (SEW) is an opportunity for the entire College to focus on spirituality. With a week-long program of music, prayer and scriptural sharing, God is brought to our focus and decisions are made for Jesus. There are usually two of these each year: one conducted by a visiting speaker, the other hosted by students and chaplains.

Chaplains

Chaplains are employed at the College primarily to provide for the spiritual nurture of staff and students, but are also heavily invested in the emotional well-being of all associated with the College. As such, they are available to discuss issues with members of the College community. Some of our chaplains are qualified counsellors but all are able to refer issues to more appropriate agencies.

While at school the chaplains are involved in organising chapels, visiting classes, conducting Bible studies, counselling staff or students and contacting families. We encourage chaplain involvement in classes and welcome their input into the educational program to further the spiritual goals of the College.

Church

Each campus has an on-campus church that meets on Saturday (Sabbath) mornings at 10 am in the Eco-Science Centre on the Taylors Hill campus and in the Acacia Room on the Mernda campus. The membership is made up of staff, student and community families and anyone is welcome to attend. The program includes singing, prayer, Bible study and sharing time.



GSDs

Each year students at the Taylors Hill campus are involved in the spiritual program for the on-campus Gilson College Community Church (GCCC). These Gilson Student Days (GSDs) are on the calendar from the beginning of the year. Each day involves one Primary class and one Secondary class working together to produce a program for the members of the church, parents and friends.

It is a powerful opportunity for students to share with the community what they have learned and demonstrate their skills and knowledge. Student involvement (once per year) is very positive and full student attendance is an expectation.

GSDs are planned for the Mernda campus in the future.

CSDW

The Combined Schools Day of Worship (CSDW) is a day when all the Seventh-day Adventist Schools around Victoria come together to share music, testimonies, prayer and worship together. It usually takes place during Term Three with one day for Primary schools and another day for Secondary.

STUDENT BEHAVIOUR MANAGEMENT PROGRAM - PB4L

PB4L stands for Positive Behaviour for Learning. The numeral four is used to highlight the importance of addressing all four areas of learning and development: Mental, Social, Physical and Spiritual. At Gilson College we foster a culture where respectful, responsible and resilient behavior promotes excellence in a Christian environment. Expected behaviours that are explicitly taught and encouraged are displayed in the matrix under the headings of our focus values: Respect, Responsibility and Resilience.

This behavior management program focuses on identifying and acknowledging positive behaviours to reinforce and encourage them. Should students have difficulty in maintaining the expected behaviours, consequences will be used to address these issues to encourage students to learn from their mistakes. Teachers will address these incidents as they arise and keep parents informed. Should there be ongoing issues the table below summarises the levels and processes that are worked through.

Level	Student Behaviour	Teacher Responsible
Level 1:	Positive and affirmed	Class Teacher
Level 2:	Minor Infringement	Class or Homeroom Teacher
Level 3:	Continuous Minor Infringements	Level Leader
Level 4:	Significant Infringement	Head of School
Level 5:	Continuous Significant or Serious Infringement	Principal

General day-to-day discipline is the responsibility of the classroom teachers who will endeavour to keep parents informed of issues as they arise.

At Gilson College we foster a culture where respectful, responsible and resilient behaviours promotes excellence in a Christian environment.

Taylor's Hill Campus	Being RESPECTFUL means I will...	Being RESPONSIBLE means I will...	Being RESILIENT means I will...
Always and Everywhere	Be kind Be obedient Be courteous Be non-discriminatory and fair Be considerate of others' belongings	Be honest Help others Own my actions Care for the environment Care for my belongings Wear uniform with pride Tell if something is unsafe	Have a positive mindset Accept consequences Be open to change Be forgiving Be patient
Assembly and Chapel	Listen actively and follow instructions Participate with a positive attitude Be quiet and patient	Be a positive role model to others Assemble and leave in an orderly manner	Ignore distractions and focus Be open to learning new ideas
Canteen	Wait patiently in line	Put my rubbish in the bin	Accept disappointment
Gym	Listen actively Follow instructions	Keep the gym clean Wear correct footwear Take care of and return equipment	Show good sportsmanship Actively participate Always try my best
Learning Areas	Listen actively Speak politely Follow instructions Work cooperatively	Be organised and on time Take care of all resources Be honest in my work Ask for help	Have a go before I say no Learn from my mistakes Never give up Try my best
OSHC	Speak politely Follow instructions Care for all equipment	Keep the area clean and tidy Be honest, fair and trustworthy	Be positive and flexible Look for solutions to problems
School Grounds	Share space and equipment Play appropriate games and be fair Use good manners and kind words Be friendly and helpful	Keep the school clean and tidy Take care of equipment Stay within boundaries Report dangerous equipment or behaviours to a teacher	Demonstrate sportsmanship when playing games Bounce back when things do not go to plan Include and encourage others Try new games
Technology	Be cyber safe Communicate appropriately	Follow the ICT Acceptable Use Agreement Use technology for my learning Report any problems to staff Keep personal details private	Try to problem solve
Toilets	Leave the toilet clean and tidy Give others privacy	Flush the toilet and wash my hands Use toilet paper and toilet for its intended use	Wait my turn
Transition areas / Lockers	Monitor my noise level Be mindful of others	Put rubbish in bins Be organised and on time Keep my locker locked and my combination code private	Wait my turn
Transport	Follow instructions Use my inside voice	Wear my seatbelt Stay in my seat	Remain calm



Gilson College - Mernda community fosters a positive learning culture where respectful, responsible and resilient relationships promote excellence in a Christian environment.

We are learning to:	Everywhere and always	Learning Areas	Lockers	Canteen	Toilets	Outdoor areas	Technology	In the community
Be Resilient	I am patient I am positive and flexible I accept consequences I forgive and move on I apologise I keep trying I stay calm		I keep my locker locked and my combination code private	I accept that things change	Speak up if I don't like something I know accidents can happen	I display good sportsmanship	I try to find a solution when technology does not seem to work.	I bounce back when things do not go to plan.
Be Respectful	I am polite I am kind I am courteous I am obedient I am inclusive I use appropriate language, tone and volume when speaking	I care for others and their belongings I raise my hand before speaking I follow directions I listen attentively I share the games/space I am punctual	I am careful with others and their property monitor my noise level wait my turn	I consider others around me	I flush the toilet I use the bins I respect others privacy	I take care of equipment and resources	I use my own devices. I communicate positively with others I keep personal details private	I say 'hello' and smile at others. I use positive language
Be Responsible	I own my actions and words I care for the environment I am honest I tell a teacher if something is unsafe I help others I am appropriately dressed/wear my uniform correctly I uphold the values of the college I use my time wisely	I am prepared I bring correct materials including my completed home learning I take care of all resources I walk inside I keep sports equipment games for outside I follow instructions I will keep the learning space clean and tidy	I keep my locker clean and tidy I am efficient	I visit the canteen only when purchasing	I use the facilities appropriately I keep the area clean I wash my hands I am efficient I use the toilet during break time	I put rubbish in the bin I play in the correct areas I choose appropriate activities and games	I follow the rules and guidelines of the Acceptable Use Agreement I report any problems to staff I am cyber safe	I look after the community resources, facilities and equipment
Be a learner	I problem solve myself I model positive behaviour I ask for help if needed I choose appropriate activities and games I learn from my mistakes	I ask questions I 'have a go' I do my best I encourage and support others	I plan ahead for my classes	I make healthy choices I think and plan ahead.	I go back to class or play straight away I can take care to conserve resources		I use technology to learn and discover new ideas	I am tolerant of others

EMERGENCY PROCEDURES

By its very nature an emergency is something that is unexpected but we can minimise the harm caused by emergencies when they occur by establishing clear policies and procedures. The document covering all emergency occurrences is the College's Critical Incident Management (CIM) Plan. This details what to do before, during and after a range of critical incidents.

All classrooms contain an Emergency Action Plan which outlines the procedures to follow in case of an emergency. These are clearly marked and ensure that everyone can be informed of what to do in an emergency.

