MELTON CHRISTIAN COLLEGE
HANDBOOK
2017
Melton Christian College is a marvellous place for children to learn and grow, as well as an intellectually stimulating environment for older students to deepen their understanding of life in community. The Melton Christian College Handbook is compiled to benefit the whole College community by providing a comprehensive directory of the life, work and organisation of the Primary and Secondary departments. It is also a formal statement outlining the expectations the College has of those who are part of this school community.

**Melton Christian College**

**Founded in 1985**

Principal: Mr David Gleeson  
Head of Secondary: Mr Derek Bendall  
Head of Primary: Mrs Jodie Vamplew  
College Council Chair: Mr David Micallef

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**TERM DATES 2017**

**TERM 1:**  
Tuesday January 31 - Year 1 to 12  
Prep have an alternative start – their families will be notified directly  
Wednesday is a rest day for Prep students for the whole of February  
First Wednesday at school for Prep students will be Wednesday March 1, 2017  
Thursday March 31 - Final student day of Term one

**TERM 2:**  
Wednesday April 19 - First student day of Term two  
Friday June 30 - Final student day of Term two

**TERM 3:**  
Wednesday July 19 - First student day of Term three  
Friday September 22 - Final student day for Term three

**TERM 4:**  
Tuesday October 10 - First student day of Term four  
Wednesday December 13 - Final student day for Term four
# TABLE OF CONTENTS

## MELTON CHRISTIAN COLLEGE
- **HISTORY**
- **STATEMENT OF FAITH**
- **OUR VISION & VALUES**
- **AIMS AND OBJECTIVES**
- **DEMOCRATIC PRINCIPLES**

## COLLEGE ORGANISATION
- **COLLEGE COUNCIL**
- **LEADERSHIP**
- **STUDENT LEADERSHIP**
- **HOUSES**

## SPIRITUAL LIFE
- **DEVOTIONS**
- **BIBLE CLASS**
- **CHAPEL**

## CURRICULUM & ACADEMIC STUDIES
- **PRIMARY CURRICULUM**
- **YR 7 & 9 CURRICULUM**
- **YR 10 CURRICULUM**
- **VCE, VCAL & VET**
- **CLASS TIMES**
- **ATTENDANCE**
- **HOMEWORK**
- **SUBMITTING WORK ON TIME**
- **ASSESSMENT**
- **REPORTS**
- **TUTORING**
- **TECHNOLOGY**
- **ICT PROTOCOLS**
- **CAMPS, INCURSIONS AND EXCURSIONS**
- **MUSIC**
- **LIBRARY/RESOURCE CENTRE**

## STUDENT WELLBEING
- **STUDENT RELATIONSHIPS**
- **STUDENT WELLBEING SUPPORT**
- **STUDENTS WITH DISABILITIES**
- **BULLYING POLICY**
- **HEALTH MATTERS**

## STUDENT CONDUCT
- **RESPECT GUIDELINES**
- **CODE OF CONDUCT**
- **RESPONSIBILITY FOR PROPERTY**
- **ENCOURAGEMENT/DISCIPLINE SYSTEM**
- **BEHAVIOUR MANAGEMENT**
- **COLLEGE UNIFORM**
- **PERMISSION TO LEAVE**
- **MOVEMENT AND TRANSPORT**

## ADMINISTRATION
- **PARENT – COLLEGE COMMUNICATION**
- **FAMILY CONTACT**
- **PERSONAL DETAILS**
- **COLLEGE PUBLICATIONS**
- **VISITORS TO THE COLLEGE**
- **RAISING CONCERNS**
- **MCC PRIVACY POLICY**
- **PAYMENT OF ACCOUNTS**
- **TEXTBOOKS**
- **CANTEEN**
- **PARENTS & FRIENDS**
- **OTHER ITEMS**
- **2017 STAFF LIST**
MELTON CHRISTIAN COLLEGE

HISTORY

Melton Christian College grew out of the ministry of Melton Christian Fellowship. It was started in 1985 in a rented building with nine students from Prep to Year 4. God continued to lead and our Brooklyn Rd property was purchased and the first buildings grew. Slowly, over several years, more grades were added to the College until full cohorts of students from Prep to Year 12 were operational. We currently have over 710 students in Primary and Secondary with strong VCE and VCAL programs.

STATEMENT OF FAITH

We believe in:

1. The divine inspiration of the Scriptures
2. The Sovereign Triune God
3. The essential and eternal deity and sinless humanity of the Lord Jesus Christ
4. His conception by the operation of the Holy Spirit and His subsequent virgin birth
5. His suffering and His substitutionary death for humanity
6. His resurrection from the dead and ascension to the right hand of God the Father
7. Salvation through faith, only obtainable through a new birth “experience”
8. The visible second coming to earth of the Lord Jesus Christ for His Church
9. The Kingdom of God made up of all born-again believers in the Lord Jesus Christ regardless of denominational affiliation
10. A Christian life in conformity to the standards expressed in the Scriptures
OUR VISION & VALUES

Melton Christian College provides excellent God-centred education in a caring and nurturing environment, equipping students to reach their full potential in Christ.

- **Striving for Excellence** in all we do. Colossians 3:23 Whatever you do, work at it with all your heart, as working for the Lord, not for human masters...

- **Being Christ Centred**, upholding the Christlike values of Honesty, Integrity, Grace and Humility.
  Colossians 3:23 Whatever you do, work at it with all your heart, as working for the Lord, not for human masters...

- **Caring and Nurturing** to establish and uphold a loving, caring and safe environment. Luke 6:31 Do to others as you would have them do to you.

- **Upholding Respect** for God and the Bible, Attitudes and Actions, Speech, Personal Space and Property.
  Luke 6:31 Do to others as you would have them do to you.

- **Passion and Commitment** towards teaching and learning. Ensuring that everyone reaches their God-given potential. Colossians 3:23 Whatever you do, work at it with all your heart, as working for the Lord, not for human masters...

AIMS AND OBJECTIVES

- To provide a quality educational program arising from a sound biblical foundation based upon the fundamental truths of the Word of God.

- To provide high quality academic education to young people of any ethnic background, in an environment consistent with Christian foundations and our Australian democracy.

- To deliver a Christ-centred education by committed Christian staff supervising each child’s holistic development in building a faithful relationship with God through their faith in Jesus Christ.

- To equip each child for adult life by developing a respectful, mannerly and disciplined character.

- To help children honour the Lord daily by highlighting the responsibilities God has given them and their capacity to shoulder them.

- To develop individual gifts within each student to empower them to make an informed, responsible contribution and demonstrate leadership within the broader community in areas of relationships, values, faith and character.

- To provide education highlighting the importance of family life as well as respecting equally all forms of Christ-honouring work for people who seek justice, truth and peace.
DEMOCRATIC PRINCIPLES

In the spirit of Romans 13, this College community acknowledges with thankfulness to God, that the College is able to prosper under the principles and practices of a democratic nation and the policy frameworks of both its Federal and State Governments.

We acknowledge with gratitude that we, together with all Australian citizens, have the freedom to pursue our Christian religious beliefs and to live out a Christian worldview that is founded upon those beliefs.

We honour and commit to the fundamental freedoms of speech and association for all Australians. We realise that our fundamental right to teach our students from a Christian viewpoint originates from this Australian freedom.

We accept the right of our elected Governments and their officers to prescribe certain conditions pertaining to the programs and teaching practices of schools. We acknowledge that those conditions will need to be incorporated into our program in a way that does not diminish the government requirements nor our right to teach in a manner consistent with our declared religious beliefs around which our College operates.

Melton Christian College acknowledges that all persons are entitled to be treated equally before the law and, as far as it lies within our capacity to do so, we will endeavour to treat the members of our community with equity and fairness.

We are committed to living in peace with our fellow Australians irrespective of differences in faith, race or culture. We are committed to the social value of respect for all persons, as we appreciate the respect of all other Australians to our belief and our reverence for Jesus Christ whose sacrifice is available to all those who come to Him in trust and faith.

Our College is committed to an education that references its programs and policies to a Christian worldview. As such, the College is open to all families who seek an education based on Christian principles and standards.

