

**MELTON
CHRISTIAN
COLLEGE**



MELTON CHRISTIAN COLLEGE

**PARENT & STUDENT
HANDBOOK
2024**

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 helpful guide to the work and organisation of the College. Along with the College policies that are published on the website, this handbook outlines the expectations the College has of those who are part of this Christ-centred school community.

Melton Christian College

Founded in 1985

Principal: Mr David Gleeson
Head of Operations: Mrs Cathie Dixon
Head of Finance & Risk: Mr Reyson Royo
Head of Secondary: Mr Derek Bendall
Head of Primary: Mrs Jodie Vamplew
Head of Campus Toolern Vale: Mrs Kellie Giannes
Head of Teaching & Learning: Mrs Kristie Barber

152-156 Brooklyn Road
BROOKFIELD, VICTORIA 3338
Telephone: 03 9732 3000
Facsimile: 03 9747 0909
Email: office@mcc.vic.edu.au
Website: www.mcc.vic.edu.au

TERM DATES 2024

- TERM 1: Wednesday, January 31 - Year 1 to 12
Prep may have an alternative start – their families will be notified directly
Wednesdays are rest days for Prep students for the whole of February
First Wednesday at school for Prep students will be the first Wednesday in March
Wednesday March 26 - Final student day of Term one
- TERM 2: Monday, April 15 - First student day of Term two
Wednesday, June 26 - Final student day of Term two
- TERM 3: Monday, July 15 - First student day of Term three
Thursday, September 19 - Final student day of Term three
- TERM 4: Monday, October 7 - First student day of Term four
Tuesday, December 10 - Final student day of Term four

TABLE OF CONTENTS

MELTON CHRISTIAN COLLEGE

[HISTORY](#)

[WHO WE ARE](#)

[STATEMENT OF FAITH](#)

[OUR VISION & VALUES](#)

[PURPOSE & FOUNDATIONS](#)

[AIMS AND OBJECTIVES](#)

[DEMOCRATIC PRINCIPLES](#)

[HOW TO ENROL](#)

GOVERNANCE & LEADERSHIP

[COLLEGE COUNCIL](#)

[LEADERSHIP](#)

[STUDENT LEADERSHIP](#)

LIFE

[DEVOTIONS](#)

[BIBLE](#)

[CHAPEL](#)

LEARNING

[PRIMARY CURRICULUM](#)

[YR 7 to 9 CURRICULUM](#)

[YR 10 CURRICULUM](#)

[VCE, VCE-VM, & VPC](#)

[VET](#)

[CLASS TIMES](#)

[SECONDARY TUTORING](#)

[ATTENDANCE](#)

[PERMISSION TO LEAVE EARLY](#)

[HOMEWORK](#)

[SUBMITTING WORK ON TIME](#)

[ASSESSMENT](#)

[REPORTS](#)

[TECHNOLOGY](#)

[ICT PROTOCOLS](#)

[CAMPS, INCURSIONS AND EXCURSIONS](#)

[MUSIC](#)

[LIBRARY/RESOURCE CENTRE](#)

WELLBEING

[STUDENT RELATIONSHIPS](#)

[STUDENT WELLBEING SUPPORT](#)

[BULLYING POLICY](#)

[HEALTH MATTERS](#)

BELONGING

[RESPECT GUIDELINES](#)

[STUDENT CODE OF CONDUCT](#)

[RESPONSIBILITY FOR PROPERTY](#)

[ENCOURAGEMENT/DISCIPLINE SYSTEM](#)

[BEHAVIOUR MANAGEMENT](#)

[COLLEGE UNIFORM POLICY](#)

[MOVEMENT AND TRANSPORT](#)

[ALLOCATION TO CLASSES & OTHER GROUPS](#)

CONNECTING

[PARENT - COLLEGE COMMUNICATION](#)

[CHRISTIANITY EXPLAINED](#)

[MAKING CONTACT](#)

[PERSONAL DETAILS](#)

[COLLEGE PUBLICATIONS](#)

[VISITORS TO THE COLLEGE](#)

[RAISING CONCERNS](#)

[MCC PRIVACY POLICY](#)

[PAYMENT OF ACCOUNTS](#)

[TEXTBOOKS](#)

[FOOD AT SCHOOL](#)

[LOST & FOUND](#)

[EXEMPLIFYING POSITIVE BEHAVIOURS](#)

[EXCLUSION FOR INFECTIOUS DISEASES](#)

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. Christ continued to lead, our Brooklyn Road property was purchased, and the first buildings grew. Slowly, over several years, more year levels were added to the College until full cohorts of students from Prep to Year 12 were operational. In 2023, we will open our Toolern Vale Campus. Our combined student numbers, across both campuses, will be 1000 students.

WHO WE ARE

The College is a non-denominational, co-educational Christian school that offers education from Prep to Year 12. We exist to support parents in their God-given task of educating their children and focus on partnering with parents and guardians to nurture children in the Christian faith and fulfil our purpose, which is to provide Christian education for the children of families who desire that particular education and who are supportive of the College's Christ-centred vision and purpose. We invite parents to enter into a partnership with the College to work together in providing a safe, caring, Christian community for students to learn and thrive and become contributing members of society, confident in who they are and in their relationship with God.

CHRISTIAN SCHOOLING AT MCC

In our form of Christian schooling, Christian faith permeates everything. Faith is not merely an addition to an excellent curriculum; at our school faith underpins every program, every policy, every protocol, every practice and all pedagogy.

Our faith teaches us that God has shown himself through Christ and through the Christian Bible. So, our curriculum and pedagogy are to be grounded in and infused by biblical principles.

At our school, Christian education means Christ-centred nurture and growth, so our teaching seeks to unlock every child's God-given gifts and potential. Our teaching fuses faith with knowledge, knowledge with character, and character with a life of service to the Lord. Therefore, because wholistic learning involves Head, Heart and Hand, learning outcomes are not only measured in terms of students knowing more, but also students being more, that is, lives characterised by wisdom and service.

Christ-centred education guides students to discover their God-given calling. Learning flourishes when parents and staff are united by a commitment to biblically faithful schooling underpinned by our core values.

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 Christian Bible

VISION

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

MISSION

Our purpose is, (1) as a learning community under Christ, to excel in care, nurture, welcome and belonging. This will always continue to define our success. And (2) to improve student learning outcomes in all realms, the whole child.

CORE VALUES

- **Christ-Centredness**
- **Excellence**
- **Community**
- **Respect**
- **Passion for Teaching and Learning**

PURPOSE and FOUNDATIONS

Melton Christian College exists to support and assist parents in the God-given task of educating their children. Parents should raise and train their children to recognise, honour and respect that all life and the world belongs to God. The school must not be seen as a substitute for this parental role. It is our desire that the home, Church and school all reinforce the same values so there is no conflict of ideas in the child's mind.

AIMS AND OBJECTIVES

- To provide a quality educational program arising from a sound Biblical foundation based upon the fundamental truths of the Christian Bible.
- 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 partner with parents to equip each child for adult life by fostering respectful, mannerly and disciplined behaviour.
- To guide children towards honouring Christ daily by highlighting the responsibilities God has given them and their capacity to manage responsibilities effectively.
- To enable each student to develop their individual gifts so they are empowered to make an informed, responsible contribution and can demonstrate leadership within the broader community in areas of relationships, values, faith and character.
- To provide education that endorses the importance of family life in accordance with the Christian Bible and the long-standing conventions of Christian doctrine.