Emergency Drills

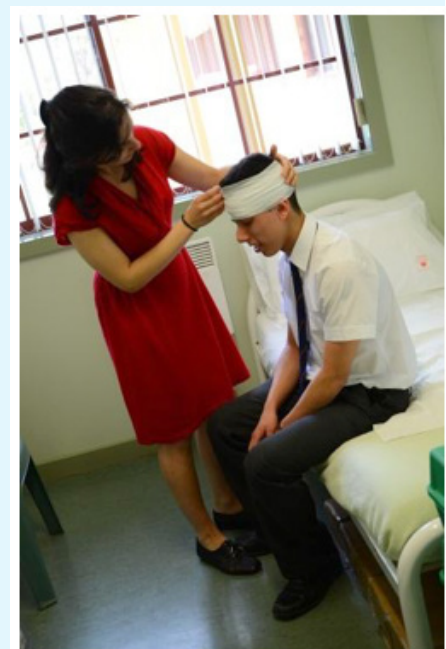
The College runs a number of emergency drills during the year to ensure all students and teachers are aware of procedures, and to keep up with regulations. The drills are either lockdowns (all personnel lock themselves inside their rooms) or evacuations (all personnel evacuate the classrooms). Whilst these may be traumatic events for younger students, teachers address these concerns prior to drills.

Sickness and Injury

Both campuses of the College have sickbays which are adjacent to the main office area. Students may be sent there when they are unwell. Office staff are qualified in the administering of medication if necessary but parental permission is required before this can be done. In some cases parents will be called to collect their sick child if they are able. If a situation arises off campus where medication may be required, a call to the office is generally made.

All staff have current qualifications for First Aid, CPR, anaphylaxis and asthma management to ensure that these emergencies can be addressed if required.

Whenever a student is involved in an incident (anything from fighting to a fall in the playground) an incident report must be completed. This is a legal requirement. These forms are usually completed by the teacher who witnessed the incident (usually the teacher on duty or class teacher) and are kept on file.



PHYSICAL HEALTH

Students are encouraged to develop positive physical habits including regular exercise, healthy eating and effective sleep patterns. Exercise is provided inside and outside the curriculum through physical education including swimming, team and individual sports and regular sporting competitions, but students are encouraged to develop personal habits of exercise. Healthy eating habits are encouraged through the canteen menu and College policy relating to foods we offer outside the canteen. Although sleep habits are outside the direct influence of the College students are encouraged to develop an effective sleep pattern – which includes avoiding late nights.



SUN PROTECTION

The sun has its benefits and its dangers and the College policy on student sun protection reflects this dual nature. Students are expected to wear hats when in the sun during the summer terms, that is, Terms 1 and 4, to avoid excess exposure to the sun. During Terms 2 and 3, the winter terms, when sun exposure is not an issue but Vitamin D deficiency is, students are encouraged to spend plenty of time in the sun.

THE FOOD POLICY

The Food Policy of Gilson College is based upon Biblical principles of health and the specifics of the Seventh-day Adventist Health Message. This involves not only the use of healthy foods but also the avoidance of unhealthy foods. As such all food provided by Gilson College and associated to Gilson College will be wholly vegetarian and providing a healthy alternative to students.

This includes food provided by the College canteens, food that is arranged on camps or excursions and any food that is associated with College events or fundraising. The Primary schools also have a "Fruit and Veg Only" Rule for recess time. This is to encourage students (and parents) to develop better health habits.

THE CANTEEN

Developing healthy eating habits is an important part of a child's education. It is for this reason that the Gilson College Canteen was established to provide healthy meals and snacks to staff and students (and it does that well). In keeping with scientific research and the Adventist church's own health focus our canteen is wholly vegetarian, avoids excessive sugar and salt and offers wholesome food at a reasonable cost.

Primary students are able to order their lunches each morning. Secondary Students may order in the morning or purchase at Recess and Lunch times. Canteen menus are published each term or are available on the website. At the Taylors Hill campus the canteen operates Monday to Friday while at the Mernda campus the canteen operates on Thursdays.



ATTENDANCE

It is expected that all students will attend school punctually on every school day, unless medical reasons prohibit this. It is also expected that students will remain on campus, and attend scheduled classes unless parents or teacher permission has been granted.

Assemblies

All schools on both campuses have assemblies for the purpose of roll-marking, awards and/or announcements.

At Taylors Hill the Primary Awards Assembly takes place each Friday during Chapel. It begins at 9am for Years 3-6 and 9:50am for Years F-2. On other days primary students go directly to classrooms unless there is a special event. Presentations of awards (such as sports days) take place during Chapel on the Monday following the event. The Secondary assembly takes place on Mondays, Wednesdays and Fridays on the Secondary Assembly Area and begins at 8:45 am. Tuesdays and Thursdays secondary students go directly to Homeroom.

At Mernda the Primary Awards Assembly takes place each Friday morning in the Acacia Room and begins at 8:45 am. All other days, primary students go directly to classrooms.

Absences and Lateness

If a student is absent from school it is marked on the morning roll and recorded in the Office. Each morning office staff contact the family of each absent student to verify the absence and remind them that an absence note is to be provided.

If a child is late to school they must report directly to the Office where they sign-in and receive a late slip. They then proceed immediately to class where they pass on the late slip to the class teacher. Students who are consistently late will be brought to the attention of the College administration.

Once on campus students are not permitted to leave campus until the end of the day, or without parental consent at any time. This includes senior secondary students who are expected to remain on campus even if they do not have formal classes.

If leaving class, students are provided with the appropriate tag or notation in the diary before leaving the classroom.

BREAKS

Students have two breaks during each day: Recess, which is mid-morning and lasts about 15-20 minutes; and lunch time, which lasts about an hour. These breaks allow students to have any drink or toilet breaks as needed and undertake any physical exercise, which is encouraged.

The Primary school has a "No Junk – Fruit and Veg Only" rule for recess time which encourages positive eating habits.

SUPERVISION

Playground supervision of students is provided by teachers from 8:20am - 3:45pm Monday - Friday. Students are discouraged from arriving before this time in the mornings.

After 3:45pm Primary students (at both campuses) who are still waiting for pick-up are escorted to OSHC where they can be collected by parents (there is a cost for this service). Secondary students are expected to attend Study Centre (Monday - Thursday) if they stay after school. After Study Centre secondary students are also escorted to OSHC where they can wait, with supervision, for parents.



SECURITY

The security of the College is the responsibility of all members of the College community. Effective security ranges from ensuring valuables are secure to approaching strangers on campus. The following are some important guidelines to remember:

- Valuable possessions should be stored in the Office if brought to school;
- Visitors must check in with the Office upon arrival – do not go directly to a classroom;
- Question anyone you do not recognise (without a Gilson College Visitors Tag) on campus;
- Report any suspicious activity to the Office;

LOST PROPERTY

Items of clothing, stationery, etc. that are found on campus will be taken to the Office. Items which are labelled will be available for collection (usually for a small payment) but items which are not labelled will be returned to the uniform shop for disposal – this usually means recycling or reselling. To avoid losing important items all clothing and possessions should be labelled clearly. Sewn-on tags are preferable on clothing.

STUDENTS AND THEIR LEARNING

LEARNING AND TEACHING POLICY

As expressed in the Gilson College Purpose Statement we have a focus on excellence in education. In practical terms this means that we have high academic expectations of our students and expect them and their parents to share these expectations.

Our Learning and Teaching Policy has a particular emphasis on literacy and numeracy across all learning areas, as success in these will transfer to other areas.

Assessment and Reporting

At Gilson College we see assessment as an ongoing process designed to keep the student, their parents and the teacher informed about the learning progress of the student.

All students are assessed according to VELS and Australian Curriculum standards or VCE/VET outcomes with feedback in the form of comments on student work, phone calls/letters home or notes in planners, formal written reports twice each semester and Parent-Teacher Nights twice each year.

In the Secondary School all students are expected to participate in examinations at the end of each semester. Starting small in the middle school these events lead up to the major external exams at the end of Year 12.