The College is open to the normal processes of accountability required by Governments and commits to ethical and transparent practices in respect of each of those requirements.
COLLEGE ORGANISATION

COLLEGE COUNCIL

The College Council meets monthly to review the College’s performance and make decisions about its future direction. Current members include:

Mr David Micallef  Chairman, Director of Melton Christian Centre Ltd.
Mr Richard Doherty  Pastor of a local Christian Church
Mrs Catherine Pope  Parent within the College
Mrs Carolyn Uzelac  Parent within the College
Mrs Fiona Meager  Past staff member and local accountant
Mr Neville Findlay  Business Manager – ex officio member
Mr David Gleeson  Principal – ex officio member

Melton Christian College’s Principal, Mr David Gleeson, who reports to the College Council and is an ex-officio member of the Council, bears the responsibility for the College’s operational leadership.

Melton Christian College is a member of Christian Education National (CEN) and Independent Schools Victoria (ISV) which support the Council in many advisory areas. The College Council governance is under the policies and procedures required by the Victorian Registration and Qualifications Authority (VRQA) and other state and national government regulatory bodies.

LEADERSHIP

Principal  David Gleeson
Head of Secondary  Derek Bendall
Business Manager  Neville Findlay
Head of Primary  Jodie Vamplew
Yr11-12 VCE Coordinator  Amanda Gelsi
Yr 9-10 Coordinator  Kellie Giannes
Yr 7-8 Coordinator  Barry Ibrahim
Yr P-2 Coordinator  Jade Doherty
Yr 3-6 Coordinator  Jill Monnik
VCAL/VET Coordinator  Elizabeth Sfameni
Coordinator of Teaching & Learning  Kristie Barber
Design & Technology & Arts Faculty Team Leader  Dawn McAvoy
English Faculty Team Leader  Kristie Barber
HaSS & LOTE Faculty Team Leader  Namrata Shipstone
Math Faculty Team Leader  Edwin Sammut
PE Faculty Team Leader  Angela Crowe
Science Faculty Team Leader  David Waddell
Primary Curriculum Coordinator  Rachelle Grady
Primary PE Coordinator  Ian Shattock
Education Support Coordinator  Deb Litster
e-Learning Coordinator  Simon Doherty
Head of Pastoral Care  Bonnie Lang
STUDENT LEADERSHIP

COLLEGE CAPTAINS

Certain year 12 students are chosen as College captains each year. They guide the Lead Senate, attend student leadership workshops and lead the student body by exemplifying Christian standards, by excellent initiatives, study habits, and by community participation and involvement.

Lead Senate

Certain students from Years 10 and 11 are elected to form the Lead Senate. This team starts their term developing their portfolios. They too lead the student body through exemplifying Christian standards.

Senate

Other students from year 10 and 11 may be elected to support the Lead Senate in their various portfolios.

HOUSES

Melton Christian College has a four house system. The houses earn points in sporting events, annual activities and other events. Years 11 and 12 students are chosen as house captains each year and are responsible for student leadership within each house.
SPIRITUAL LIFE

DEVOTIONS

Devotions are held each morning from 8:45 am to 9:10 am, from Prep to Year 12. Devotions focus on our school core values which have been built around biblical themes which have a supportive Bible verse each week. Devotions are a time to share this biblical truth and apply it to our daily life. Praying for the needs and requests of the students, as well as the wider community, is also an important part of this worship time.

BIBLE

The Bible and Biblical understandings are taught by all teachers, in specific Bible lessons but also through all lessons. Biblical principles are taught and implemented throughout the College. The Bible as a source of knowledge, guidance, wisdom and inspiration, is a constant and crucial part of the spiritual and interpersonal life of the College. At MCC, daily devotion sessions are taught by all teachers, such that students learn Biblical truths and how these truths apply to character growth and outlook on life.

CHAPEL

A Primary Chapel service is held each week and Secondary Chapel is held once a fortnight. Chapel is about worshipping God through song, testimony, skit or hearing from an inspiring speaker. Chapel is about learning godly character, what Christian faith in action looks like, and how these truths apply to all of us.
CURRICULUM & ACADEMIC STUDIES

Our curriculum focus at MCC is high quality academic engagement with a Christ-centred program. We have the goal of assisting each student to achieve increasing levels of success and constructive, positive outcomes in all areas. We adhere to all the government standards and fully participate in the Australian Curriculum program as well as the NAPLAN annual assessment program.

PRIMARY CURRICULUM

Beginning at Prep, students are equipped with the fundamental skills necessary for fluent, comprehensive reading. Using a whole language approach alongside a strategic reading program (LEM Phonics), we aim for children to complete their first year of school with the language skills required in their literate world.

Once again, thorough foundations of mathematical concepts are taught from Prep onwards. Subjects branch out into many areas of understanding and develop into a deeper level of thinking as students progress through each grade, gaining a sound foundation for the future.

Students’ abilities are catered for through the provision of differentiated teaching within classes. An Education Support coordinator, along with a team of integration aides, are also available for funded students who require a degree of specialised assistance.

Subjects such as Performing Arts, Visual Arts, Information Technology, Physical Education, Japanese, Library and Biblical Studies are also covered at each year level, encouraging students to express themselves creatively and enhance gifts and areas of interest.

History and Science are taught through inquiry. Year 5 students participate in a STEM (Science, Technology, Engineering, Math) program and Year 6 students participate in a Food Technology program.
YEAR 7 & 9 CURRICULUM

Years 7 - 9 are implementing the Australian Curriculum in the core curriculum subject areas of Mathematics, English, History and Science. Japanese, Digital Technology, Art, Physical Education, Health and Personal Development are additional areas of study. Year 7 students also enjoy the alternate subjects of Woodwork and Music and Year 8 students enjoy Food Technology and Drama. In Year 9 Food and Technology, Art, Japanese, Digital Technology, Design Technology, Performing Arts, Media and Business Studies become electives.

All students in Years 7 - 9 must achieve adequate grades in core subject areas each semester and maintain a high attendance standard to guarantee promotion to the next level the following year.

YEAR 10 CURRICULUM

Year 10 studies are the preparatory years for VCE. These are very important years to achieve and extend specific areas of study that will become VCE or career pathways. Students study the core subject areas of Mathematics, English, History, Science and Physical Education/Health.

Year 10 students in the VCE stream have the opportunity to take one VCE subject or a VET subject. All Year 10 students also get to complete one week of Work Experience as part of their careers development and life learning preparation.

Around the time of transition from Year 9 to Year 10, the Head of Secondary, in conjunction with the teaching staff assess each student’s suitability to progress into either the VCE or the VCAL stream for senior secondary.

VCE, VCAL & VET

MCC has a strong VCE (Victorian Certificate of Education) program that offers a wide variety of subject areas.

VET (Vocational Education and Training) programs are run in conjunction with the Western Edge VET cluster.

VCAL (Victorian Certificate of Applied Learning) is now a part of the Year 10, 11 and 12 program.

Please contact our VCE Coordinator, Mrs Amanda Gelsi for further information and Senior Years handbooks for these three pathways.
CLASS TIMES

8:45  Student Devotions
9:10  Session 1
10:00 Session 2
10:50 Recess
11:10 Session 3
12:00 Session 4
12:50 Lunch
1:40  Session 5
2:30  Session 6
3:30  Students dismissed
4:15  Primary Tutoring finishes (Tutoring is held Tuesday and/or Thursday afternoons)
4:30  Secondary Tutoring finishes (Tutoring is held Tuesday and/or Thursday afternoons)

ATTENDANCE

All registered non-government schools are required to keep a register of enrolment and daily/class attendance of all children at the school. Classes commence at 8:45 each morning and finish at 3:30 each afternoon. All students are expected to be present and ready to begin class by 8:45 each morning.