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.

HOW TO ENROL

Application for Enrolment: The Process

Step 1: Completed Expression of Interest Form is submitted online to the College Registrar.

Step 2: All enquiries are carefully considered by the enrolments team.

Step 3: Selected submissions are then invited to make a formal Application for Enrolment.

Step 4: Those applying for enrolment must read the College Handbook, which is published on the College website, and also the College Policies that are on the website. They should then enquire directly with administration staff regarding any matter on which they are uncertain.

Step 5: The formal Application for Enrolment, other relevant forms, children's current reports, and the non-refundable application fee are then submitted online.

Step 6: Receipt of Application for Enrolment will be acknowledged by email from the College Registrar.

Step 7: Each Enrolment Application is automatically placed on a waiting list until a prospective position becomes available. An interview will then be scheduled with the Principal or Head of School, parents and prospective students attend. The outcome of the enrolment interview will determine whether a place in the College will be offered.

Step 8: Notification regarding the outcome of the enrolment interview will be provided in writing; where places are available, successful applicants will receive a Letter of Acceptance.

Step 9: The Acceptance Form is then completed, signed and returned to the College office with a \$500 deposit, within 14 days. It should be understood that this is a contractual agreement.

Step 10: All newly enrolled students are accepted on a one term probationary basis.

What the College expects of Parents of enrolled children:

By accepting a place for their children College parents agree to pay the school fees in a timely way following their selected fee-payment option. They also agree to abide by, support and endorse our shared-values:

- Christ-centredness
- Community
- Excellence
- Passion for Teaching and Learning
- Respect

All the information that parents or prospective parents need relating to parent conduct can be found on our website, within the document titled Parent Code of Conduct.

What the College expects of enrolled students:

By accepting a place in the College, and wearing the College uniform students agree to abide by, support and endorse our shared-values. These shared values are set out above.

GOVERNANCE & LEADERSHIP

COLLEGE COUNCIL

The College Council meets monthly to review the College's performance and make decisions about its future direction.

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 Operations	Cathie Dixon
Head of Secondary	Derek Bendall	Head of Finance & Risk	Reyson Royo
Head of Primary	Jodie Vamplew	Head of Pastoral Care	Bonnie Lang
Head of Campus – TV	Kellie Giannes		
Head of Teaching & Learning	Kristie Barber		
Yr 11-12 Coordinator	Barry Ibrahim	Yr 5-6 Coordinator	Lauren Muslayah
Yr 11-12 T&Learning	Pamela Rutsito	Yr 3-4 Coordinator	Terri Naude
Yr 9-10 Coordinator	Fiona Meager	Yr Prep-2 Coordinator	Jade Doherty
Yr 9-10 T&Learning	Belinda Broad	TV Leading Teacher	Stacey O’Dea
Yr 7-8 Coordinator	Jenny Gillie	Teaching & Learning	Jill Monnik
Yr 7-8 T&Learning	Carla Bendall		Lydia Palmieri
VCE VM & VET Coordinator	Jacob Lewis		
VCE Administrator	Sara Zarosinski		
Primary Education Support Administrator		Narelle McMahon	
Secondary Education Support Administrator		Sue Zelenak	
PE Coach Primary		Ian Shattock	
PE Coach Secondary		Kerrie-Ann Ciarniello	
e-Learning Coach		Simon Doherty	
Careers Coordinator		Debbie Strydom	

STUDENT LEADERSHIP

COLLEGE CAPTAINS

Year 12 students are chosen as College Captains each year. They guide the Student Senate, attend student leadership workshops and lead the student body by exemplifying the College's core values, by excellent initiatives, study habits, and by community participation and involvement.

STUDENT SENATE

Senior students are elected to form the Student Senate. This team starts their term developing their portfolios. They too lead the student body through exemplifying College core values.

HOUSES and HOUSE CAPTAINS

Melton Christian College has a four-house system, Caleb, Daniel, Gideon and Joshua. The houses earn points in sporting events, cultural events, annual activities and other occasions. Years 11 and 12 students are chosen as House Captains each year and are responsible for student leadership within each house.



COLLEGE LIFE

DEVOTIONS

Devotions are held in class groups each morning 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 fortnightly. Chapel is worshipping God through song, testimony, service, performance 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.



COLLEGE LEARNING

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 essential skills necessary for fluent, comprehensive reading. We follow a systematic scope and sequence. Students learn the code of reading in a specific order supported by books that match the code they are learning. This means building from the smallest parts upwards. Instruction is explicit, meaning that children are first directly taught the letters and sounds, which are then embedded in the context of meaningful words and sentences.

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 year level, gaining a sound foundation for the future.

Students' abilities are catered for through the provision of differentiated teaching within classes. Students who are eligible for funding and require a degree of specialised assistance can receive some additional support from a classroom Integration Aide (a member of the College's Education Support Team).

Subjects such as Performing Arts, Visual Arts, Digital Technology, Physical Education, Health, Japanese, 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, and Math) program and Year 6 students participate in a Food Technology program.



YEAR 7 to 8 CURRICULUM

Years 7 - 8 implement the Australian Curriculum in the curriculum subject areas of Mathematics, English, Humanities and Science. Japanese, Digital Technology, Physical Education, Health and Art are also key areas of study. Year 7 students also enjoy Drama, Music, and Food Studies. Year 8 students also experience Design Technology-Woodwork.

All students in Years 7 - 8 must achieve adequate results in all subject areas each semester and maintain a high attendance standard to guarantee promotion to the next level the following year.

YEAR 9 & 10 CURRICULUM

Year 9 & 10 implement the Australian Curriculum in the curriculum subject areas of Mathematics, English, History, Science, Health & Physical Education. Bible and Careers are also key areas of study with biblical concepts integrated throughout all areas of learning. Year 9 students study Social Sciences and Year 10 students study Global Citizens.

Years 9 & 10 include elective subject choices, and some run as combined Year 9 & 10 classes. Year 9 students complete two electives and Year 10 students may select up to three electives that support their desired Senior Secondary Pathway. 2023 elective subjects include: Design & Technology: Food; Design & Technology: Wood; Design & Technology: Textiles; Art, Digital Technology, Entrepreneurial Studies, Outdoor Education, Forensic Science, Introduction to Psychology, Introduction to Business, Geography, Media and Slice-in.

Year 10 studies are the preparatory years for their senior certificate. This is a crucial year to achieve and extend specific areas of study that will become VCE,-VCE-VM, VPC or career pathways. Year 10 students on the VCE pathway have the opportunity to take one VCE subject or internal VET subject. All Year 10 students complete one week of Work Experience as part of career-development and life learning preparation.

Around the time of transition from Year 9 to Year 10, the Year 9&10 Teaching and Learning Coordinator, together with the Year 9&10 Year Level Coordinator, work alongside teaching staff to assess each student's suitability and support their subject choices for either VCE, VCE-VM or VPC pathway for Senior Secondary.

All students in Years 9&10 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.

VCE, VCE-VM, & VPC

There are three secondary schooling certificates in Victoria; Victorian Certificate of Education (VCE), Victorian Certificate of Education – Vocational Major (VCE-VM) and Victorian Pathways Certificate (VPC).

MCC has strong VCE, VCE-VM and VPC programs that offer a wide variety of subject areas.