Homework and Study

All students are expected to complete some work and study at home. This starts at age-appropriate levels and gradually builds up to the rigorous expectations of the VCE. The table below outlines the basic time commitments expected at each level per night:

Foundation -1	10-15 min	Years 7-8	1-1½ hours
Year 2	20-30 min	Year 9-10	1½-2 hours
Years 3-4	30-45 min	VCE	2½-3 hours
Years 5-6	45-60 min		

It is strongly recommended that parents be involved in their child's homework routine as much as possible. Students who have parental involvement and guidance are far more successful and able to manage the stresses of academic life. Note, this does not mean parent's 'doing' the homework, but providing guidance and support.

Learning support

Gilson College provides learning support in a number of ways. Within the classroom all teachers differentiate for student abilities and knowledge. This can be in the form of Individual Learning Plans (ILP) or simply providing extra challenges to stretch advanced learners.

In the Primary School at both campuses all classes have access to teacher aides who are able to assist with the differentiation of student learning and learning support staff to provide specialised guidance for special needs students. This is gradually expanding into the Secondary School.

If you suspect that your child may require some extra support, talk to your child's teacher. This may include some professional testing at an extra cost.

Reading and Viewing Standards

As a Christian College, Gilson has important standards regarding the choice of reading material for students. Of course we want our students to be avid readers but their choice of reading material must reflect the Biblical values that are foundational to the College. With this in mind we discourage our students from bringing reading material which has excessive or unnecessary violence, sexuality, spiritualism, horror or anything which may negatively impact the moral development of our children.

We also commit to these standards by ensuring that any reading or viewing material provided by the College will adhere to these principles.



Plagiarism and Cheating

Integrity is one of the core values of Gilson College and we expect integrity as a part of the academic program. This includes not accepting cheating or plagiarism from students. Cheating is students seeking an unfair advantage during assessments. This includes taking unauthorised notes or materials into exams or gaining unauthorised assistance from another person. Plagiarism is using the work of somebody else without appropriate acknowledgement. This includes work from other students, books or websites and other sources. Students who are involved in such dishonest behaviour will face disciplinary action.

CURRICULUM

The Curriculum of Gilson College up to Year 10 is based upon VELS and the Australian Curriculum with a Biblical Studies component provided by the Adventist Schools Australia (ASA) Encounter curriculum. The senior years are based upon the VCE/VET curriculum with a Biblical Studies component provided through the VCE course Religion and Society.

Learning Areas F-10	Biblical Studies, English, Mathematics, Science, Humanities, The Arts, Information & Communication Technology (ICT)*, Health & Physical Education, Design & Technology*, LOTE - French*.
Compulsory VCE Subjects	English, Religion and Society.
Non-compulsory VCE Blocks **#	Mathematics: Maths Methods CAS/General and Further Maths Business: Accounting/Economics/Legal Studies/IT Applications Arts: Art /Geography/History: Revolutions Science: Chemistry/Physics/Biology/Psychology/Physical Education Practical: Hospitality (VET)/Design and Technology/Music/Sport and Recreation
Extra options ##	Any VCE course offered by the Distance Education Centre of Victoria (DECV), the Victorian School of Languages (VSL) or any other accredited VCE provider.
* may be optional in Years 9 and 10. ** VCE courses are offered subject to student numbers and staffing availability. # Currently offered at Taylors Hill but may be different when VCE is offered at Mernda. ## Some extra costs may be involved.	

The curriculum is designed to provide the widest possible range of studies whilst still achieving the standards set by the government. As students progress towards the final years of study the curriculum becomes more specialised and they are able to focus on desired paths of learning. Guidance is provided to enable these choices to be made effectively.

EOTC

Education Outside the Classroom (EOTC) is the College's designation for all learning that takes place outside of the classroom context, including excursions and camps. We believe that learning is much more than simply academic knowledge – it must also involve experiences, activities, sights and sounds that enhance and enliven classroom-provided knowledge.

In addition to EOTC activities with an academic focus the College also plans a number of outings with an 'extra academic' focus. This includes activities that build student resilience, self-confidence and social development. We also sometimes do things just because they are fun – don't underestimate its educational power!

F-Year 4	No overnight events
Year 5	Sovereign Hill, Ballarat
Year 6	Canberra
Year 7	Adventure Camp, Halls Gap
Year 8	Camping, Wilson's Promontory
Year 9	A range of camping/hiking Camps
Year 10	Service Camp
Year 11	Avondale College/Gold Coast Trip
Year 12	'Schoolies Alternative' Camp



All EOTC events, including each of the annual camps listed above, are carefully planned and supervised to ensure that student safety is never compromised while educational aims are met.

STUDENT APPEARANCE

An important aspect of Gilson's focus on excellence involves student appearance. We expect our students to look presentable all the time because we know that if they look good they will behave better and feel better about themselves.

School Uniforms

Students of Gilson College are expected to wear the correct uniform in the correct manner to ensure that they portray a positive image of the College, not only around campus but also in the community.

All uniforms are divided into Summer (Terms 1 and 4) and Winter (Terms 2 and 3) uniforms, although for boys in the Secondary there is little difference. All students also have a sports uniform, which is gender neutral. Except for shoes, all items of the uniform may be purchased at the College's uniform shops.

Primary Uniform

The uniform for Primary students is listed below with examples:

All Students Compulsory	Black, polish-able leather lace-up shoes*, zip-up jacket, tie (Winter) and wide brim hat (Summer).
All Students Optional	Jumper (worn only under a jacket) and parka.
Girls' Summer	Dress, navy bike shorts, white, knee-high socks and navy blue, black or white hair tie.
Girls' Winter	Tartan pinafore, white blouse, navy tights (or knee-high socks) and navy blue, black or white hair tie.
Boys	Blue shirt, grey trousers or shorts and grey socks (knee-high with shorts).
Sports	Tracksuit, polo shirt, shorts/skorts, white socks and runners. When swimming girls must wear one-piece bathers and boys must wear board shorts.
Hat	Worn during Terms 1 and 4.
* Velcro or buckle shoes are permitted for Foundation (Prep) students only. * If parkas or hats are worn they must be the Gilson College uniform items.	

Examples of Primary student uniforms





GIRLS' SUMMER	GIRLS' WINTER	BOYS' SUMMER	BOYS' WINTER	SPORTS
				

Secondary Uniform

There are some differences between the Primary and Secondary uniforms. The uniform for Secondary students is listed below with examples:

All Students Compulsory	Black, polishable (formal) leather lace-up shoes, blazer and tie (Winter only girls).
All Students Optional	Jumper (worn only under blazer when cold), scarf (when cold) and hat*.
Girls' Summer	Dress, white, knee-high socks and navy blue, black or white hair tie.
Girls' Winter	Tartan skirt, white blouse, navy tights (or knee-high socks) and navy blue, black or white hair tie.
Boys	White shirt, grey trousers or shorts and grey socks (knee-high with shorts).
Sports	Tracksuit, polo shirt, shorts/skorts, white socks and runners. When swimming girls must wear one-piece bathers and boys must wear board shorts.
Hat	Worn when in the sun during Terms 1 and 4.
* Scarves and hats must be the Gilson College uniform items.	

Examples of Secondary student uniforms

GIRLS' SUMMER	GIRLS' WINTER	BOYS	SPORTS
			

NOTE: These photographs are for illustrational purposes only.

Bags

In addition to these items all students are expected to carry their academic items in the College backpack and their sports items in the College sports bag.

Examples of school bags

PRIMARY PACK	PRIMARY SPORTS BAG	SECONDARY PACK	SECONDARY SPORTS BAG
			

Student Grooming

The College has high expectations regarding student personal grooming. This can be a particular issue for some students. Personal grooming includes cleanliness and personal hygiene, hair length and maintenance, jewellery and adornment.

Students who have come to school in breach of College appearance guidelines may be sent home until compliance is achieved.

Cleanliness and Personal Hygiene

As students grow, personal hygiene needs change and their habits must be modified accordingly. Basics such as regular showers, oral care and deodorant will maintain health and prevent embarrassment. The condition of uniforms should also be monitored to enable quick and easy repairs, or replacement if necessary.

Hair Length and Maintenance

Gilson has simple expectations regarding student hair length: girls should have their long hair tied back when around machinery, but tied away from their face at all times. The natural hair colour is to be maintained and extremes of colour and style are not acceptable.