- Students are to be punctual for all lessons, assemblies, and College events.
- Before each lesson, students assemble at the appropriate point outside the classroom.
- A student is to attend all scheduled classes, (except with the class teacher’s express permission and a note written in the College diary).
- Students must stay on College grounds during the day unless an appropriate pass has been issued and a parent has signed-out via the Sign-in/out Station at reception.
- In order to progress to each subsequent year level, students must attend adequate scheduled classes. In specific cases of illness or extraordinary circumstances, the Head of School may accept documented explanation of additional absences.
- VCE students must provide a medical certificate of absence, please see Senior Secondary Handbook for more information.
- Parents please report your child’s absence by 9:00 am.
- If absences are not advised by 9:00 am an SMS will be sent notifying you of their absence.
- All absences must be explained via a note to the homeroom teacher, an email or phone call. Students in VCE must provide medical certificates for absences to be approved.
- Parents should not send unwell children to school. Please note Appendix 1 for exclusion times for various diseases.
- Where children need to have professional appointments, please make these outside school hours if possible.
- Students arriving after 9:00 am must register their arrival at the Sign-In Stations in the front office.
- Any student who must leave before 3:30 pm for transport reasons must have a signed agreement between the parent and the Head of Primary/Secondary.
• All VET students must sign in or out when leaving or returning from their VET classes.

• Extended planned absences, are not encouraged, and require written notification one term in advance to the Administration Office. A meeting with the Homeroom teacher in Primary and the relevant coordinator in Secondary is required as soon as possible after notice is submitted, to plan for missed work.

• Families with children in VCE should never plan holidays during school terms because VCE assessment tasks are due throughout the term.

**HOMEWORK**

Homework is an important part of your child’s education as it further develops their knowledge as well as teaching them self-discipline and responsibility. Secondary homework tasks are communicated to students in class, via electronic notes and reminders and “Canvas”. All students are required to maintain a record of all assignment requirements and due dates and submit accordingly. Students in Years 7 to 9 should complete between 60 and 90 minutes per night. Senior students will be expected to complete increasing amounts of homework and study as they progress through the College. This may range from one to three hours per day with six hours completed on the weekend for students in VCE. Primary homework varies according to year level. The requirements are communicated via teacher information notices.

**SUBMITTING WORK ON TIME**

Schoolwork tasks; assignments and assessment pieces are to be submitted by their due dates. In Years 7 to 10 work submitted late will incur a penalty; VCE tasks submitted late receive a zero mark. It is noteworthy that all schoolwork tasks are to be submitted even if the due date has already passed, but students should be aware that late penalties will be incurred.

**ASSESSMENT**

Assessment is a means of mapping the academic progress of each student. NAPLAN assessment is administered annually for Years 3, 5, 7 and 9. In addition, we complete internal progressive assessment to assist us in our curriculum planning and delivery.

Assessment to ascertain that an outcome in learning has been achieved can be demonstrated in various forms as per teaching requirements. Please assist your child in reviewing and preparing for these times of assessment. Semester examinations will usually be given in Years 7 to 10 for core subjects and in Year 11 for all VCE subjects. Year 12 examinations are administered by the VCAA at the end of each year. If a student cannot sit an exam they must have a medical certificate to avoid incurring a penalty mark.
REPORTS

Comprehensive student progress reports will be issued at the end of each semester. Mid semester progress updates will be issued at the end of terms one and three for Years 7 to 11. Progress updates are a simple snapshot of the student’s progress for the stated term.

Parent Teacher interviews for Primary students are held in term one and three, for Secondary students in term two and three. These are important meetings with your child’s teacher to discuss their academic progress. Attendance is strongly encouraged.

TUTORING

Teachers provide tutoring on certain afternoons weekly or fortnightly. This is done to further support student learning. Tutoring is included in the fees of the College and does not incur any extra charges. Primary students may be invited to participate for forty-five minutes after school, most likely this will occur on Tuesday afternoons with their own teacher. Secondary students may participate for sixty minutes after school, secondary tutoring will occur on either Tuesday or Thursday afternoons. A tutoring schedule will be distributed early in term one.

TECHNOLOGY

Computers and Internet

MCC’s computer network and internet connection is solely for educational purposes. Students bear full responsibility for their own actions and potential impact on others. Students abusing their computer privileges risk losing access to the network.

In order to respect privacy, images of College property, students or staff can only be used for agreed College purposes.

No photographs taken with any electronic device of a staff member or student in uniform or at a College event may be posted on social media.

Personal Electronic Equipment

- During school times 8:45am – 3:30pm, students must not use mobile phones.
- Secondary phones must be turned off and locked inside lockers. Primary phones must be turned off and placed inside school bags.
- Unfortunately the College cannot accept responsibility for the loss or theft of phones.
- Non phone devices (apart from the school work iPad) are also disallowed.
- Text messaging or social networking between students outside of school is subject to the normal expectations of courteous interaction that applies to face to face communications. Cyberbullying is unlawful and parents are encouraged to read the College’s Bullying & Harassment Policy.
iPads and Electronic Texts

In Year 7-10 students use iPads to access the majority of their text books as eBooks. Some texts, novels and workbooks are still supplied in print. The iPads are purchased by families through the College. All text books are available to purchase through our online booklist delivered by Officemax. Please see the iPad and eBook Policy for all requirements and guidelines. Students must follow all the policies and procedures regarding the iPad’s use and application while on the College grounds. Normal confiscation rules apply for misuse.

iPad and eBook Procedures

Labelling
The device and case will be labelled with the student’s name. The device and case must remain labelled at all times. They must be protected from graffiti and damage.

Charging Devices
Students are required to charge their iPads at home overnight. Charging facilities will not be made available at school.

Flat Battery or Missing Device
If a student arrives at school without their iPad, or their iPad is flat, they will be able to see the relevant parts of the text book on the overhead projector in the classroom (at the teacher’s discretion).

Insurance and Damage
Insurance is the responsibility of parents. The College does not insure the iPads. If any damage occurs to the iPad, parents will be responsible for the repair of the device. Devices, particularly those with cracked screens, should always be taken to an authorised Apple repair agent or Apple store for assessment.

Faulty Device
Faulty devices, where the fault occurs in the one year warranty period, should be returned to an authorised Apple repair agent or an Apple store.

Technical Support
The College supports functions such as email, internet, printing and overall device management including eBooks and apps. The College does not provide general technical support for individual devices.

Device Management
In order to protect students, and to promote learning, the College will supervise and manage all year 7-10 devices. This may include, but is not limited to, device restrictions and permissions, management of apps and restrictions on internet access.

Class Rules
Teachers may impose their own rules about how iPads may be used in their classrooms. Students are expected to abide by these rules.

Acceptable Use Policy
Students must continue to adhere to the ICT Student Policy.
ICT Protocols – the MCC Way

Communication is intended for building a nurturing community, so at Melton Christian College students learn how to use information, communication and technology constructively and responsibly. This list of protocols sets out the MCC way that students and staff use information and communication technology.

1. Christ Centredness
   We use ICT in ways that show love, joy, peace, patience, kindness, goodness, faithfulness in ourselves, and that also bring out these characteristics in others.

2. Excellence
   We use ICT in ways that support our own and others' enthusiasm for excellence in schoolwork. We carefully look after our ICT hardware and use ICT in ways that minimise environmental wastage. (Obviously, we ourselves are the only ones who use our own device and password, and we don’t use someone else’s device or their identity.)

3. Respect
   We use ICT in ways that are obedient to teachers, and that are lawful. We acknowledge ownership/authorship of material and use image and audio recording for schoolwork-related purposes only. (Obviously, an MCC student would never attempt to undermine or bypass the College systems in any way, or to use social media without permission.)

4. Community
   We use ICT in ways that nurture people and protect their identity, including ourselves. We use ICT in ways that show others that our College is a Christ-centred school of excellence. (Obviously, in our use of ICT there is no place for prejudice, pornography, or promotion of violence or abuse.)

5. Passion for Teaching and Learning
   We use ICT in ways that are for schoolwork and for learning about material related to schoolwork topics. We use ICT in ways that support research, learning and schoolwork tasks whether our own or others. (Obviously, MCC students do not install or use music, games, apps or anything that is not schoolwork-related.)

Rewards and Consequences
The rewards for using ICT in the above ways are uninterrupted learning, cyber-connection into a Christ-centred learning community, enriched understanding, knowledge and wisdom, cyber-safety, and the opportunity to enhance one’s own and others’ teaching and learning.
The consequences for using ICT in ways that contradict the MCC way will be interrupted, damaged learning as teachers may need to confiscate the device, or the coordinator may need to block access to the network. In more serious matters there will be penalties such as detention or suspension, and of course, if there were a very serious deviation from the MCC way, the Principal may have no option but to expel a student or dismiss a staff-member.