Parents ought to contact our Year 11&12 Teaching and Learning Coordinator or Year 11 & 12 Coordinator for further information and Senior Years handbooks for these pathways.

VET

VET (Vocational Education and Training) programs are run in conjunction with the Western Edge VET cluster. Offsite VET courses have an additional charge. MCC offers VET studies onsite at the College and these onsite VETs have no additional fee, so the College encourages students to select these onsite, no-cost VET courses.

CLASS TIMES

PRIMARY	SECONDARY
8:45 Devotions in Homerooms	8:45 Session 1
9:00 Session 1	9:35 Session 2
9:50 Session 2	10:25 Devotions in Homerooms
10:50 Recess	10:50 Recess
11:10 Session 3	11:10 Session 3
12:00 Session 4	12:00 Session 4
12:50 Lunch	12:50 Lunch
1:40 Session 5	1:40 Session 5
2:30 Session 6	2:30 Session 6
3:30 Students dismissed	3:20 Students dismissed

ARRIVAL, DISMISSAL & SUPERVISION

Brookfield Campus Arrival Time

Lessons begin at 8:45am, and the Primary gate opens by 8:25am. Primary staffers welcome children at the Primary gate. Once the gate is open children are permitted to line up and wait for their teacher at their classrooms.

Secondary students are also expected to be waiting outside their classrooms for an 8:45am lesson start. Secondary students are permitted to enter the campus via the walkway alongside the staff carpark roadway. A secondary staffer welcomes students at that walkway from 8:30am.

Toolern Vale Campus Arrival Time

Lessons begin at 8:45am and the gate opens by 8:25am. Children need to be brought to the entry gate so that they are on time. A Toolern Vale staffer welcomes students into the campus from 8:25am.

Brookfield Campus Dismissal Time

Grade One to Six lessons end at 3:30pm and Prep lessons end at 3:20pm. Children should not be released by teachers prior to these dismissal times. Parents are able to wait just inside the Primary gate to help with a quick getaway.

Secondary students are released at 3:20pm so older siblings of primary children can collect their younger siblings on time. Students are to be collected promptly. It is parents' responsibility either to collect their children promptly or arrange for a family member to collect the children promptly. Parents are to take responsibility for their children at dismissal time.

A staff-member is on supervision duty at the front of the school, they generally locate themselves near the roadway alongside the car park. Also, each afternoon there are staff members around the campus after dismissal, but it must be noted that those staff will be focussed on meetings, planning, tutoring and other co-curricular tasks. Therefore, parents are reasonably assumed to take responsibility for their children at dismissal time.

Toolern Vale Campus Dismissal Time

Prep lessons end at 3.20pm, all other lessons end at 3:30pm, and children should not be released by teachers prior to this time. Parents are able to come inside the entry gate to help with a quick getaway.

SECONDARY TUTORING

Secondary – Wednesday commencing at 3:30pm to 4:20pm

Secondary Teachers provide weekly tutoring. This is done to further support student learning. Tutoring is included in the fees of the College and does not incur any extra charges. Secondary students may be invited to attend secondary tutoring to focus on a specific concept and skills, or they themselves may choose to attend on an as needs basis. In addition to Secondary Tutoring, secondary students can also attend the supervised Secondary Homework Hub commencing at 3.30-4.20 every Monday, Tuesday, Wednesday and Thursday.

ATTENDANCE

So that College staff know which students are expected to be, or not expected to be on campus on any particular day, parents are to notify the office of their child's absence by 9.00am. This can be done via [Parent Portal](#). That makes it possible for the follow up of any unexpected, unauthorised or improper absence as early as possible.

By notifying the office of an expected absence, parents avoid receiving text-notification. When the office does not receive advice that a child's absence is appropriate, the parents will be sent an automatic text-message notifying them of their child's absence. To avoid unnecessary text-notification, students who are later than 8.45am but before 9.00am are to be signed as late on the roll by the class teacher.

Lateness on rare occasions as a result of unavoidable circumstances is understandable. Lateness that is regular or habitual is not acceptable. All students are expected to be present before the commencement of the first lesson, so that they are ready to begin class on time each morning. Students arriving after 9.00am must register their arrival at the Sign-In Stations – Primary front office – Secondary – Sign in Station in the G building hallway.

So that students learn good habits, and to maximise their learning here are some expectations relating to attendance:

- Students are to be punctual for all lessons, assemblies, and College events.
- Before each lesson, students line up outside the classroom.
- All students attend and take part in all lessons.
- Students must stay within College boundaries during the schoolday unless an appropriate pass has been issued and a parent has signed them out via the Sign-in/out Station at reception.
- In order to progress to the next 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.
- In many circumstances VCAA demands that VCE students must provide a medical certificate for absence. VCE students are to read the Senior Secondary Handbook for the detailed information relating to this point.
- All absences must be explained via a written note, or an email or phone-call.
- If a student in a unit 3/4 subject is away and are unable to provide a medical certificate they will receive a zero for any SAC's they miss in that time. Upon their return, they can sit the SAC to receive an S for that outcome.
- Unwell children should not come to school. Parents are to check the last pages of this Handbook to see the list of exclusion times for various illnesses.
- Wherever possible, medical appointments are to be made after school hours.
- In rare cases a student must leave before dismissal time for transport reasons, the parents must have a signed agreement with the Head of Primary or Secondary.
- Offsite VET students must sign in or out when leaving or returning from their VET classes.

- Family holidays can be wonderful, nonetheless, extended planned absences do have a cost to the consistency of children’s schooling, so parents ought to consult early with the Year Level Coordinator. Families with children taking VCE subjects should never plan holidays during school terms because VCE assessment tasks are due throughout the term.

PERMISSION TO LEAVE EARLY

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

- Where children need to have professional appointments, please make these outside of school hours if possible.
- In order not to disturb classes, parents and guardians must send notification to teacher via email or note in diary (Primary) on day of, or prior to appointment. Staff will then send student to office to use sign in/out station at reception where parents can collect their child. Students will only be called out of class in exceptional circumstances.
- Any student that must leave before 3:30pm for transport reasons must have a signed agreement between the parent and the Principal/Head of Primary/Head of Secondary.
- All offsite VET students must use the Sign-In/Out Station at reception when exiting the College to attend offsite VET classes.

HOMEWORK

Homework is an important part of your child’s education; it aims to deepen their understanding of key concepts and provide opportunity for students to practice essential skills. Homework tasks are communicated to students in class, via the learning management system “Canvas”. Through Canvas, secondary students will maintain a record of all assignment requirements and due dates and submit accordingly. Students in Year 7 may be required to complete up to 20 minutes a week per subject, which is approximately 45 minutes per weeknight. Year 8 students may be required to complete up to 25 minutes a week per subject, which is approximately 50 minutes per weeknight. Year 9 students may be required to complete up to 30 minutes a week per subject, which is approximately 55 minutes per weeknight. The gradual increase in time is designed to build proficiency in skills across all subject areas as well as foster attributes of self-discipline and responsibility, which are essential as students progress into the latter years of secondary school. Senior students will be expected to complete increasing amounts of home study as they progress through the year levels. 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. Primary requirements are provided by your child’s homeroom teacher and are submitted weekly with the teacher’s guidance.