Boys hair should be cut to a conservative, business-like manner – ‘short top, back and sides’ and away from the face. The basic natural hair colour is to be maintained and extremes of colour and style are not acceptable. Facial hair is not permitted.

Jewellery and Adornment

One plain stud in each ear lobe is permitted of no more than 4mm in size for girls. No other piercings, including earrings for boys, are permitted. All hair accessories are to be navy blue, black or white. Skin-care products and/or make-up, if used, must be applied in a way which appears discreet and natural. Coloured nail polish and/or fake nails must not be worn and nail length must be within safe limits.

Casual Days

Casual Days take place once each term and give the students an opportunity to dress casually. They are usually linked to a theme. Students must pay (usually a gold coin) to wear casual clothes – the money is used by the SRCs for charity or to improve the College.

Although clothing on casual days is open to student choice there are still some important guidelines which must be remembered: student clothing must remain modest and practical (no revealing tops, shorts, skirts or leggings, etc.), respectful (no obscene or rude images or words, etc.) and covered shoes – no thongs, sandals or open shoes. The College’s guidelines regarding hair, jewellery and adornment are also to be maintained on casual days.

Possible Exemptions

Gilson College recognises that there will be cases in which the application of its Student Appearance policy will affect some students unequally or be unfair to them.

The grounds on which the application of the Student Appearance policy may affect some students includes:

- Where an aspect of the Student Appearance policy prevents a student from being able to attend school or

participate in school activities on the same terms as other students because of the personal characteristics of the student under anti-discrimination law (such as offending a religious belief held by the student or his or her parents or carers or it prevents the student from complying with a requirement of their religious, ethnic or cultural background)

- Where a student has a particular disability or health condition that requires a departure from the Student Appearance policy, either on a temporary basis or permanently
- Where the student or his or her parents or carers can demonstrate particular economic hardship that prevents them from complying with the Student Appearance policy.

There may be other grounds for exemption that may be allowed at the Principal's discretion.

The Principal is responsible for managing and conducting the exemption process in relation to the Student Appearance policy. In exceptional circumstances another staff member at the school may be appointed to consider an exemption request.

If an exemption is sought to the Student Appearance policy, a request should be made to the Principal setting out the grounds for the exemption, any relevant evidence and the modification to the Student Appearance policy that is requested. The request will be treated as confidential. The Principal will consider the request and seek to come to an agreement that is acceptable to all parties. Such an agreement may include:

- An agreed modification of the dress requirements rather than a complete exemption
- Setting conditions under which the exemption will be allowed.

The Principal or delegate will not unreasonably refuse to grant an exemption.

The Principal will keep a written record of all decisions made to grant an exemption in case the decision is questioned.

STUDENT ORGANISATION

Organisation is one of the vital life skills that our students will learn at Gilson College. All students are provided with a student planner which they can use to record important homework, study and appointment information. Gilson planners also contain a range of helpful topics involving life, learning and study which students should examine on a regular basis. Planners are a simple method of communication between home and school, are an important part of each student's equipment and should be taken to each class or room and referred to daily.

Another aspect of organisation which is important at Gilson College is the storage and transport of equipment. Equipment for the secondary students can be stored in lockers on campus, for which they are provided a combination lock. All students are expected to use a College backpack to transport their equipment and possessions to and from school. With forethought equipment can be organised to allow for maximum effectiveness with minimum weight – there should be few occasions when students are carrying all of their books at once.

When preparing for classes in the Secondary school students need only carry the materials for the next two classes – during the break they will have the opportunity to collect the materials for the two classes after the break.



THE EXTRA-CURRICULUM

A part of Gilson College's purpose is excellence in education, which is not confined only to academic areas, but includes extra-curricular areas such as cultural and sporting pursuits.

Cultural program

The College is in the process of expanding its cultural program to ensure students get more than just academic knowledge. Depending on the campus, this program currently includes a brass band/ensemble, Primary and Secondary choirs, debating and chess. These opportunities will develop as interests and skills grow.

Sport Program

Physical exercise is an important aspect of the education we offer at Gilson College and sport is an integral part of the program. The sport is divided into external and internal competitions and students have some choice of sports throughout the year.

The internal competition involves the Houses competing with each other and a tally of scores being kept throughout the year. A calendar of competitions is formed at the start of each year and the winning house announced on or near Awards Night. Shields are kept which record the winning Primary and Secondary house each year. Houses are consistent across both schools although there are separate competitions.

The external competition involves Gilson College students competing against students from other schools. This is done for a range of sports in both Primary and Secondary schools. There is generally some disruption to the usual program before and during these events but the competition has a positive influence on the students.

At Taylors Hill Primary sport is played on the ball court and grassed area between the classrooms, the middle school playground and courts and on the front oval. In the Secondary, the assembly area, outside courts and back oval are the main areas where students play sports. All students use the gymnasium.

At Mernda students play sport on the courts and the oval and a gymnasium will be planned for the future.

NOTE: Student attendance at extra-curricular events (such as sports) may be conditional upon their behaviour and academic performance.



THE L4L PROGRAM

Adolescence can be a particularly troublesome time for many families. It's a time when hormone overload, the search for identity and independence issues can fill an adolescent's life with chaos, confusion and loss. At Gilson College the Learning 4 Life (L4L) Program, which centres on Year 9, has been developed using worldwide research and evidence to provide a means for students to find direction and security.



The L4L Program is structured differently to the traditional school program and utilising 'experiential education' and EOTC to create avenues for students to develop confidence in themselves and others. A significant part of the year is spent outside of the classroom where vital life skills are learned and developed. It provides a framework upon which future success is built.

Much of the equipment that is utilised during experiential education is provided by the College but students are encouraged to purchase some items. Purchase guidance is provided by teachers. Feel free to talk to the Year 9 Level Leader for more information.

AFTER HOURS CARE

Outside School Hours Care

Outside School Hours Care (OSHC) is the program established to provide care for children of parents whose work commitments prevent them from keeping 'normal' hours. OSHC operates, in the College Gymnasium at Taylors Hill (6:45am and 6:15pm) and in the Acacia Room at Mernda (7:00am and 6:00pm). Taylors Hill also operates programs during school holidays.

The OSHC program is mainly, but not exclusively, for Primary-aged students. OSHC staff are trained and qualified and ensure that healthy activities, food and entertainment are provided when appropriate. OSHC payments are not included in College fees and separate arrangements must be made.

Study Centre

The Gilson Study Centre was established to ensure that secondary students have a place where learning can be supervised after school. The Study Centre at Taylors Hill is housed in the College Library, supervised by teaching staff and operates from the end of school to 5pm on Monday to Thursday. Study Centre will be established at Mernda as the

secondary develops.

Students are supervised in Study Centre while they are waiting to be picked up by their parents, or they are sent to the Study Centre by teachers when they have not completed their homework or assignments. Study Centre is not a place for afternoon social gatherings and students who are not there to work will be asked to focus or make their way home.

RESTRICTED ITEMS

At Gilson College we know that technology is an important part of life and can have a vital educational benefit, while also sometimes providing a distraction to educational outcomes. With this in mind there are a number of items which are restricted on Campus and certain College events.

Mobile phones are a part of life but may be a disruptive force on campus. Students are asked not to bring them to school, or at least turn them off when they arrive each morning. If a phone is seen in use by a student while on campus during school time it will be confiscated and will need to be collected by a parent from the Office.

A telephone is available for student use at student reception during break times. There is a small cost for this service.

MP3 players can not only be disruptive but may also antisocial. Just like mobile phones, if they are seen in use during school time they will be confiscated. Cameras are another valuable item that can be abused in a school setting. Students should not bring their cameras to school unless arrangements have been made with their teacher. If these items are confiscated by teachers they will be kept at the Office until collected by parents.

Each of these items is restricted on campus and during school trips off campus, including camps. In some circumstances, such as during long bus trips or when operating away from teachers, students may be permitted to use MP3 players or mobile phones but these occasions will be clearly announced and monitored.