Acceptance of these Protocols
In our College we hope for wise and cheerful compliance with the MCC way of using ICT. By accepting enrolment/employment, and joining the College all students and staff are indicating that they agree to follow these protocols.
CAMPS, INCURSIONS AND EXCURSIONS

2017 Camps:

<table>
<thead>
<tr>
<th>YEAR LEVEL</th>
<th>LIKELY LOCATION</th>
<th>LENGTH</th>
<th>SUGGESTED THEME</th>
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</thead>
<tbody>
<tr>
<td>Year 3 &amp; 4</td>
<td>MCC Sleepover</td>
<td>1 day</td>
<td>Farm</td>
</tr>
<tr>
<td>Year 5</td>
<td>Weekaway, Benloch, VIC</td>
<td>4 days</td>
<td>Teamwork</td>
</tr>
<tr>
<td>Year 6</td>
<td>Canberra, ACT</td>
<td>5 days</td>
<td>Australian Government</td>
</tr>
<tr>
<td>Year 7</td>
<td>Camp Coolamatong, Bairnsdale, VIC</td>
<td>5 days</td>
<td>Perseverance</td>
</tr>
<tr>
<td>Year 9</td>
<td>Lake Dewar, Myrniong, VIC</td>
<td>5 days</td>
<td>First Aid/Rescue Camp</td>
</tr>
<tr>
<td>Year 11</td>
<td>Emu Gully, Toowoomba QLD</td>
<td>5 days</td>
<td>Anzac Camp for leadership</td>
</tr>
</tbody>
</table>

Camps are an integral part of our curriculum for these year levels and full student participation is required. Parent Information Sessions are held for each camp to share the purpose and plan for this educational adventure. Staff will communicate the requirements and details pertaining to each specific camp at this time. The cost of camps is included in fees, and these costs cannot be deducted for non-attendance.

Incursions and Excursions

The College sends parents a general permission letter to cover most incursions and excursions for completion as a part of each student’s school enrolment.

- Parents are normally informed of excursions at least two weeks in advance.
- Students are not permitted to take money or multimedia devices on excursions unless teachers specify in advance.
- Fees generally cover excursion costs. If any additional costs are required parents will receive advance notice.
- College staff can exclude students from excursions if a child fails to complete work, exhibits unacceptable behaviour or fails to wear their uniform specified for the day.
MUSIC

Music is an important part of MCC’s arts cultural experience. Prep to Year 12 students have curriculum opportunities to experience music in theory and practice.

Students have the opportunity to participate in our annual musical performances with experiences in music and drama and community performances.

Private instrumental lessons are available for most instruments. Please contact the administration office for further information regarding individual instrument instruction.

LIBRARY/RESOURCE CENTRE

The College Resource Centre has electronic and hard copy resources available for student research and enjoyment. All resources must be checked-out, utilised and returned promptly to respect the needs of all students. The Resource Centre is open before school and at lunch time each day. Parents are welcome to investigate resources and borrow materials in the parent support area.
STUDENT WELLBEING

STUDENT RELATIONSHIPS

In line with our core values of Respect and Community, our goal is to see peace, kindness, consideration, joy and forgiveness demonstrated in friendly and supportive relationships between College students. Inclusive friendliness is encouraged and exclusiveness/cliques among students are discouraged. Students are expected to empower and support each other in all areas of College life building positive relationships for all. Romantic relationships and demonstrations of romantic affection are not permitted at school because these behaviours isolate students, and invariably distract students from their learning.

STUDENT WELLBEING SUPPORT

Student wellbeing and support is a high priority here at MCC and begins with each student’s homeroom teachers. They are the first point of contact concerning pastoral care issues for students or parents. Year level coordinators can further assist students with academic or emotional issues. Our Head of Pastoral Care, Mrs Bonnie Lang, is also available by referral or request as a resource person to assist with concerns.

STUDENTS WITH DISABILITIES

Students with special needs are assessed individually to determine what level of support is necessary to assist their learning. Professional consultation is utilised to shape a plan to optimise each student’s academic, social and personal potential.

BULLING POLICY

Please refer to MCC’s Bulling and Harassment Policy.
HEALTH MATTERS

Medical Information

• Parents must inform the College of any relevant medical history, including allergies or reactions to medications, if medical attention is required. The College sends an appropriate form to obtain this information but parents must notify the College in writing should any details change.

• Any student feeling ill at school should report to their teacher.

• Parents must notify their child’s teacher in writing if their child needs to carry a Ventolin spray (or similar) at school.

• Any tablets or other types of medication that need to be administered to a child during school hours must be submitted to the administration office at the start of the day along with the signed “Medication Authority” form.

• The College will make arrangements with the family doctor or nearest medical clinic, and notify parents if a child needs urgent medical attention. Parents must pay all medical or ambulance expenses if required.

• The College will inform parents in writing if more than one case of head lice per class is reported during a short interval. All parents are required to check and treat their children’s hair accordingly.

• Parents of students at risk of anaphylaxis are required to meet with the Principal each year to agree on an Individual Anaphylaxis Management Plan.
STUDENT CONDUCT

RESPECT GUIDELINES

MCC students are responsible for their actions at all times. It is expected that students will implement the Respect Guidelines in their daily interactions with others on campus.

- Respect God and the Bible
- Respect With Our Attitudes and Actions – Kind, Gentle & Forgiving
- Respect With Our Speech
- Respect Personal Space
- Respect Property – Personal, School and Community

CODE OF CONDUCT

By accepting a place for their children at Melton Christian College, all parents agree to endorse the Code of Conduct with their children at all year-levels.

By accepting a place at Melton Christian College, all students agree that they will:

Always:

- Be kind, courteous, and respectful
- Be compliant with College rules and willing to obey those in authority
- Be honest, regardless of the cost
- Dress, speak and behave as a proud member of Melton Christian College

Always respect:

- Property – mine, others and the College’s
- Others with my actions and speech (no bullying)
- Other’s personal space

Always abstain from:

- Smoking, drinking and drugs
- Offensive language and swearing
- Physical violence
- Unethical and inappropriate internet/IT usage
RESPONSIBILITY FOR PROPERTY

- Students must replace and/or repair any books or property they vandalise or damage.
- Parents must pay for any damage or loss of College property or equipment that their child has caused.
- No liquid whiteout products, chewing gum or energy drinks are permitted on the College site.
- Students and their families bear full responsibility for any damage to or loss of student’s property.

ENCOURAGEMENT/DISCIPLINE SYSTEM

At Melton Christian College staff and parents work in collaborative partnership to guide our students towards the traits of true Christian character; patience, kindness, goodness, faithfulness, gentleness and self-control.

In working towards this goal for the children, teachers give direction, teach, remind and encourage ... and it is crucial that parents do the same things. The importance of partnership cannot be overemphasised. For students to learn and grow, parents and staff must be unified in their attempts to guide the children towards success.

Sometimes there will need to be punishments. It is actually very reassuring for children to know that there are boundaries; it makes them feel secure to know that the adults in their lives love them enough to maintain clear boundaries. Young people generally respond positively to a ‘firm but fair’ approach, and this is the approach that MCC staff take. The teachers will be directing the students to take responsibility for themselves, and in that way the children have every opportunity to learn from both their successes as well as their mistakes.