SUBMITTING WORK ON TIME

Schoolwork tasks; assignments and assessment pieces are to be submitted by their due dates. Late submissions may incur a penalty. 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 can 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, teachers complete internal progressive assessment to assist 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. From Year 7, semester examinations are administered for selected subjects and from Year 10 students complete an exam for each core subject. 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. Any absences from any VCE assessments require medical certification and communication with the Year 11 & 12 Coordinator.

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 1 and 3 for Years 7 to 11. Progress updates are a simple snapshot of the student's progress for the past term. Reports can be accessed through the [Parent Portal](#).

Parent Teacher interviews are held at strategic times throughout the year. These are important meetings with your child's teacher to discuss their academic progress. Parents are expected to make an appointment and attend.

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. This includes use of digital systems outside of school hours, and offsite from the school. By accepting enrolment at the College, students thereby agree to use technology in accordance with MCC expectations whether learning at home, or on campus.

Personal Electronic Equipment

- During school times 8:45am – 3:30pm, students must not use mobile phones when on campus.
- When on campus, secondary students' phones must be turned off and locked inside lockers. Primary children's phones must be turned off and placed inside school bags.
- The College cannot accept responsibility for any damage, loss or theft of phones.
- Messaging or social networking between students when off campus or outside of school hours is subject to the normal expectations of courteous interaction that applies to face to face communications. Cyberbullying is unlawful and parents are expected to have read the College's Bullying & Harassment Policy which is on the College website.

Laptops and Electronic Texts

In Years 7 to 10, students use devices to access the majority of their textbooks as eBooks. Currently Year 7 - 9 students purchase a laptop via our Edunet Portal, Year 10 -12 students can Bring Your Own Device (BYOD). All textbooks are available to purchase through our online booklist delivered by Winc Schools. Please see the information available on the website. Regarding the use of their devices, students must follow the ICT Protocols which are located in this handbook. Normal confiscation rules apply for misuse.

Laptop, iPad and eBook Procedures

Labelling

Student devices will be labelled with the student's name. The device must remain labelled at all times. They must be protected from graffiti and damage.

Charging Devices

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

Insurance and Damage

Insurance is the responsibility of parents. The College does not insure devices. If any damage occurs to an uninsured device, parents will be responsible for the repair of the device. Laptops purchased via Edunet should be taken to the ICT department for initial assessment.

Faulty Device

Faulty devices should be taken to the ICT department for initial assessment. Laptop warranty repairs will be managed on site.

Technical Support

The College supports functions such as email, internet, printing and overall device management, including eBooks and apps. All software and hardware faults must be logged with the ICT Helpdesk.

ICT Helpdesk

The MCC ICT Team operates using a ticket system that prioritises, documents and reports on all IT issues within the College. ICT expects that students submit all ICT requests via our ticket system. The process is as simple as sending ICT an email. It is important to note that this is the preferred method of contact. Please make sure to provide the following information in your submitted ticket:

- Description of the problem
- Error received – If any
- Preferred contact details – Email or mobile phone

ICT Helpdesk email address: ict@mcc.vic.edu.au

Emergency ICT Helpline: (03) 9732 3011

ICT Helpdesk - Operating Hours

ICT will provide technical support during the following times:

- School Term: 9:00am - 4:00pm Monday to Friday (excluding public holidays)
- School Holidays: 9:00am – 3:00pm Monday to Friday (excluding public holidays)
- Weekend: No Support Available

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 when at the College. Device internet access is not monitored or restricted when accessed on home Wi-Fi or mobile networks. Information regarding methods of improving eSafety at the Family Home, and government guidance regarding this topic can be found here: <https://www.esafety.gov.au/parents/skills-advice/taming-technology>

Class Rules

Teachers may impose their own rules about how devices may be used during their lessons. Students are expected to abide by these rules.

Acceptable Use Policy

Students must continue to adhere to the ICT Protocols (in this Handbook).

Bring Your Own Device Procedures

YEAR 10 -12 Bring Your Own Device (BYOD)

To assist Year 10 -12 students with their learning, the College allows personal digital devices to be used at school. These are only to be used for educational purposes. Students are required to adhere to the same ICT Protocols listed for students in Years 7 -9, such as charging their devices at home. The risk of damage or theft will be borne by the student and parents. The school cannot accept responsibility for devices brought to school. By bringing a device, students are indicating that they, and their parents, understand these conditions.

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 we 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 we 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. This includes use of digital systems outside of school hours, and off site from the school. Students must use technology in accordance with MCC expectations whether learning at home, or on campus.

CAMPS, INCURSIONS AND EXCURSIONS

2024 Camps:

YEAR LEVEL	LIKELY LOCATION	LENGTH	THEME
Year 3	College Sleepover	1 night	Building Independence
Year 4	Camp Weekaway, Benloch	2 days 1 night	Caring for the Earth / Community
Year 5	Camp Weekaway, Benloch	3 days 2 nights	Teamwork
Year 6	Portsea	3 days 2 nights	Building Relationships / Leadership Preparation
Year 7	PGL Campaspe Downs	3 days	Who are we
Year 8	Anglesea	2 days	Perseverance
Year 9	Lake Dewar Camp, Myrniong	3 days offsite 2 days onsite	First Aid/Rescue Camp
Year 10	Urban Seed, Melbourne City	2 days	Selflessness/Mission
Year 11	Emu Gully Experience, Toowoomba QLD	5 days	Anzac Camp for leadership
Year 12	Aspire Retreat, Eynesbury Homestead	1 day	VCE Focus/ASPIRE
Student Senate	Eynesbury Homestead	1 day	Leadership/Planning

Camps are an integral part of our curriculum and all students participate. Parent Information Sessions are held for each camp to explain the purpose and plan for this educational adventure. Staff will communicate the requirements and details pertaining to each specific camp. The cost of camps is included in fees, and these costs cannot be deducted for non-attendance.

Incursions and Excursions

College parents agree to general permission for their children's attendance at incursions and excursions as part of enrolment.

- Details of excursions are usually published at least two weeks in advance of the event.
- Rules relating to phone usage are generally the same when on excursions as when on campus. In particular off-campus situations a secondary teacher may make alternative, excursion-specific arrangements in order to reduce risk.
- Fees generally cover excursion costs. If any additional costs are required parents will receive advance notice.
- College staff are authorised to exclude students from excursions for various reasons including incomplete school work, unacceptable behaviour, incorrect uniform, etc.

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 after school and at lunchtime each day with the exception of Friday after school.

WELLBEING

STUDENT INTERPERSONAL 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. Expressions of romantic attraction that are not permitted includes affectionate physical contact. This extends beyond school to school events, and travel to and from school or school events. Sexual activity of any kind is not permitted at school or school events.

STUDENT WELLBEING SUPPORT

Student wellbeing and support is a high priority here at MCC and begins with each student's homeroom or class teachers. These homeroom or class teachers are the first point of contact concerning pastoral care. Year level coordinators can further assist students with academic or emotional issues. Our Head of Pastoral Care is also available by referral or request as a resource person to assist with concerns. Chaplaincy services are automatically provided for all or any students who teachers feel would benefit from some additional support.