In addition to these items of technology the College also restricts the use of skateboards and related items. Students may use these when travelling to school but not while on campus. For safety, students seen using these items without helmets will have them confiscated.

STUDENT LEADERS

Developing leadership in our young people is an important part of the College purpose. A Student Representative Council (SRC) made up of students taking leadership roles to ensure that students have a voice in the College. Each SRC (Both campuses - Primary and Secondary) is chosen annually based on votes of students and teachers.

Captains and Vice-Captains lead the SRC and in the Secondary school prefects are also chosen from amongst the senior students. Student leaders perform a variety of tasks in the school including taking worships, assisting teachers, leading out at assemblies and helping out during events.

Student leaders are given the opportunity to further develop their leadership skills by attending leadership seminars or training.



REGISTRATION AND DEREGISTRATION

Registration is the administrative beginning of the year with opportunity provided for necessary paperwork, organisation and payments to be made. Opportunity for registration is provided before school starts, one day for Primary students and the next day for Secondary students. During this time students and parents are able to purchase necessary uniform items, complete important forms and/or applications, choose selected subject options and make fee and other payments.

Deregistration takes place at the end of the school year for Secondary students, usually during one allocated day. Students use this opportunity to return textbooks and equipment that have been issued. The condition of these items is assessed and any lost or damaged items are charged to the family account.

Students who leave before the end of the year are required to deregister and return all items rented from the College before accounts can be finalised.

Registration and deregistration may take place outside of the scheduled days but fees may apply.

TEACHERS AND THEIR PRACTICE

PROFESSIONAL STANDARDS

All teachers at Gilson College are registered with the Victorian Institute of Teaching (VIT) which has comprehensive professional standards for teachers based upon the areas of Professional Knowledge, Professional Practice and Professional Engagement. These standards form the basis of professional appraisals for all teachers. For more information about these standards visit the VIT at www.vit.vic.edu.au

Adventist Schools Victoria (ASV), the organisation responsible for administering the educational system to which Gilson College belongs, also has a comprehensive system of teacher accreditation and assessment which makes all teachers at Gilson accountable. Each teacher at Gilson College is also expected to uphold a code of ethics which includes exemplary professional conduct and spiritual leadership. For more information about this system speak to any teacher.



PROFESSIONAL LEARNING

Gilson College has developed a Professional Learning Culture (PLC) which means that learning does not only take place with students in the classroom – teachers are also expected to be learners. The Objectives of the College encourage everyone to become life-long learners.

All teachers are involved in professional learning ranging from professional discussions in weekly staff meetings, seminars and training arranged by specialist organisations, to an annual conference where teachers within the ASV system come together for networking and learning. Most teachers are also involved in action research (focused on an aspect of improving their own teaching) or formal study to further their qualifications.

CASUAL RELIEF TEACHERS (CRT)

Casual Relief Teachers (CRTs) are temporary teachers who are hired by Gilson College to cover the absence of a regular teacher. Teacher absences may be due to a range of reasons, including: illness, professional learning, personal reasons and excursions or camps. When a teacher is absent they provide the appropriate work for their classes which are then covered by the CRT.

CRTs at Gilson College undergo a stringent interview and assessment process and are subject to the same expectations as regular teachers. All CRTs are also required to be registered with the VIT.

SCHOOL COMMUNITY

ENROLMENTS

Intake Levels

There are two main entry points at the College. The main intakes are at Foundation and Year 7, while admission to other non-intake levels is dependent on vacancies becoming available.

Enquiry and Application

The enrolment process varies slightly for the different entry levels, but each application goes through a number of stages (outlined below).

Obtaining and submitting an application (with the \$200 fee) is usually the first step in the enrolment process and is not a guarantee of admission. There is significant demand for places, and so each application is assessed to ensure that the College is a suitable fit for the needs of the student. The main entry points are Foundation and Year 7 and so families are asked to indicate the proposed calendar year as well as the school year of entry for their child.

Applications are prioritised based on several criteria, including family connection to Gilson College, active involvement with a supporting Seventh-day Adventist church, a satisfactory readiness assessment (Foundation), the maintenance of a relatively even gender balance, academic record, the student's interests and activities outside of school, and the date of application, and the numbers on the waiting list. Transfers from sister schools located within the state, interstate or overseas will also be considered.

SELECTION

Submitted applications are assessed against a range of criteria including those listed above, and then students may be invited to attend an interview with the Principal or Head of Campus. Applicants for Year 4 and any level above will be invited to complete an independently designed standardised general knowledge test. This is a thoroughly researched and nationally normed assessment instrument and provides a multifaceted estimate of students' level of general academic ability and aptitude. It should be noted that this is not the sole criteria for acceptance into the College.

OFFER AND ACCEPTANCE

For the main intake levels, Foundation and Year 7, a first round of offers will be made in June. A second and third round of offers take place in August and November respectively. Offers to successful applicants must be accepted within 10 days. Wait-listed Foundation applicants will remain on the waiting list in case vacancies become available. A refund for these applications is available, and the application will then be removed from the Primary waiting list. Primary wait-listed applicants will need to resubmit a new application for the Year 7 intake level with copies of the most recent academic reports attached. An enrolment fee for these applicants is not required. However, those families that have previously been refunded are required to pay the fee again if applying for a Year 7 place.

CONFIRMATION AND COMMENCEMENT

In the year before commencement, future students will be asked to confirm their intention to start. Each campus offers orientation activities to welcome students to our College community.

CLASS SIZES

Class sizes may vary across the year levels according to the identified educational needs of the cohort. An apparent vacancy does not guarantee an offer of a place.

Foundation is the largest intake at Gilson College, with the main objective to achieve an even gender balance. At the time an offer is made (first, second or third round), parents are asked to confirm acceptance of the place by payment of a term's fees. If the child does not receive a place at this time, parents are notified and asked if they would like to remain on the waiting list.

As part of the admissions process, students are assessed for readiness in early May. In some instances an additional year of Kinder may be recommended and parents invited to try again for the following year.

Year 7 is a second major point of intake, however these places are limited. As part of the admissions process, applicants will be invited to sit an entrance test when they are in Year 6. Applicants are also asked to submit copies of their latest school reports and details of co-curricular activities and hobbies. Following assessment of the test results, all applications are assessed by the enrolments committee. There are three rounds of offers May, August and November.

At the time an offer is made, parents are asked to confirm acceptance of the place by payment of a term's fees. If the child does not receive a place at this time, parents are notified and students may remain on the waiting list.

Admission at **other year levels** is dependent upon a place becoming available and the educational needs assessment of the existing cohort of students. Applicants at the top of the waiting list may be asked to submit the most recent school reports and to attend an interview with the relevant Head of Campus or the Principal. If an offer is made, parents are asked to confirm acceptance of the place within 10 days by payment of a term's fees in advance.

FINANCIAL INFORMATION

Gilson College gains its financial resources for operation from:

- Tuition and Service fees.
- Commonwealth and State Government grants.
- Funds raised by allocations to each Adventist Church within the area served by the College.
- Funds provided by the Victorian Conference of Seventh-day Adventists.

Please check the hand book supplement or the website for current financial details.

Application Fee

Upon applying for a place within Gilson College a \$200 Application Fee is payable before the application can be processed. This fee is wholly refunded if the application is unsuccessful, but non-refundable if the application is successful.

Prompt Payment Discount

A discount applies on full fee paying accounts which are paid promptly. The original invoice for full fee paying accounts will revert to the standard full fee after the due date. Call the College for more information.

Outstanding Fee Accounts

The financial viability of the College is largely dependent on the faithful and regular financial support of parents who avail themselves of the services the College provides.

The Committee of Management has further determined that if fees are outstanding and a satisfactory arrangement for payment has not been entered into, that reports and other College documentation may be withheld until accounts have been finalised.

Fee accounts that extend beyond the College guidelines may result in education privileges being withdrawn and accounts placed in the hands of a collection agency.

Education Maintenance Allowance (EMA)

Education Maintenance Allowance is provided by the government to assist low income families. The allowance will be paid in two instalments and to be eligible you must be a parent or guardian of a primary or secondary student up to the age of 16 and:

- a) hold a current Centrelink Pension Concession or Health Care Card or
- b) hold a Veterans Affairs (TPI) Pensioner Card or
- c) be a Foster Parent on the first day of Term 1 for the first instalment and on the first day of Term 3 for the second instalment.