Of course, in very rare cases there may be a student who breaches College expectations so seriously that their place at MCC becomes tenuous, or may even be withdrawn. Expulsion from school is a serious matter, but occasionally it is essential for the sake of the majority of students.
<table>
<thead>
<tr>
<th>LEVEL ONE – TEACHER MANAGED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BEHAVIOUR</strong></td>
</tr>
<tr>
<td>• Inattention or talking in class</td>
</tr>
<tr>
<td>• Not completing homework</td>
</tr>
<tr>
<td>• Unsigned diary</td>
</tr>
<tr>
<td>• Late or unprepared for class</td>
</tr>
<tr>
<td>• Incorrect uniform</td>
</tr>
<tr>
<td>• Leaving or switching seats without permission</td>
</tr>
<tr>
<td>• Passing notes in class</td>
</tr>
<tr>
<td>• Eating in class</td>
</tr>
<tr>
<td>• Rough play</td>
</tr>
<tr>
<td>• Damage to property</td>
</tr>
<tr>
<td>• Having or using banned items</td>
</tr>
<tr>
<td>• Cheating or lying</td>
</tr>
<tr>
<td>• Blatant rudeness</td>
</tr>
<tr>
<td>• Uncooperative behaviour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL TWO – LEVEL COORDINATOR MANAGED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BEHAVIOUR</strong></td>
</tr>
<tr>
<td>• The repetition of Level One behaviour</td>
</tr>
<tr>
<td>• Prolonged uncooperative behaviour</td>
</tr>
<tr>
<td>• Stealing</td>
</tr>
<tr>
<td>• Habitual rough play</td>
</tr>
<tr>
<td>• Minor unpremeditated physical violence</td>
</tr>
<tr>
<td>• Serious property damage</td>
</tr>
<tr>
<td>• Leaving class or College grounds without permission</td>
</tr>
<tr>
<td>• Bullying and improper behaviour towards others</td>
</tr>
<tr>
<td>• Inappropriate language</td>
</tr>
<tr>
<td>• Continued use of banned items</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL THREE – HEAD OF SCHOOL MANAGED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BEHAVIOUR</strong></td>
</tr>
<tr>
<td>• The repetition of Level Two behaviour</td>
</tr>
<tr>
<td>• Acts of significant vandalism</td>
</tr>
<tr>
<td>• Physical violence</td>
</tr>
<tr>
<td>• Harassment of any kind, including sexual harassment</td>
</tr>
<tr>
<td>• Cyberbullying</td>
</tr>
<tr>
<td>• Deliberate conduct which significantly endangers staff and/or students</td>
</tr>
<tr>
<td>• Continued use of profane and inappropriate language</td>
</tr>
<tr>
<td>• Cigarette smoking</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL FOUR – PRINCIPAL MANAGED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BEHAVIOUR</strong></td>
</tr>
<tr>
<td>• The repetition of Level Three behaviour</td>
</tr>
<tr>
<td>• Serious physical violence</td>
</tr>
<tr>
<td>• Having, obtaining or using illicit drugs or alcohol on College property, camps, excursions or other College activities</td>
</tr>
<tr>
<td>• Moral misconduct</td>
</tr>
</tbody>
</table>
COLLEGE UNIFORM

Wearing our uniform is seen as promoting a sense of belonging and pride in the College. All items are to be those specified by the College and provided by the College suppliers. Compulsory school bags with College logo are available from the College uniform supplier. PSW, located at 58 Westwood Drive, Ravenhall, Ph: 9363 8458 is our designated uniform supplier.

<table>
<thead>
<tr>
<th>GIRLS – PRIMARY</th>
<th>BOYS – PRIMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer (Terms 1 &amp; 4)</strong></td>
<td><strong>Winter (Terms 2 &amp; 3)</strong></td>
</tr>
<tr>
<td>- College issue dress with logo</td>
<td>- College issue pale blue long sleeve shirt</td>
</tr>
<tr>
<td>- Navy blue ankle socks</td>
<td>- College issue navy blue pleated skirt pinafore or Melton Christian College Primary pants</td>
</tr>
<tr>
<td>- Black polished solid school shoes, not light slip-ons, must be secured firmly to the feet (Appendix 2)</td>
<td>- Navy blue tights or knee high socks</td>
</tr>
<tr>
<td>- College issue navy blue V-neck jumper with logo</td>
<td>- Navy blue V-neck jumper with College logo</td>
</tr>
<tr>
<td>- Sun hat (must be the uniform hat - navy blue with College logo)</td>
<td>- Black polished solid school shoes, not light slip-ons, must be secured firmly to the feet</td>
</tr>
<tr>
<td><strong>GIRLS – PRIMARY</strong></td>
<td><strong>BOYS – PRIMARY</strong></td>
</tr>
<tr>
<td><strong>Summer (Terms 1 &amp; 4)</strong></td>
<td><strong>Winter (Terms 2 &amp; 3)</strong></td>
</tr>
<tr>
<td>- College issue navy blue shorts (not sport shorts) or navy blue trousers</td>
<td>- College issue navy blue trousers</td>
</tr>
<tr>
<td>- College issue sky blue polo shirt with logo</td>
<td>- College issue pale blue long sleeve shirt</td>
</tr>
<tr>
<td>- Navy blue above the ankle socks</td>
<td>- Navy blue socks</td>
</tr>
<tr>
<td>- Black polished solid school shoes, not skate or sport type shoes, must be secured firmly to the feet</td>
<td>- Black polished solid school shoes, not skate or sport type shoes, must be secured firmly to the feet</td>
</tr>
<tr>
<td>- College issue navy blue V-neck jumper with logo</td>
<td>- College issue navy blue V-neck jumper with logo</td>
</tr>
<tr>
<td>- Sun hat (must be the uniform hat - navy blue with College logo)</td>
<td>- MCC navy blue parka (optional)</td>
</tr>
<tr>
<td>- College issue pale blue long sleeve shirt</td>
<td>- MCC beanie (optional)</td>
</tr>
<tr>
<td>- College issue navy blue pleated skirt pinafore or Melton Christian College Primary pants</td>
<td>- Plain navy blue scarf (optional)</td>
</tr>
<tr>
<td>- Navy blue tights or knee high socks</td>
<td>- MCC beanie (optional)</td>
</tr>
<tr>
<td>- Navy blue V-neck jumper with College logo</td>
<td>- Plain navy blue scarf (optional)</td>
</tr>
<tr>
<td>- Black polished solid school shoes, not light slip-ons, must be secured firmly to the feet</td>
<td>- MCC navy blue parka (optional)</td>
</tr>
<tr>
<td>- Sun hat (must be the uniform hat - navy blue with College logo)</td>
<td>- MCC beanie (optional)</td>
</tr>
<tr>
<td>- Black polished solid school shoes, not skate or sport type shoes, must be secured firmly to the feet</td>
<td>- Plain navy blue scarf (optional)</td>
</tr>
</tbody>
</table>

SPORTS UNIFORM – PRIMARY

Sport uniform warm weather or cold weather can be worn all year.

- College issue navy blue shorts or long sport pants
- College issue sport jacket with logo
- College issue polo-shirt
- Plain white socks
- Navy blue, black, white or similar runners, not street or skate type shoes; must be secured firmly to the feet
- Sun hat (navy blue with College logo)

GENERAL UNIFORM ITEMS

These are obtained from the College uniform supplier.

- Navy blue waterproof art smock is required.
- Navy blue waterproof library bags must be used.
- Melton Christian College school bag required.
### GIRLS – SECONDARY

**Summer (Terms 1 & 4)**
- College issue dress with logo
- Navy blue ankle socks
- Black polished solid school shoes, not light slip-ons, must be secured firmly to the feet
- College issue navy blue V-neck jumper with secondary logo
- Sun hat (must be the uniform hat - navy blue with College logo)

**Winter (Terms 2 & 3)**
- College issue pale blue long sleeve shirt
- College issue maroon tie
- College issue Secondary level skirt or pants
- Navy blue tights or knee high socks
- College issue navy blue V-neck jumper with logo
- Black polished solid school shoes, not light slip-ons, must be secured firmly to the feet
- Plain navy blue scarf (optional)
- MCC navy blue parka (optional)
- MCC beanie (optional)

### BOYS – SECONDARY

**Summer (Terms 1 & 4)**
- College issue grey shorts or grey trousers
- College issue sky blue polo shirt with maroon stripes in collar
- Grey socks
- Black polished solid school shoes, not skate or sport type shoes, must be secured firmly to the feet
- College issue navy blue V-neck jumper with logo
- Sun hat (must be the uniform hat - navy blue with College logo)

**Winter (Terms 2 & 3)**
- College issue grey trousers
- College issue pale blue long sleeve shirt
- College issue maroon tie
- Grey socks
- Black polished solid school shoes, not skate or sport type shoes, must be secured firmly to the feet
- College issue navy blue V-neck jumper with logo
- Plain navy blue scarf (optional)
- MCC navy blue parka (optional)
- MCC beanie (optional)

### SPORTS UNIFORM – SECONDARY

Sport uniform warm weather or cold weather can be worn all year.