BULLYING POLICY

Important information that parents and prospective parents need to know relating to the College's response to bullying or harassment can be found on our website under the document titled Bullying 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 of children diagnosed with medical conditions (asthma, diabetes, epilepsy etc.) are to annually supply an updated management plan signed by their doctor. Contact reception if further detail is required. Parents of students at risk of anaphylaxis are required to meet with the Principal (or representative) annually to confirm the signed Individual Anaphylaxis Management Plan.
- Medications that need to be administered to a Primary child during school hours must be submitted to the administration office at the start of the day along with signed “Medication Authority” form. Depending of the nature of the medication, and the age of the student, and the parent’s assessment of their child’s ability to manage the situation, in many cases secondary students may manage their own medicines.
- When a student is a part of a serious incident on-site or is absent due to a serious injury, medical condition, or mental health episode, there is a special requirement prior to the return to school. This relates to an injury, medical condition or mental health situation that has implications for a student’s ongoing safety at school. This would include but not be limited to things such as spinal or brain injuries, eating disorders, a predisposition for self-harm, onset of epilepsy, schizophrenic episodes, etc. In such situations, a Return to School meeting must be arranged prior to return. The Return to School meeting will usually involve the student, parent/carer and relevant staff to ensure clear understanding of any medical advice, to assure the school that medical advice actually allows the return to school, and to put plans in place for as safe as possible return to school.
- The College will make every attempt to notify parents if a child needs **urgent medical attention**. If parents or emergency contacts cannot be reached, the College will act in the best interests of the child. Parents will be required to pay any medical or ambulance expenses incurred.
- The College will inform parents if cases of head lice appear. All parents are required to check and treat their children’s hair accordingly.



BELONGING

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

STUDENT CODE OF CONDUCT

1. Introduction

- 1.1 At Melton Christian College we aim to provide Christian education for the children of families who desire that particular education. We invite families who are supportive of our Christ-centred vision and purpose to enter into a partnership with us. This partnership must extend to students, in other words, students themselves are expected to be partners with the College in their learning. We believe an effective teaching-learning relationship with students comes through students and teachers having a mutually shared approach to learning. In fact, the level of success of a student's schooling is as dependent on their efforts to learn effectively as it is on the efforts of staff to teach effectively. The College requires students to co-contribute to the high standard of education in accordance to our Christian ethos, doctrine and practices.
- 1.2 This Student Code of Conduct outlines the way in which the College requires all students to conduct themselves when enrolled at the College, whether attending school, participating in College activities and communicating with members of our community and/or the wider community.
- 1.3 We believe that this Student Code of Conduct will help guide our students and their families to ensure successful schooling in a safe and welcoming environment.
- 1.4 By accepting a place for their children at Melton Christian College, all parents agree to endorse the Student Code of Conduct with their children at all year-levels.
- 1.5 By accepting a place at Melton Christian College, every student agrees that they will abide by the Student Code of Conduct, and comply with all required policies, procedures and protocols of Melton Christian College. This includes appropriate use of digital systems and using only school approved applications, systems and programs in an approved manner.

2 College Core Values

MCC has five Core Values that underpin every aspect of College activity. The list below sets out the behaviours that form this Code of Conduct, showing the way that students must enact the Core Values.

- 2.1 **Christ Centredness** - MCC students are to be respectful of the Bible and its teachings, no matter what their own family's cultural or religious backgrounds are. Students are to behave in ways that show love, joy, peace, patience, kindness, goodness, faithfulness in themselves. They are also to behave in ways that bring out these characteristics in others.
- 2.2 **Excellence** - MCC students are to act in ways that support their own and others' enthusiasm for excellence in achievement. Excellent participation is also a requirement of all students. Excellence is to be pursued in the whole range of school tasks; academic, non-academic, cultural, sporting, homework, camps, etc. Student speech, personal presentation and manner are to show excellence including; courtesy, honesty, and integrity.

2.3 Respect - MCC students are to respect God and the Bible, and always treat others with kindness, gentleness and forgiveness. They are to obey teachers and parents, and act in ways that are lawful; for example, they must never abuse substances or encourage others to do so. They must use speech respectfully, and respect other's personal space. They are to respect property of their own, of others, of the school and the community. Students are to respectfully comply with all College policies, procedures and protocols, including the everyday instructions given by staff. Students are to respect themselves also; and they must demonstrate this in the ways they bring honour to the role of being a student at MCC. Students are to respect the uniform and wear it respectfully.

2.4 Community - MCC is Christian learning community, so students are to act in ways that protect and respect other students, staff, and the wider College community. Students are to disclose any cases of bullying, harassment or abuse to staff. At all times, but particularly when in public, students are to present themselves and behave in ways that show others that our College is a Christ-centred school of excellence.

2.5 Passion for Teaching and Learning - MCC students are to be passionate about learning. They are to behave as partners with their teachers, contributing to effective classroom instruction, owning their own learning, participating wholeheartedly in their own tasks, and celebrating their achievements and advancement. Students are to use their time productively; staying focused, avoiding distractions and doing their best.

3 Rewards and Consequences

3.1 The rewards for students behaving in the above ways are uninterrupted learning, opportunities for successful advancement, participation in a Christ-centred learning community, enriched understanding, knowledge and wisdom, and the opportunity to enrich their own and others' lives.

3.2 The consequence for contravening this Code of Conduct is interrupted, impaired learning for themselves, and almost certainly for others too. Depending on the seriousness of a breach of this Code, and the impact of the outcomes, the penalties imposed will range from reprimands and making restitution, through to detention or suspension. Of course, if there were a very serious deviation from the Student Code of Conduct, the Principal may have no option but to expel a student.

4 Acceptance of these Protocols

In our College we hope for wise and cheerful compliance with the Student Code of Conduct. By accepting a place and enrolling at the College all students are automatically indicating that they agree to abide by this Code.

RESPONSIBILITY FOR PROPERTY

Everyone in the College is expected to take care of their own and other's property. If a student damages property, whether accidentally or intentionally, they are to replace it. The Year Level Coordinator will contact parents because they will be required to make payment for damage or loss caused by their child.

Although every effort is made to help students to protect their own belongings, the College does not take responsibility for loss or damage to personal items.

ALLOCATION TO CLASSES AND OTHER GROUPS

Many factors influence the allocation of students to home-rooms, classes, house-groups, etc. Balanced numbers of boys and girls, student ability, group-dynamics, optimising student opportunities, date order of application for electives, as well many other reasons can be applied by staff in the selection and allocation of students to groups. This is done in a systematic and considered way.

Because of the importance of grouping students on the basis of these factors, the College does not as a general rule, ever change class groupings in response to student or parent requests. Changes to groupings always have ensuing effects which impact other students sometimes unduly.

In consultation with Teachers, Year Level Coordinators take a broad view and consider the needs of all students, and Year Level Coordinators do all that is possible to provide well-balanced groupings each year. They take into account the academic, emotional, social and behavioural needs and abilities of all students. Teachers and Coordinators draw upon their collective knowledge of the students to arrange the classes. Individual requests made by parents would compromise this process and inevitably inhibit MCC's capacity to deliver balanced classes. Therefore, parents are asked not to send messages to teachers in relation to the placement of students in classes. Parents are expected to rely on the professionalism of the staff to optimally distribute students within classes.

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 consequences. 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 direct 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, and for a fresh start elsewhere.