Bus Co-operative

Gilson College operates a Bus Co-operative (currently at Taylors Hill and being developed at Mernda) to assist families with the transportation of their children to the College. Information regarding this service is available from the College Office. It is important that parents ensure all Bus Co-operative Contributions are made promptly to be assured of the continuation of service.

The Parent Engagement Program

The College operates a Parent Engagement Program to assist in the upkeep of the estate. All families assist in maintaining the building, grounds and services of the College – to the value of 32 hours per year, or pay in lieu of time not worked.

See Environment and Resources for more information.

INTERNATIONAL STUDENTS (FFPOS)

Gilson College is approved by the Department of Education, Employment and Workplace Relations (DEEWR) to be on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). This means we are able enrol Full-Fee-Paying-Overseas-Students (FFPOS) – these are students who live overseas and are here for educational purposes only.

International students are not eligible to receive Commonwealth and state grants, therefore costs related to educating overseas students are higher. For further information regarding international students and their conditions of enrolment contact the College.

COMMUNICATION

A positive relationship between teachers and parents is vital to the success of the educational program at Gilson College. This is primarily achieved through effective communication. Teachers are encouraged to maintain regular communication with parents, via:

- Phone calls,
- Emails,
- Behaviour letters or other form letters,
- Prearranged appointments,

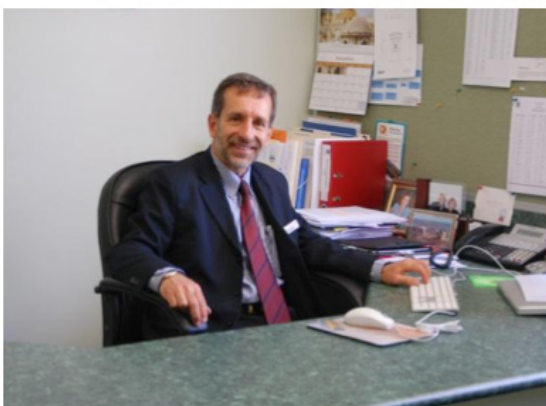
These contacts may be to report on behaviour or academic issues or successes, to provide information on upcoming events or to simply provide feedback. Parents are also encouraged to contact teachers to ask questions or provide clarification or information on school-related issues.

At the end of each week a newsletter – The Gilson Gazette – is produced. This provides information about what has been happening at Gilson over the past week, upcoming events and any other items of interest to the College community. A quick read by both parents and students will ensure that they are up-to-date with College life.

The Gilson College website (www.gilson.vic.edu.au) is another source of information on Gilson College. Comprehensive and up-to-date, the website provides enough information to keep the community aware of the most important events on the College calendar. Some documents, pictures and past copies of the College newsletter can also be downloaded from the website.

The use of social networking is also improving the level of communication within the Gilson College community.

For professional ethics reasons staff are not permitted to 'friend' students or parents but there are plenty of opportunities for students and parents within the community to interact – the Parents and Friends Facebook page is one example.



Conflict Resolution

When an issue arises with a teacher or another student (and there is bound to be some issues in an environment with hundreds of other people!) it is important to address the issue quickly and directly.

It is important to go directly to the teacher concerned (rather than talking about the issue with others) – the issue may be the result of miscommunication. In most cases the issue can be easily fixed and the

teacher will appreciate the feedback, remembering, of course, that feedback goes both ways.

If the issue cannot be resolved at a personal level there are a number of avenues which can be followed. Consult with the person at the next stage of the hierarchy for a resolution:

1. Teacher
2. Level Leader

3. Head of School
4. Principal
5. Conference Education Director

Avoid going "directly to the top" without speaking to the teacher concerned. The office staff will be able to assist you in reaching the right person.

We encourage parents to communicate with teachers but not during learning times (8:30-3:45), unless an appointment has been made.

PARENT-TEACHER NIGHTS

Parent-Teacher Nights are another way of ensuring that the communication between teachers and parents are effective. Parent-Teacher Nights generally occur at the end of Terms 2 and 3 when assessments and reports have been completed. You will be notified of specific dates at the beginning of each year.

A booking system is in place to ensure that teachers are able to see as many families as possible, and all appointments are made through the Office.

PARENT ENGAGEMENT PROGRAM (PEP)

Gilson College encourages parents to be involved in the education of their children and provides a number of opportunities for this to occur. The PEP is designed to increase parental engagement in the educational processes of Gilson College. Research shows that increased parental involvement results in better outcomes for students – the PEP provides the opportunities for parents to become more involved. All families are obliged to be involved in maintaining the buildings, grounds and/or services of the College. Each family contributes at the rate of 8 hours per term.

Working bees are one way that parents can increase their involvement. Working Bees take place twice each term, usually on a Sunday morning, to assist in the upkeep of the College. Other methods of contributing include assisting in classrooms or on excursions, working in College canteens, providing services such as book-covering or other specialist services, involvement in the Parents and Friends Committee or the Alumni Association.

For those families to whom distance, work commitments, etc. make this requirement difficult, the opportunity exists for them to contribute to the funds of the PEP at the rate of \$12.50 per hour for each unworked hour. Further details can be obtained from the Office.

This requirement to contribute to the PEP is waived in the case of FFPOS where the cost is included in the fees.

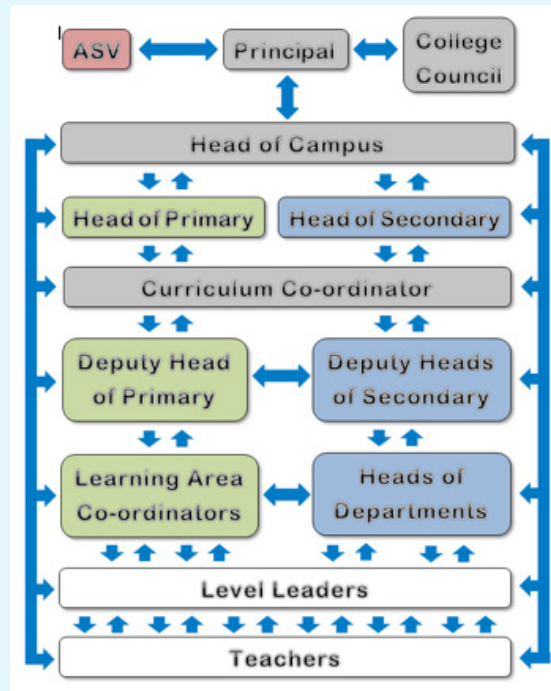
SCHOOL PHOTOGRAPHS

Professional school photos are arranged as a service to parents once a year. This takes place on Photo Day, usually during Term Two. A wide variety of prints are available but parents are not obliged to buy any photographs. Arrangements can be made for family and group photos if desired.

LEADERSHIP AND MANAGEMENT

THE COLLEGE STRUCTURE

Gilson College operates within the auspices of Adventist Schools Victoria (ASV) under the umbrella of Independent Schools Victoria (ISV). The College Council and the Principal oversee the management of the College – on both campuses; the Heads of Schools manage the day-to-day processes of each school with assistance from Level Leaders and Heads of Departments; and teachers are directly responsible for student learning.



THE YEAR STRUCTURE

Each academic year lasts approximately 40 weeks and is divided into two semesters of 20 weeks each, which are, in turn, divided into two terms of approximately 10 weeks each.

Between each term a two-week holiday provides opportunity for a rest and recharge (including some study), with six weeks holiday at the end of each year.

YEAR			
Semester One		Semester Two	
Term One	Term Two	Term Three	Term Four

Detailed reports are completed at the end of each semester with less detailed Interim Reports completed at the end of Terms One, and Term Three for Secondary only. In the Secondary School academic exams may take place at the end of each semester and Awards Nights highlight student achievements at the end of the year, with an emphasis on Year 12.

POLICIES AND PROCEDURES

College operations are defined through a range of policies and procedures which make College operations more effective and efficient.