- College issue navy blue shorts or long sport pants
- College issue sport jacket with logo
- College issue polo shirt
- Plain white socks

- Navy blue, black, white or similar runners, not street or skate type shoes, must be secured firmly to the feet
- Sun hat (navy blue with College logo)

### VCE UNIFORM

- A VCE Blazer is to be worn to and from school each day, to weekly chapels and to all full dress excursions.
  (Allowances will be made if temperature is over 30 degrees.)

### OTHER ITEMS

- Melton Christian College school bag required. These are obtained from the College uniform supplier.

There will be a changeover period for the two weeks before and after the term one and term three break where either full summer or full winter uniform can be worn; however, hats are still required until the end of term one.

It is compulsory for students to wear the College uniform sun hats in terms one and four during all outside activities. Those who do not have their hats will not be able to participate in sporting activities, recess and lunchtime play. Parents should also make sun protection cream available for use when required and encourage their children to protect their skin at other times depending on factors such as the UV Index.

Please name all articles of clothing.
Dress and Hair Standards

At Melton Christian College, student care and pride regarding personal appearance is important. For this reason, the following standards have been established:

Hair:

- Boys’ hair must be short, off the eyebrows, ears and shirt collar with obvious facial hair being removed. Head and/or face coverings that are related to faith-practices of faiths other than the Christian faith are not part of the Melton Christian College uniform so may not be worn to school.
- Girls’ hair must be off the eyebrows and face at all times and Primary students must have their hair completely tied back at all times. Head and/or face coverings that are related to faith-practices of faiths other than the Christian faith are not part of the Melton Christian College uniform so may not be worn to school.
- Hair should be kept clean and tidy and should be maintained in a natural colour. Change of hair colour is not encouraged by the College, but if the colour is changed it must be consistent with natural hair colours. The overall intention is that students wear their hair in such a way that they increase the College’s reputation as a high quality, Christian learning community, representative of excellence in Christ. Therefore, Heads of School have the authority to decide that a student’s hairstyle may need to be modified.
- Girls may only use the following hair accessories:
  - Navy or maroon ribbons
  - “Scrunchies” in uniform fabric, navy or maroon
  - Navy, maroon or black elastic.

Jewellery

- Girls with pierced ears may wear plain studs (a small stone is permitted) or small sized sleepers only, and then only one in each ear (in the lobe). Sleepers, when worn are entirely at the student’s own risk, no responsibility is accepted by the College for accidental injury (e.g. torn earlobe due to sleeper being caught). We have the view that sleepers carry more risk of injury than studs in a school situation. Boys are not permitted to wear such accessories at all. No other visible body piercing accessories are permitted for boys or girls – wearing an “invisible” piercing accessory or simply covering it is not an option.
- Jewellery such as rings, bracelets and necklaces are not permitted except for the option of wearing a simple cross on a light necklace where it is safe to do so.

Make-up

- Make-up, fingernail polish, fake fingernails and eyelashes are not permitted at school. Fingernails are to be kept short and safe.

Dress Standards

- Skirt and dress lengths must be at the middle of the knee cap even when wearing a jumper.
- All school items must be of regulation colour, style etc. as outlined in the section “COLLEGE UNIFORM”. No other clothing may be worn during school hours.
- All clothing must be clean, tidy and without holes, missing buttons, torn pockets, etc.
- Students are required to have shoes polished regularly and for them to be secured firmly to their feet.
• Boys’ belts need to be plain black with a small and simple buckle. Girls are not permitted to wear belts.
• Students are not permitted to have any visible part of their body marked, tattooed or painted in any way.
• Unfortunately, if students are not wearing correct uniform on the day of a special event, they are likely to miss out on the extra-curricular activity, excursion or sports, etc.
• Uniform violation forms will generally be sent home when students are not in full College uniform. Four violations in one term will result in a detention and the student being sent home until the violation is corrected. The process for notification varies between Primary and Secondary as we work to build responsibility in students.
• Casual dress days or activities are not an opportunity for students to bypass the intention of these dress standards. On these days, students will wear modest, neat, and practical and sun smart casual clothes. Jewellery, make-up and hair standards remain as for full uniform days. Hats are still to be worn outdoors in terms one and four. Tops should have sleeves, leggings can only be worn in conjunction with a modest skirt or shorts, shoes should be secured to the feet and suitable for whatever classes are on that day.

**PERMISSION TO LEAVE EARLY**

Students who need to leave school before 3:30 pm need to follow these guidelines.

• Parents and guardians must send notification with the student for permission to leave early and they must use the Sign-In/Out Station at reception.
• Where children need to have professional appointments please make these outside of school hours if possible.
• Any student that must leave before 3:30 pm for transport reasons must have a signed agreement between the parent and the Principal/Head of Primary-Secondary.
• All VET students must use the Sign-In/Out Station at reception when exiting the College to attend VET classes.
MOVEMENT AND TRANSPORT

CAR PARK SAFETY

Safety is paramount in the College car park as many students are picked up and dropped off daily. Extra care is required to avoid any potential accidents. Please observe the car park signs and also keep access to the entry and exit drives clear.

For the safety of students, the staff car parking area may only be used by staff. All students are to be dropped off at the front of the College and not at any point in the staff parking area.

BICYCLES & SCOOTERS – SAFETY

- By law, cyclists and people riding a scooter must wear an approved bicycle helmet. It is strongly recommended that adults accompany young children riding to the College. Scooters should only be brought to the College if required for transport reasons.
- Riding bicycles and scooters on College property, including the car park, is prohibited for safety reasons. Students may ride scooters on the basketball courts before or after school, providing they are not interfering with any ball games.
- Students must secure bicycles and scooters to fittings supplied in our bike rack area. Any scooters brought into building areas must be completely folded and stored under the school bag area for Primary students and in lockers for Secondary students.
- Students bear responsibility for any risk of loss or damage.

Student Drivers

Our student-driver policy requires prior written approval for the student driver and any student passengers.
ADMINISTRATION

PARENT-COLLEGE COMMUNICATION

Parents are welcome to communicate with the College with questions or concerns they may have at any time. For concerns regarding your child’s academic progress or a behavioural issue, please contact their homeroom teacher as an initial point of contact. If you have a query that needs administration support please contact the College administration office.

Communication can take place in a number of ways:

Tiqbiz

Melton Christian College newsletters, notices and calendar are accessible via an app called Tiqbiz. This app is available on Apple devices, Android devices, Window devices and PC/Mac. Tiqbiz will keep parents up to date, especially with urgent announcements. Tiqbiz also allows parents to message the College office, notify the College of a child’s absence and view the canteen menu and College calendar. For more information, please visit www.tiqbiz.com.

Email

Please provide a current email address to the College as this is a common method of communication between staff and home. To contact the College via email please send to: office@mcc.vic.edu.au and in the subject line please note who you want the email forwarded to. Please allow a 24 business hour turnaround for staff to respond to emails.

Diary

The College issues students with an official school diary for the purpose of recording homework and communications from the College to home and vice-versa.

Staff expect students to respect all personally-addressed mail and to pass it unopened to their parents.

There are a number of other processes governing diary use:

- The Primary teachers staple all sealed, addressed envelopes to the inside of the diary
- Likewise, Primary parents must staple any communications to the inside of the diary
- Other communications are written directly in the diary
- Parents of Prep to Year 10 students must check diaries daily before signing them to avoid their child receiving a detention or other consequence
- Electronic communication is expected to replace hard-copy diaries at some stage, until then, students in Years 7 to 12 need to have their diary signed before leaving normal class activities and carry the diary with them during this time
FAMILY CONTACT

- College administration office hours are 8:00 am – 4:30 pm.
- Teaching staff are generally unavailable during class time except by appointment.
- As staff spend time together in prayer and preparation before school, they are generally unavailable for meetings at that time. Appointments to speak with staff after school can be made via the student diary/email or by phoning the office.
- The Principal will usually be available for appointments between 9:00 am and 4:00 pm.