BEHAVIOUR MANAGEMENT - PRIMARY

BLUE	TYPE	YELLOW	ORANGE	RED
Rough play	Behaviour - rough play	Habitual rough play	Unpremeditated physical violence	Physical violence including fighting
Rudeness	Behaviour – language	Low-level offensive language	Inappropriate conversations with other students, using offensive language at students	Using offensive language at teachers
Rudeness, lying	Behaviour - towards others	Teasing/mocking	Harassment	Harassment including sexual harassment
Uncooperative	Behaviour – towards others	Ignoring the directions of the teacher	Refusal to work	Refusal to work, ignoring the teacher and affecting the learning of others
Refer to MCC Bullying policy	Bullying (including cyberbullying)	Refer to MCC Bullying policy	Refer to MCC Bullying policy	Refer to MCC Bullying policy
Inattention, being unprepared for class, eating in class	Class – attitude & effort	Talking in class, distracting others, not completing homework, passing notes, refusing to follow general instructions	Prolonged uncooperative behaviour, refusal to follow direct instructions	Behaviour that endangers staff and/or students, refusal to follow direct instructions
Leaving seat	Class – presence	Leaving class, delayed return	Not going to class	Leaving school grounds
Late for class	Lateness	Late for school	Late for school	Absenteeism (discussion to include Head of Pastoral Care)
Small classroom issues – for example - littering, interfering with the property of others	Property – stealing or damage to property or College reputation	Outside littering, graffiti on desk, stealing	Onsite permanent defacing of property, stealing	Offsite defacing of property, stealing
Not in respective primary / secondary area	School boundaries	Running around buildings	Climbing building, jumping fences	Being offsite
Inappropriate use of iPads or computers	Technology (iPad, ICT)	Attempting to look up inappropriate words or websites	Inappropriate word/web searches	Sharing inappropriate word/web searches
Phone found in the classroom	Technology (phone)	Found walking around with phone	Found using phone	Found using phone which has caused wider issues
Hat / wrong jacket / makeup	Uniform	Follow normal UV procedures	Follow normal UV procedures to include coordinator	Breaches of personal presentation policy
Liquid paper, chewing gum, energy drinks, smart watches, stationery	Use of banned items	Bringing dangerous items to school - for example – matches, knives		Dangerous or illicit substances

If consistent breach, chat with your coordinator

3 Yellows can be upgraded to an orange within a term (resets after one term)

3 Oranges can be upgraded to a red within a year (resets at end of year)

3 Reds can be upgraded to a principal conversation while in primary (resets at end of year)

BEHAVIOUR MANAGEMENT - SECONDARY

BLUE	TYPE	YELLOW	ORANGE	RED
Rough play	Behaviour - rough play	Habitual rough play	Minor unpremeditated physical violence	Physical violence including fighting
Rudeness	Behaviour – language	Low-level offensive language	Inappropriate conversations, using offensive language at student	Using offensive language at teachers
Rudeness, lying	Behaviour - towards others	Teasing/mocking, lying	Harmful behaviour	Ongoing harmful behaviour
Refer to MCC Bullying policy	Bullying/harassment (inc cyberbullying)	Refer to MCC Bullying policy	Refer to MCC Bullying policy	Refer to MCC Bullying policy
Inattention, being unprepared for class, eating in class	Class – attitude & effort	Talking in class, distracting others, not completing homework, passing notes, refusing to follow general instructions	Emailing students in other classes, prolonged uncooperative behaviour, refusal to follow direct instructions	Behaviour that endangers staff and/or students, refusal to follow direct instructions
Leaving seat	Class – presence	Leaving class, delayed return	Not going to class	Leaving school grounds
Late for class	Lateness	Late for school	Late for school	Absenteeism (discussion to include Head of Wellbeing)
Incorrectly using website info (non-VCE)	Plagiarism	Copying other’s work, cheating on tests (non-VCE)		
Small issues in classroom eg. littering	Property – stealing or damage to property or Collegereputation	Outside littering, graffiti on desk, stealing	Onsite permanent defacing of property, stealing	Offsite defacing of property, stealing
Not in respective primary / secondary area	School boundaries	Running around buildings	Climbing building, jumping fences	Being offsite
Being distracted by devices	Technology (iPad, ICT)	Having non-school apps on iPad	Inappropriate word/web searches	Sharing inappropriate word/web searches
Phone found not in locker	Technology (phone)		Found using phone which caused wider issues	
Hat / wrong jacket / makeup	Uniform	Follow normal UV procedures	Follow normal UV procedures	Follow normal UV procedures, including removal of student from normal classes
Liquid paper, wrong calculator, laptop and iPad chargers, energy drinks	Use of banned items	Chewing gum	On-going use of banned items	Cigarettes, alcohol, drugs, vapes

If consistent breach, chat with your coordinator

4th yellow will be upgraded to an orange within a term (resets after one term)

4th orange will be upgraded to a red within a year (resets at end of year)

4th red will be upgraded to a principal conversation while in secondary

COLLEGE UNIFORM POLICY

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 located on campus.

All MCC students are to wear the complete College uniform neatly and the uniform is to be in good order. The full College uniform is defined below as summer-uniform, winter-uniform, or sports-uniform according to the season and/or event timetable. Personal presentation including cleanliness and tidiness are considered as important as the College uniform, and as part of this policy they are to be of a high standard at all times that the uniform is being worn.

1. The Importance of Uniform

By accepting enrolment for their children, parents are committing to support the uniform policy. Students and their families are to be aware that their individual presentation determines the collective image of the College. The wearing of the College uniform is the singularly and immediately visible impression of the College to those within and beyond the College community.

The most important reason for student uniform is to create and uphold a sense of belonging. Uniform promotes cohesion within a school by eliminating visible indications of difference. Notwithstanding this purpose, we note that the Principal will make exceptions to this Uniform Policy accordance with part 4 below.

2. The Benefits of Uniform

Benefits of College uniform include:

- enhanced school spirit
- eradicating unhealthy competitiveness between students regarding clothing
- learning opportunities for future workplace expectations
- presentation of the school to the wider community
- relatively less expense and more convenience for parents
- safety through easy identification of students on and off-site
- students having a sense of belonging
- students identifying themselves with the College's core values
- students taking appropriate pride in their appearance

3. Scope

All MCC students are to comply with the uniform expectations unless an exception has been granted by the Principal in accordance with part 4 below. All MCC parents and guardians are to support their children in enabling them to comply with the uniform expectations, and all MCC teachers are to uphold and require the uniform expectations.

4. Exceptions to the Uniform Policy

There may be circumstances in which specific exceptions to the Uniform Policy are permitted by the Principal. Requests for an exception to the Uniform Policy should be made to the Principal. Such exceptions:

- will be granted by the Principal on genuine medical or religious grounds in order to avoid disadvantage, including to permit a student to wear an article of faith that is not expressly listed in the Uniform Policy but forms part of their religious belief; and
- may be granted, in the Principal's discretion, in other circumstances where there is genuine and reasonable reason to allow such an exception.