The College is regularly writing, reviewing and updating policies to ensure the College is compliant with legislation and changing circumstances. Policies cover all aspects of College operations and are reviewed on a regular basis and ensure that College rules and expectations are consistent and fair.



Copies or explanation of policies are available upon request and suggestions for improvement or the development of additional policies are welcome.

THE QUALITY ADVENTIST SCHOOLS FRAMEWORK

The Quality Adventist Schools Framework (QAS) is a system designed to structure the ongoing improvement of all aspects of the College. The main components can be summarised in the following table:

DOMAIN	DOMAIN COMPONENTS
Adventist Identity	Vision, Mission and Values Special Character Sharing Faith Pastoral Care
Learning and Teaching	Rationale for Learning Student Learning and Engagement Teaching Practices Curriculum Assessment and Reporting Student Achievement Professional Learning
Leading School Improvement	Leading the Learning and Improvement Culture Improvement Processes and Planning Human Resources Finances, Facilities and Resources Compliance and Accountability
Community Partnerships	Students and their Families Church Wider Community Professional Partnerships

The Framework is designed to provide the College leadership with key questions in each of the priority areas, distinct goals to achieve and practical processes to implement in reaching towards the goals. Each year the framework will be evaluated, successes and failures analysed, and goals re-established for the following year.

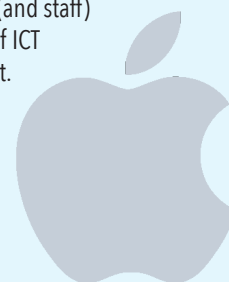
INFORMATION AND COMMUNICATION TECHNOLOGY

INTEGRATION OF ICT (E-LEARNING)

Computing is an integral part of teaching and learning and it is taken seriously at Gilson College. Significant investment has gone into the development of Specialised ICT labs and classroom technology and more investment is being made into providing students with access to mobile computing technology and equipping teaching staff with the capacity to integrate ICT into all areas of learning.

Technology is a tool to be utilised in the learning process and the more skilled the students (and staff) are in using technology to aid their own learning the more effective they will be. The integration of ICT into all teaching areas provides a more effective context for learning than a stand-alone ICT subject. ICT specialists work with students and teachers to ensure that technology is used in new and innovative ways but still with the focus on student learning.

The majority of computers used at Gilson College are of Apple manufacture, ranging from desktops to laptops and tablets, but there is also a range of other interactive technologies. Students have access to the entire range of technology offered at the College and are provided with a laptop to use for their own study upon the commencement of the VCE.



THE ACCEPTABLE USE POLICY (AUP)

Computers have made life and work much more effective and efficient but they also create the potential for damage to individuals and organisations. With this in mind all students are expected to agree to the Acceptable Use Policy (AUP) of the College. This policy outlines the acceptable use of computers, software and hardware which maximises results whilst minimising less positive outcomes.

At the beginning of each year students are asked to read and agree to this policy, and sign the agreement form which is then filed. Student use of technology at Gilson College is monitored and uses in breach of the AUP will usually result in a reduction of access to technology privileges, and may be referred to the Discipline Committee for further action.

during times allocated for study) also constitutes a breach of the AUP. Breach of the AUP may result in the restriction of network privileges, deletion of programs or apps, or the confiscation of the device. Details of this will be discussed with students in more detail.

The use of unauthorised software or authorised software in unauthorised ways (such as listening to music



THE PRIVACY POLICY

Personal information is collected and stored at Gilson College. This information is used for the primary purpose of education or other related purposes as reasonably expected. The staff at the College will only disclose personal information, including sensitive information, when it is authorised or required by the government. This confidentiality includes sharing student information with the student or parents/guardians of the student only. For more information refer to the Gilson College Privacy Policy.

USE OF IMAGES POLICY

Gilson College's Use of Images Policy is based upon government legislation and covers the collection and use of personal information. This includes photographs, digital images and video. The Act allows for the use of images in the ordinary educational activities of the College, including: College identification cards, class or team photographs, and Col-

lege yearbooks. Uses which will require consent include: publication in public newspapers or magazines, publication on websites, use in marketing material. Images of staff and students will be stored with due care to privacy principles. Access to images is limited to authorised individuals and used only for authorised College purposes.

All students will be provided with a Use of Student Images Consent Form upon enrolment. This is a once-only consent which covers the use of images and personal information for the term of their enrolment at Gilson College. The form is completed by parents before enrolment can be finalised.

Where College events are recorded (video and/or audio) by parents the principles of this policy must be followed. This means individuals should not be identifiable without consent. A copy of the Policy can be collected from the Office.

ENVIRONMENT AND RESOURCES

THE PHYSICAL ENVIRONMENT

The Taylors Hill campus is situated on 12 hectares, containing learning and specialist buildings, sports and play areas and gardens. The campus is involved in an ongoing process of development and beautification to further improve the learning environment.

The Mernda campus is situated on approximately 13 hectares containing an administrative building, a primary and a secondary complex. Completion of current developments and further expansion is planned.

Students are encouraged to spend time outdoors, which is an important part of the learning process. To facilitate this significant 'green' areas are being developed around both campuses.



THE LIBRARY

The College has a growing student library on each campus. As a resource centre for Gilson College the library provides:

- Books and periodicals to support the academic and recreational reading programmes of the students and staff,
- Advisory services to assist library users make efficient use of the library facilities,
- Daily newspapers,
- Areas for study, reading and quiet group work.

The loan period for books is 1-4 books, per student, for up to two weeks. Loans may be extended by a further two weeks provided the book in question is not in demand by other users. A student with an overdue book is unable to borrow further books until the overdue book is returned and a fine paid.



The student presents their books for borrowing (using an ID card at Taylors Hill or a thumb print at Mernda) then the librarian or teacher checks out the books. Students with overdue books are reminded personally, with overdue notices and in homeroom announcements. The replacement value of any lost books will be charged to parent accounts.

The College library is used for both private study and classroom reading and research purposes. Senior students are able to go to the library for private study whenever their timetable allows.

The library is to be used for study or reading at all times – it is not a place for social networking. Students who fail to use the library as expected may face disciplinary measures.

TEXTBOOKS - SECONDARY

Gilson College provides all textbooks used in classes. All textbooks are purchased by the College and rented by the students. The rental fees are included in school fees and finalised at Registration. Most books are issued to the students during the first week of classes. This may also include digital resources such as CD ROMs.

As the College owns the textbooks, it is important that students show care in their textbook use. At Deregistration textbook loss or damage is recorded and compensation charges made to parent accounts. This keeps students accountable.

THE GYMNASIUM

The Gilson College Gymnasium, at Taylors Hill, is a state-of-the-art centre for sport, recreation and events, is utilised throughout each week by the entire College and community groups for sporting events. The gym is used during the school day for sport and PE classes and for student recreation during break times. Each evening it is used for extra-curricular sporting activities or hired by local sporting groups for training and/or competitions.

The gymnasium building also houses the Uniform Shop and the OSHC Centre.

A number of times each year the gymnasium is also used as a venue for major church or College events, such as Parent/Teacher Nights, Awards Nights and regional meetings. During these events the gym is not available for its usual sporting use.

When available the gym may be hired by local church or sporting groups. Contact the College for more information. There are plans to develop a similar gymnasium on the Mernda campus as the College grows.



BUSES

The College operates a bus service, but numbers are limited and waiting lists are long. There is a cost involved and payments must be prompt for students to remain on the list. If you would like information regarding this service contact the College.

MUSIC TUITION

Individual/group tuition is available for a range of instruments including piano, guitar, woodwind and percussion. Some instruments may be hired from the College. Contact the Office for more information.

DRIVING AND PARKING ON CAMPUS

With a growing College community, the number of cars on campus is also increasing.

The College has designated parking available for staff, students, visitors and any parents who visit the campus outside of daily drop-off and pick-up times (8:20-9:00am and 3:00-3:45pm). For quick visits there is visitor parking in front of the Administration building. For longer periods there is parking on the western and eastern sides of the Taylors Hill campus or the eastern side of the Mernda campus.