PERSONAL DETAILS

Parents should notify the College in writing, as soon as possible, if any changes occur regarding the following information held by the College:

- Surname of any parent or child(ren)
- Address
- Phone numbers and email addresses
- Occupation of either parent
- Business phone number (of either parent)
- Local emergency contacts
- Email address

COLLEGE PUBLICATIONS

The MCC Weekly Newsletter

The *MCC Times* is published every Thursday to inform parents of College activities, important dates and functions. The College sends this publication via Tiqbiz, it is also posted on our website, and we email it to those who subscribe via the website. A soft copy is uploaded to the website and sent via Tiqbiz. Additional hard copies are available at the office.
VISITORS TO THE COLLEGE

All visitors must report to the administration office, register as a visitor and receive a visitor’s tag to ensure the College remains a safe environment. If holding an incursion, or assisting in a teaching or classroom setting, a copy of your Working With Children Certification must be on file or supplied at the time of visit. Parents and friends assisting children with reading, excursions, camps etc. must have a valid Working With Children Check in place prior to becoming involved. Visitors please also note that the site is a No Smoking area.

RAISING CONCERNS

If you have a concern, regarding your child’s education, it is very important that you explain the situation to school staff. The effective way to do this is to contact the homeroom teacher or subject teacher first. The simplest way to contact teachers is to send them a courteous email explaining your concern, and you should expect a response from the teacher within 24 hours. The teacher may reply by email, or may phone you, or may even ask that you seek a mutually suitable time for a face-to-face meeting. Sometimes the matter being discussed becomes complicated and then it will be helpful to include the relevant year level coordinator. Rarely, but occasionally a matter may still require the involvement of a more senior staff member, that is when the Head of School should be included in the discussion. The Heads of School; Mr Bendall and Mrs Vamplew will know if the time comes to include the Principal in the discussion.

MCC PRIVACY POLICY

The College collects personal information, including information about students and parents or guardians before and during the course of a student’s enrolment. The primary purpose of collecting this information is to enable the College to provide appropriate and effective schooling for your child. We are also required to collect some personal information as a government requirement under education registration regulations.

The College handles all private information in accordance with the Federal Privacy Act. A detailed MCC Privacy Policy will be provided upon request.

PAYMENT OF ACCOUNTS

Fees and Accounts

Fees and charges are set by College Council. Parents will be notified of any changes in writing, normally in Term 4 for the following year. Fees and charges are invoiced at the commencement of each year and are due for payment by the second Friday of each term or by monthly instalments. (Special payment terms may be available by arrangement with the Business Office.)

If cheques are sent to the College with your child, it should be in an envelope with your surname and “OFFICE” clearly written on it. Such envelopes should be stapled inside the Primary student’s diary. Receipts will be sent home with students.

If a receipt is not received, please contact the College Business Office. If you are unable to pay any account by the due date, you are expected to advise the College Business Office by letter or phone immediately. Accounts not paid by the due date will attract a Late Payment Administration Fee of $30.00. The College has a tax deductible building fund registered with the Australian Taxation Office.
Maintenance Levy/Duties

To assist with the day to day garden and site up-keep, we request each family to assist with a minimum of four hours of duties per term. The alternative is a $95 maintenance levy per term which is invoiced in advance and credited back to parents who perform their minimum of four hours of duties within each term (please record any hours contributed on the participation cards in the College office). Working Bee dates are published via the newsletter. Parents are welcome to contact the College office to arrange another time to assist with tasks around the College. We especially thank parents who are able to contribute above and beyond the minimum requested.

Fees for Absent Students

When students are absent for holidays, overseas travel or personal reasons the fees are still required to be paid. When students commence school midterm the full term fee is applicable.

Refunds are not given for students who do not complete a school term or do not participate in a required activity. Consideration may be given for major activities where very early advice is provided, supported by a specific medical notification or where a last minute major crisis occurs.

Enrolment Fee

The fee paid when enrolling a student covers processing costs and is not refundable.

Student Withdrawals

A full term’s notification, in writing by email or hardcopy, is required when withdrawing a child from the College or one term’s fees will be charged in lieu of notice. Please note that this notification in writing must come to the front office; it is not enough to inform teachers of a withdrawal and expect that they will notify the office; teachers are focussed on their teaching-work, so parents themselves must ensure that their notification gets delivered to the front office. When leaving the College, it is the parent’s responsibility to contact the Principal to obtain any relevant academic reports or personal property.

TEXTBOOKS

Primary textbooks and supplies are all included in the annual school fees. Secondary textbooks are mostly e-books (soft/digital form) although hardcopy texts can still be acceptable in some subjects. Please check the College website to access the booklists.
CANTEEN

Lunches and snacks can be brought from home or purchased through orders to the school canteen. A canteen menu is provided at the beginning of each year and is available on the College website.

Food Guidelines

- Lunches are to be eaten in the classroom with the homeroom teacher.
- All rubbish and food scraps are to go into the bins provided.
- If bringing your own drinks to school, remember no glass bottles.
- High-energy caffeine drinks (Mother, V, Red Bull, Monster etc) are not to be consumed on site or on any school related activity.
- There are no facilities to heat or cool student food brought from home.
- Food is not to be consumed during class time unless by special arrangement.

PARENTS and FRIENDS ASSOCIATION

The PFA is led by a committee, and the committee operates under the authority of the Principal and the College Council. Participation is open to people seeking to contribute extra to the College. The committee seeks to serve the College by coordinating events that provide extra resources and assistance to benefit students and the College community.

All interested parents and friends of the College are welcome to contact the committee to seek involvement in events, and they may even attend committee meetings which are advertised in the College newsletter. A variety of events and fundraising activities will be communicated during the year.

“For Sale” and other notices can often be run in the College newsletter for a $10 fee donated to the College as part of our fundraising program. Please contact the College office for details.

OTHER ITEMS

Lost and Found

All children’s school items should be clearly labelled/named. Parents should regularly check to see that the items which your child is bringing home are actually their own and that they have not accidentally collected someone else’s. If this does occur, please send a note to the homeroom teacher and return any items which do not belong to you. Lost property collection bins are located in the College office. Please visit if you are missing any items.
Other Considerations for College Activities

MCC students are not permitted to smoke, consume alcohol or illegal substances, therefore adults at College activities and in the immediate vicinity of the College facilities are requested to follow this code of conduct also. The College grounds are a No Smoking area.

Due to the damage caused in the community through various forms of gambling and the related attitude of seeking benefits without reasonable effort, activities and fundraising that are linked with gambling (such as games of chance, raffles, etc.) are not included in our activities.

2017 Dates to Remember

Please access our up-to-date calendar of events on our website: www.mcc.vic.edu.au
### 2017 STAFF LIST