5. Description of Uniform

GIRLS – PRIMARY	
Summer (Terms 1 & 4)	Winter (Terms 2 & 3)
<ul style="list-style-type: none"> • College issue dress with logo • College issue navy blue shorts • College issue short sleeve shirt • Navy blue ankle socks • Black polished solid school shoes, not light slip-ons, must be secured firmly to the feet (Appendix 2) • College issue navy blue V-neck jumper with logo • Sun hat (must be the uniform hat - navy blue with College logo) 	<ul style="list-style-type: none"> • College issue pale blue long sleeve shirt • College issue navy blue pleated skirt pinafore or College issue pants • Navy blue tights or knee high socks • Navy blue V-neck jumper with College logo • Black polished solid school shoes, not light slip-ons, must be secured firmly to the feet • College issue navy blue parka (optional) • Plain navy blue beanie (optional) • Plain navy blue scarf (optional)
BOYS – PRIMARY	
Summer (Terms 1 & 4)	Winter (Terms 2 & 3)
<ul style="list-style-type: none"> • College issue navy blue gabardine shorts (not sport shorts) or navy blue trousers • College issue sky blue polo shirt with logo • Navy blue above the ankle 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 • College issue navy blue sun hat with logo 	<ul style="list-style-type: none"> • College issue navy blue trousers • College issue pale blue long sleeve shirt • Navy blue 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 • College issue navy blue parka (optional) • Plain navy blue beanie (optional) • Plain navy blue scarf (optional)
SPORTS UNIFORM – PRIMARY	
Sport uniform warm weather or cold weather can be worn all year.	
<ul style="list-style-type: none"> • College issue navy blue micromesh shorts (loose fitting and mid thigh length) or long College issue sport pants • College issue sport jacket with logo • College issue polo-shirt with raglan piping • Plain white socks 	<ul style="list-style-type: none"> • 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	
<p>These are also obtained from the College uniform shop:</p> <ul style="list-style-type: none"> • Navy blue waterproof art smock is required. • Navy College issue blue waterproof library bag with logo must be used. • College issue school bag with logo is required. 	

GIRLS – SECONDARY	
Summer (Terms 1 & 4)	Winter (Terms 2 & 3)
<ul style="list-style-type: none"> • College issue dress with logo • College issue navy blue shorts • College issue Secondary level trousers • College issue short sleeve shirt • Plain navy blue socks • Black polished solid school shoes, not light slip-ons, must be secured firmly to the feet and have a heel (less than 4cm). • College issue navy blue V-neck jumper with secondary logo (compulsory) • Sun hat (must be the uniform hat - navy blue with college logo) 	<ul style="list-style-type: none"> • College issue pale blue long sleeve shirt • College issue maroon tie • College issue Secondary level skirt or trousers • Plain navy blue tights or socks • College issue navy blue V-neck jumper with logo (compulsory) • Black polished solid school shoes, not light slip-ons, must be secured firmly to the feet and have a heel (less than 4cm). • Plain navy-blue scarf (optional) • College issue navy blue parka (optional, for Year 7 to 9 only) • Plain navy blue beanie (optional)
BOYS – SECONDARY	
Summer (Terms 1 & 4)	Winter (Terms 2 & 3)
<ul style="list-style-type: none"> • College issue grey shorts or grey trousers • College issue sky blue polo shirt with maroon stripes in collar • Plain grey socks • Black polished solid school shoes, not light slip-ons, must be secured firmly to the feet and have a heel (less than 4cm). • College issue navy blue V-neck jumper with logo (compulsory) • Sun hat (must be the uniform hat - navy blue with college logo) 	<ul style="list-style-type: none"> • College issue grey trousers • College issue pale blue long sleeve shirt • College issue maroon tie • Plain grey socks • Black polished solid school shoes, not light slip-ons, must be secured firmly to the feet and have a heel (less than 4cm). • College issue navy blue V-neck jumper with logo (compulsory) • Plain navy-blue scarf (optional) • College issue navy blue parka (optional, for Year 7 to 9 only) • Plain navy blue beanie (optional)
SPORTS UNIFORM – SECONDARY	
Sport uniform warm weather or cold weather can be worn all year.	
<ul style="list-style-type: none"> • College issue navy blue micromesh shorts (loose fitting and mid-thigh length) or long College issue sport pants • College issue sport jacket with logo (compulsory) • College issue polo shirt • Plain white socks 	<ul style="list-style-type: none"> • Structurally supportive runners or cross trainers, not street or skate type shoes, must be secured firmly to the feet • College issue navy blue parka (optional, for Year 7 to 12) • Sun hat (navy blue with college logo)
YEAR 10, 11 AND 12 UNIFORM	
<ul style="list-style-type: none"> • A College issue blazer is to be worn by all Year 10, 11 and 12 students to and from school each day, to weekly chapels, weekly assemblies and to all full dress excursions. (Allowances will be made if temperature is over 30 degrees.) 	
OTHER ITEMS	
<ul style="list-style-type: none"> • Melton Christian College school bag required. These are obtained from the uniform shop. • House jerseys are available at the uniform shop for Yr 10 to 12 students. They are non-uniform and non-compulsory items that senior students may want to wear during a sports carnival or another free dress day. 	

There will be a changeover period for the two weeks before and after the Term 1 and 3 break where either full summer or full winter uniform can be worn; however, hats are still required until the end of Term 1. It is compulsory for students to wear the College uniform sun hats in Terms 1 and 4 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.

6. Personal Presentation

As part of ongoing enrolment, all MCC students are to comply with these personal presentation expectations. All MCC parents/guardians are to support their children in enabling compliance with these expectations. All MCC teachers are to uphold and require the personal presentation standards set for students.

Year Level Coordinators have the authority to determine the suitability of adherence to the standards for personal presentation. This means that if a Year Level Coordinator decides that a student needs to modify their personal presentation in any way, the student is to comply with the Year Level Coordinator's instructions; the student's parents are expected to support and enable these instructions.

6.1 Hair length

Students' hair is to be tidy, clean, neat, and off their eyebrows and faces. For Secondary students, if hair-length reaches the back collar, it may be required to be tied back for practical classes. For Primary students, if hair-length reaches the back collar, it is to be tied back at all times.

6.2 Hair Coloration

Change of hair colour is discouraged by the College but not prohibited. Nonetheless, if a student colours their hair, it may only be colored with naturally occurring hair colours. Year Level Coordinators will decide if a student's hair-coloration needs to be modified.

6.3 Hairstyle

- i. Hairstyle is to be guided by the length and coloration guidelines above
- ii. Within those guidelines, style is generally a student's own choice, however the intention of representing MCC well is paramount, so hairstyles are to be unostentatious. The Year Level Coordinator is authorised to decide if a hairstyle needs to be modified.
- iii. Neat braids are generally acceptable. They may need to be collectively tied back to be compliant with length requirements. Beads or bright/noticeable clip-on clasps are not permitted in or on braided or other hair.
- iv. Dreadlocks are generally not acceptable. Check before Changing: Colour or Style.
- v. If a student is contemplating changing their hairstyle or colour, but is unsure of how the change will comply with the College's expectations, they should seek advice first. A student should check with the Head of Secondary/Primary or the Year Level Coordinator because these staff can guide the decision of what hairstyles or colouring would be acceptable. This ought to be discussed by the student prior to having the changes made. If a haircut or style and/or colouring is deemed by the Year Level Coordinators not to meet College expectations then students will be asked to adjust it accordingly. In some cases, students will not be permitted to attend school until the modifications meet the requirements of the College. Prior to returning to school the student must meet with the Head of Secondary/Primary or the Year Level Coordinator to ensure the modifications are adequate.

6.4 Hair Accessories

- i. Discreet hair-clips, hair-ties, and hairpins are acceptable methods for fastening hair up or back. In order to be discreet they should be of colours that match a student's hair colour or they can match colours of the MCC uniform. The rule is that they are to be unostentatious and the Year Level Coordinator is authorised to determine this on a case-by-case, individual basis.
- ii. Realistic-looking wigs may be acceptable hair-accessories for MCC students, but the Year Level Coordinator is authorised to determine this on a case-by-case, individual basis.
- iii. As a general rule, hair-extensions are not permitted for students, but the Year Level Coordinators are authorised to determine suitability on a case-by-case, individual basis.
- iv. Beads or bright/noticeable clip-on clasps are not permitted in or on braided or other hair.