During drop-off and pick-up times parents are asked to avoid adding to local congestion if possible. Options include parking off-campus (for example at the nearby park at Taylors Hill) and walking to the College or simply leaving the car at home and walking with your children if you live nearby. If you cannot avoid entering the campus during these times it is vital that respect and patience is displayed towards other drivers, pedestrians and staff.

All drivers on campus are expected to adhere to 15 kph speed limits, parking signs and generally drive in a way that maintains a safe environment for all pedestrians and other drivers.

BREAKAGES AND DAMAGE

We expect students to care for the environment, buildings and resources of the College. The cost of breakages and damage caused by irresponsible, careless or malicious behaviour will be charged to the parent or guardian of the student involved, in addition to any disciplinary actions to be borne by the student. The cost of accidental damage will be borne by the College.

Ideally, we expect all students to treat the environment, buildings and resources of the College as if it was their own.

If there are any omissions or inaccuracies in this handbook, or you simply wish to comment please contact the College. Your feedback would be appreciated.

APPENDICES

FAQS

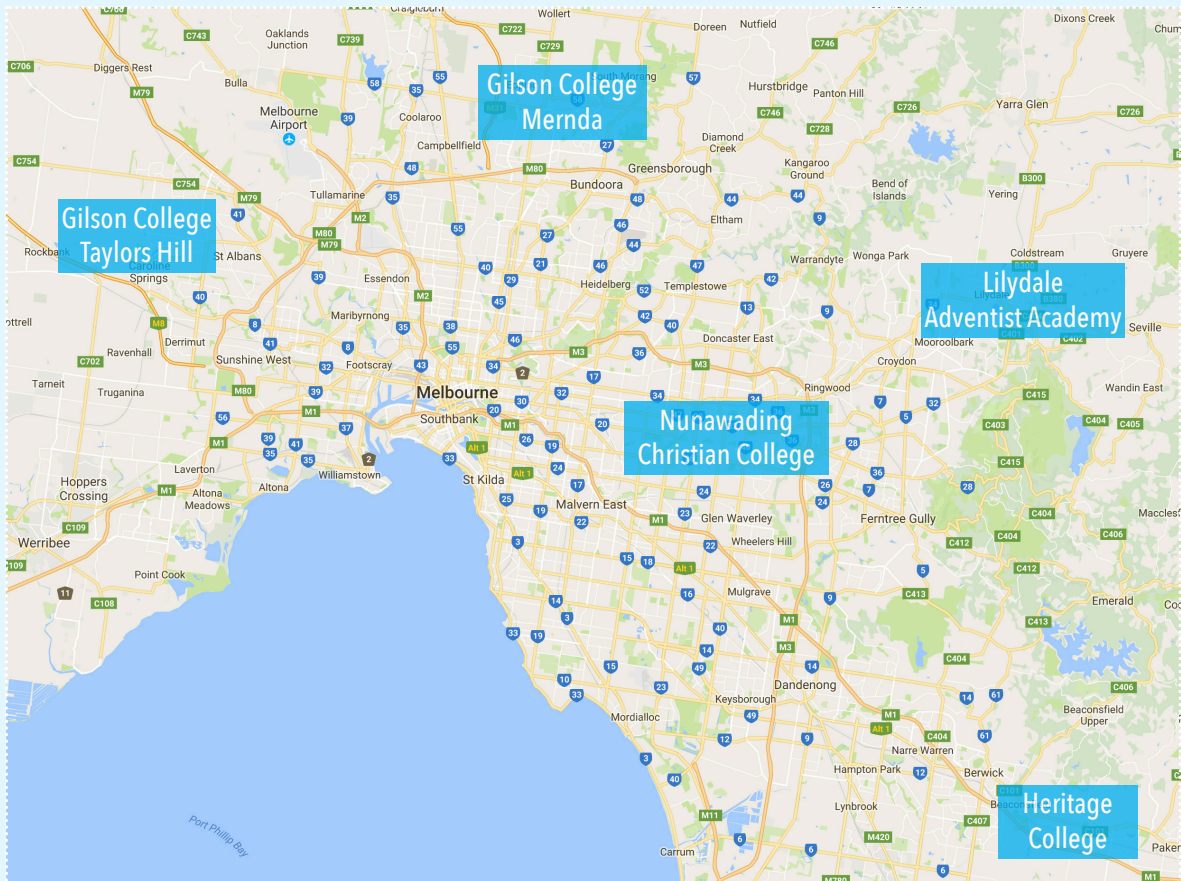
1. How do I go about enrolling my child? First, contact the College to ask for an Information Pack and make an appointment to see the Admissions Co-ordinator.
2. Do you have any places available for my child's year level? That depends of the year level – there may be waiting lists for some levels. You will have to call the College to ask.
3. Do we have a bus service? Yes, but demand is high. Refer to the website for details.
4. Which area does the bus go to and where is the closest pick up and drop off? The buses service most of the surrounding suburbs and usually stop at the corner nearest to your home.
5. Can I put my child on the waiting list? No, you must undergo the enrolment process before being placed on a waiting list.
6. When are the open days? Gilson College has no open days but school tours can be arranged by appointment and Public Information Nights occur in March and August.
7. What are the school fees? Refer to the Handbook Supplement for details.
8. If we have more than one child, is there a family discount? Yes. Refer to the Handbook Supplement for details.
9. Can I have a school tour? Yes, school tours can be arranged by appointment.
10. What subjects do we offer? Refer to Page 14 of the handbook.
11. At what age can we start enrolling my child? No earlier than 3 years.
12. Does my child have to do religion as a subject? Yes, Religion (or Biblical Studies) is compulsory from Foundation to Year 12.
13. How many students in a class? Class sizes are limited to 25 but some classes may be less due to special needs within the class.
14. Is the \$200 enrolment fee refundable? Only if the applicant is NOT accepted.
15. When does the Enrolment Committee meet? During May, September and November.
16. Does my child have to sit for a test? Yes, the Acer General Ability Test (AGAT) for Years Four and above.
17. Can I get the results? No, they are confidential.
18. Is Gilson College zoned? No.
19. What are the criteria for my child to be accepted, especially a Prep child? Criteria include age appropriateness, socialisation, and academic aptitude, sibling of an existing student, son or daughter of a former student and are kept confidential by the Enrolment Committee.
20. My child turns 5 the day after the cutoff date (currently 30th April) can I still enroll them for that year? No, the child would start the following year.
21. Does Gilson College offer any scholarships? Yes. See the website for information.
22. When does my child sit for the scholarship test? Usually in May.
23. Is there a fee to be paid for the scholarship test and how much is it? Yes, around \$80.
24. If my child is given the scholarship, what is the value of the scholarship? See the website for information.
25. Can I get a discount on school fees because I have a Health Care card or I am on a pension? No, but you may be eligible for the government's Education Maintenance Allowance (EMA).

MAP

Gilson College has two campuses. The Taylors Hill campus is situated on the edge of the Western Metropolitan region of Melbourne. The Mernda campus is situated on Melbourne's northern metropolitan fringe. Both campuses serve communities in growing areas of Melbourne.

The following map identifies where both campuses can be found, in addition to other SDA schools in the Melbourne area.

NOTE: this map is to be used as a guide only and may not be spatially accurate.



GLOSSARY

- **ASA** = Adventist Schools Australia
- **ASC** = Adventist Special Character
- **ASV** = Adventist Schools Victoria
- **AUP** = Acceptable Use Policy
- **AV** = Audio/Visual
- **CIM** = Critical Incident Management
- **EOTC** = Education Outside of The Classroom
- **GSD** = Gilson Student Day
- **ICT** = Information and Communication Technology
- **IWB** = Interactive Whiteboards
- **LA** = Learning Areas
- **L4L** = Learning 4 Life
- **OSHC** = Out of School Hours Care
- **PL** = Professional Learning
- **SEW** = Spiritual Emphasis Week
- **SRC** = Student Representative Council
- **VCE** = Victorian Certificate of Education
- **VELS** = Victorian Essential Learning Standards
- **VET** = Vocational Enterprise Training
- **VIT** = Victorian Institute of Teaching
- **WHS** = Workplace Health and Safety