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>David Gleeson</td>
</tr>
<tr>
<td>Business Manager</td>
<td>Neville Findlay</td>
</tr>
<tr>
<td>Head of Primary</td>
<td>Jodie Vamplew</td>
</tr>
<tr>
<td>Head of Secondary</td>
<td>Derek Bendall</td>
</tr>
<tr>
<td>Head of Pastoral Care</td>
<td>Bonnie Lang</td>
</tr>
<tr>
<td>PRIMARY TEACHERS</td>
<td></td>
</tr>
<tr>
<td>Prep to 2 Coordinator</td>
<td>Jade Doherty</td>
</tr>
<tr>
<td>Prep Teachers</td>
<td>Jade Doherty, Terry Naude &amp; ErvinaNgu</td>
</tr>
<tr>
<td>Year 1 Teachers</td>
<td>Janice Deo &amp; Rachelle Grady</td>
</tr>
<tr>
<td>Year 2 Teachers</td>
<td>Kelson Holt &amp; Jilly Pardo</td>
</tr>
<tr>
<td>Year 3 to 6 Coordinator</td>
<td>Jill Monnik</td>
</tr>
<tr>
<td>Year 3 Teachers</td>
<td>Rebecca Santander &amp; Vanessa Smith</td>
</tr>
<tr>
<td>Year 4 Teachers</td>
<td>Kerryn Walsh, Jessie Williams &amp; Chantelle Fernandez</td>
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<tr>
<td>Year 5 Teachers</td>
<td>Adam Court, Querim Gonzales &amp; Emily Clements</td>
</tr>
<tr>
<td>Year 6 Teachers</td>
<td>Jill Monnik &amp; Alex Reid</td>
</tr>
<tr>
<td>Primary Specialist Teachers</td>
<td>Ian Shattock (Sport Coordinator), Nathalie Delahunty, Tamara Drenovski, Nicole Hutchinson, Jane McErlain &amp; Chantelle Fernandez</td>
</tr>
<tr>
<td>Education Support Coordinator</td>
<td>Deb Litster</td>
</tr>
<tr>
<td>Curriculum Coordinator</td>
<td>Rachelle Grady</td>
</tr>
<tr>
<td>SECONDARY TEACHERS</td>
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<tr>
<td>Coordinator of Teaching and Learning</td>
<td>Kristie Barber</td>
</tr>
<tr>
<td>Year 11-12 &amp; VCE Coordinator</td>
<td>Amanda Gelsi</td>
</tr>
<tr>
<td>Year 9-10 Coordinator</td>
<td>Kellie Giannes</td>
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<tr>
<td>Year 7-8 Coordinator</td>
<td>Barry Ibrahim</td>
</tr>
<tr>
<td>English Faculty Team Leader</td>
<td>Kristie Barber</td>
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<tr>
<td>PE Faculty Team Leader</td>
<td>Angela Crowe</td>
</tr>
<tr>
<td>e-Learning Coordinator</td>
<td>Simon Doherty</td>
</tr>
<tr>
<td>Design, Tech &amp; Arts Faculty Team Leader</td>
<td>Dawn McAvoy</td>
</tr>
<tr>
<td>Mathematics Faculty Team Leader</td>
<td>Ed Sammatt</td>
</tr>
<tr>
<td>VET &amp; VCAL Coordinator</td>
<td>Elizabeth Sfameni</td>
</tr>
<tr>
<td>HaSS Faculty Team Leader</td>
<td>Namrata Shipstone</td>
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<tr>
<td>Education Support Coordinator</td>
<td>Deb Litster</td>
</tr>
<tr>
<td>Science Faculty Team Leader</td>
<td>David Waddell</td>
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<tr>
<td>Secondary Teacher</td>
<td>Herman Badenhorst</td>
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<tr>
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<td>Gifford Dennison</td>
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<tr>
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<td>Nimmy Justus</td>
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<td>Linda Karman</td>
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<td>Kerri-Ann Khoshaba</td>
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<td>Mary McCarthy</td>
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<td>Ashraf Mikhail</td>
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<td>Elisa Mueller</td>
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<td>Natasha Oxley</td>
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<td>Glen Pettifer</td>
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<td>Josephine Roy</td>
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<td>Priscilla Samuels</td>
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<td>Desi Soitaridis</td>
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<td>Thornly Talasaia</td>
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<td>Laura Taylor Payne</td>
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<td>Ian Veal</td>
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<tr>
<td>Secondary Teacher</td>
<td>Daria Volok</td>
</tr>
<tr>
<td>Laboratory Technician &amp; Learning Assistant</td>
<td>Sandra de Heaume</td>
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<tr>
<td>Primary Classroom Aides</td>
<td>Cherie Riding, Rosalin Muthusami</td>
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<tr>
<td>Integration Aides</td>
<td>Maria Skelton, Lucy Egan-McCormack, Angela Lastrina &amp; Bernadet Poljak</td>
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<tr>
<td>Hospitality Technician</td>
<td>Kelly Holihan</td>
</tr>
<tr>
<td>Library Technician</td>
<td>Alysia Peck</td>
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<tr>
<td>Accounts</td>
<td>Linda Bailey &amp; Ella Stacic</td>
</tr>
<tr>
<td>Reception</td>
<td>Wendy Elliott, Sara Zamosinski &amp; Candice Naude</td>
</tr>
<tr>
<td>Registrar</td>
<td>Liz Micallef</td>
</tr>
<tr>
<td>ICT Technicians</td>
<td>Aaron O’Brien &amp; Daniel Prowse</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Simon Vamplew &amp; Adrian Dubbeid</td>
</tr>
<tr>
<td>PA to Principal</td>
<td>Rebecca Hayes</td>
</tr>
<tr>
<td>Daily Organiser</td>
<td>Gifford Dennison</td>
</tr>
</tbody>
</table>
### APPENDIX 1: Exclusion periods for infectious diseases

#### Minimum period of exclusion from primary schools and children’s services centres for infectious diseases cases and contacts

**Public Health and Wellbeing Regulations 2009**

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acute viral (Sternotoma pharicoa)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children. Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later</td>
</tr>
<tr>
<td>Herpetic stomatitis</td>
<td>Exclude family/household contacts until stopped by return by the Secretary</td>
</tr>
<tr>
<td>Head, foot and mouth disease</td>
<td>Exclude until all blisters have dried</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until at least 4 days of appropriate antiviral treatment has been completed</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclude is not necessary</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude is not necessary</td>
</tr>
<tr>
<td>Herpes (cold sores)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, whose possible</td>
</tr>
<tr>
<td>Human immune-deficiency virus infection (HIV/AIDS)</td>
<td>Exclude is not necessary</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing</td>
</tr>
<tr>
<td>Influenza and influenza like illnesses</td>
<td>Exclude until healed</td>
</tr>
<tr>
<td>Lymphocytic choriomeningitis</td>
<td>Exclude until approval to return has been given by the Secretary</td>
</tr>
<tr>
<td>Measles*</td>
<td>Exclude for at least 4 days after onset of rash</td>
</tr>
<tr>
<td>Meningitis (bacterial—other than meningococcal meningitis)</td>
<td>Exclude until well</td>
</tr>
<tr>
<td>Meningococcal infection*</td>
<td>Exclude until adequate case eradication therapy has been completed</td>
</tr>
<tr>
<td>Mumps*</td>
<td>Exclude for 5 days or until swelling gone down (whichever is sooner)</td>
</tr>
<tr>
<td>Pertussis* (Whooping cough)</td>
<td>Exclude the child for 21 days after the onset of cough or until they have completed a 5-day course of antibiotic treatment</td>
</tr>
<tr>
<td>Pseudomonas</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery</td>
</tr>
<tr>
<td>Rhesus, streptococcal, parotitis (head line)</td>
<td>Exclude until the day after appropriate treatment has commenced</td>
</tr>
<tr>
<td>Rubella* (German measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash</td>
</tr>
<tr>
<td>Scarlet fever, Staphylococcal</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
</tr>
<tr>
<td>Staphylococcal Respiratory Syndrome (SARS)</td>
<td>Exclude until medical certificate of recovery is produced</td>
</tr>
<tr>
<td>Streptococcal pharyngitis (including scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the child is well</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious</td>
</tr>
<tr>
<td>Tympanic fever (including parotitis)</td>
<td>Exclude until approval to return has been given by the Secretary</td>
</tr>
<tr>
<td>Typhoid fever (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by the Secretary</td>
</tr>
<tr>
<td>Whooping cough (pertussis)</td>
<td>Exclude until medically cleared by the attending physician</td>
</tr>
</tbody>
</table>

#### Statutory rule

A person is charge of a primary school or children’s services centre must not allow a child to attend the primary school or children’s services centre for the period or in the circumstances:

(a) specified in column 2 of the table in Schedule 7 if the person is charge of a primary school or children’s services centre; or

(b) specified in column 3 of the table in Schedule 7 if the person in charge has been informed that the child has been infected with an infectious disease listed in column 1 of the table in Schedule 7, or

(c) specified in column 3 of the table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the table in Schedule 7.

The person in charge of a primary school or children’s services centre, when directed to do so by the Secretary, must ensure that a child excluded at the primary school or children’s services centre who is not immunised against a vaccine-preventable disease (VPS) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note—VPS as marked in bold with an asterisk (*)) require the contact to be informed immediately. Contact the department on 1300 651 160 for further advice about exclusion and these diseases.)

#### Further information

For further information about exclusions mentioned in this document, please contact the Department of Health’s Communicable Disease Prevention and Control Section on 1300 651 160 or childhealth.health.vic.gov.au

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*To receive this document in an accessible format, email: Infectious.diseases@health.vic.gov.au

APPENDIX 2: School Footwear

These types of school shoes are acceptable.

These types of school shoes are not acceptable.

These types of sport shoes are acceptable.

These types of sport shoes are not acceptable.