- 6.5 Facial Hair
Beards, moustaches and other facial hair must be maintained neatly. All decisions around facial hair are at the discretion of the Year Level Coordinators.
- 6.6 Piercings
- i. One small-sized, unostentatious ear-stud or small-sized plain sleeper (see point below re safety) is permitted in the lower part of each ear.
 - ii. Besides the ear-piercings as described above, no other piercing accessories are permitted. Clear plastic retainers are to be used by students wishing to keep any additional piercing holes open. Covering a piercing accessory with a band-aid or similar is not permitted.
 - iii. Sleepers, when worn are at the student's own risk. Please note that no responsibility will be accepted by the College for accidental injury through wearing sleepers. It is MCC's view that sleepers carry more risk of accidental injury than studs.
- 6.7 Jewellery
- i. Jewellery such as rings, bangles, bracelets, wristbands or anklets, and necklaces are not permitted.
 - ii. A simple Christian symbol such as the cross or ichthus (fish-sign) on a light necklace is permitted, but should be tucked down out of sight into clothing, and for safety reasons must be removed and pocketed when playing sports or using machinery.
 - iii. Medical alert info-bracelets are permitted
 - iv. A wrist-watch that is not a smart-watch or wrist-watch-phone is permitted.
 - v. An activity tracker that is not a smart-watch or wrist-watch-phone is permitted.
 - vi. Some activity trackers, fit-bits, or activity measuring devices may need individual approval by the Year Level Coordinator in order to be permitted. The Year Level Coordinator is authorised to decide what is or is not permitted.
- 6.8 Make-up and Nails
- i. Make-up and fake eyelashes are not permitted.
 - ii. Coloured nail polish and fake fingernails of any length are not permitted. Clear, strengthening nail polish, whether glossy or non-polished is generally acceptable.
 - iii. At the Year Level Coordinators' discretion, a student may be permitted to use appropriate foundation discreetly to cover a blemish.
 - iv. Fingernails are to be kept neat, clean, short and safe.
- 6.9 Tattoos
While enrolled at MCC, students are not permitted to have any visible part of their body marked, tattooed or painted in any way. In the unlikely instance that a prospective student has existing tattoos pre-enrolment, the Principal will use discretion and advise the prospective student and their parents of what responsive actions may be required.
- 6.10 Secondary Student Undershirt
A t-shirt or long sleeve t-shirt may be worn underneath secondary school uniforms. The t-shirt is required to have a lower neckline to ensure this undershirt isn't visible. With normal school uniform All undergarments should not be visible, therefore when a secondary student is wearing a long sleeve t-shirt, they are required to wear their jumper at all times.
However, a visible plain white long sleeve t-shirt may be worn underneath the secondary sport uniform for additional warmth.
- 6.11 Presentation of Clothing
- i. Uniform and other clothing including shoes must be clean, modest, neat, tidy and in good order without damage or noticeable signs of age.

- ii. Shoes are to be fastened while being worn by students.
- iii. Belts can be worn with uniform trousers and are to be plain black with an unostentatious buckle.
- iv. Skirt and dress lengths must be at the middle of the kneecap even when wearing a jumper.
- v. Hats and beanies are not permitted to be worn indoors; during class, assemblies, chapel, and other events.

6.12 Consequences of non-compliance

- i. When a student is not complying with these personal presentation standards, the Year Level Coordinator may instruct the student to make immediate changes to their appearance. Where that is not possible, they may withdraw the student from regular classes for the day and have them complete their schoolwork in a safe and suitable space away from the rest of the students. Alternatively, they may contact the parents to collect their child and keep them home until the required modifications have been made.
- ii. If a student is not complying with these personal presentation standards on the day of a special event such as an excursion or sports event, the student is likely to miss out on that co-curricular activity. Non-compliance with these personal presentation standards carries the same penalties as breaches of College uniform. The process for penalties and parent-notification varies between Primary and Secondary as part of building responsibility in our students.
- iii. The consequence of students wearing non-uniform jewellery is generally confiscation of the items by the Year Level Coordinator. Confiscated items will be stored in a lockable cabinet for collection a full term of weeks later.
- iv. Students or parents who refuse in an ongoing way to comply with these procedural expectations regarding personal appearance will be required to meet with the Principal to review their enrolment status. The College retains the right to withdraw a students' enrolment on the grounds of ongoing refusal to comply with these standards of personal presentation.
- v. In every instance, the final decision on any questionable matters relating to suitability of student uniform, clothing, tidiness, presentation and appearance rests with the Head of Secondary/Primary.

6.13 Casual or Free Dress Days

- i. Casual dress or free-dress days or other special events and activities are an opportunity for students to enjoy wearing their preferred neat casual clothes. While the personal presentation standards still apply to some extent, they are less stringent in keeping with the intention of the special day.
- ii. Any logos, symbols or images on items of clothing are to be appropriately inoffensive, and not upsetting or frightening for our younger students.
- iii. For safety reasons, the limitations on piercings and jewellery as listed above, still apply on casual or free dress days.
- iv. For safety reasons, some curricular activities such as sport, hospitality/food-preparation, and/or materials-technology will mean that even on a free-dress day the hair is to be tied back safely, and loose items of clothing fastened safely.
- v. It should be noted that during Terms 1 and 4 a suitable sun-smart hat is to be worn (non-uniform is acceptable), or sun-block is to be applied.
- vi. Footwear is to be shoes or runners of some kind, flip-flops or thongs are not suitable footwear for school even on a casual or free dress day.
- vii. On free dress days, modesty is still required for all. For example, leggings and/or tights would be suitable with shorts or some other garment over them, but not on their own. Similarly, shorts or skirts may need leggings under them in order to be adequately modest.

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.

It is helpful to recognise that there are three parts to our carpark. To maximise children's safety, there are different ways of using the three different parts.

1. **Main carpark.** This is where you park if you want to get out of your vehicle. For their safety, young children may not walk through the main carpark without an adult. Every pedestrian is always to use the crossings.
2. **Kiss-&-Go.** The Kiss-&-Go is within the main carpark, it runs beside the pathway at the front of the buildings. At the Kiss-&-Go, you may not park and leave your vehicle. You only stop the car so the children can get in or out, then you drive away. That's why it's called the Kiss-&-Go, because the children give mum or dad a quick kiss, and then they go, and you also go. No drivers may get out of their car if the car stops in the Kiss-&-Go zone.
3. **Staff Carpark.** Only staff may take their vehicles up the full length of the gravel roadway that runs past the Uniform Shop. That gravel roadway leads to the staff carpark. Parents may use the first part of that gravel parking, near the Uniform Shop, but may not go past there.

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.
- Riding bicycles and scooters on College property, including the car park, is prohibited for safety reasons.
- 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 protocol requires prior written approval for the student driver and any student passengers.

CONNECTING

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.

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.

Parent Portal

All Melton Christian College families have access to the College Parent Portal. The Parent Portal allows families to view student information academic reports, timetables, fee statements and make bookings for parent teacher interviews. Absences may also be reported through the Parent Portal - Notifications – Available eForms – Student Absence Notification. Access to the Parent Portal is through our MCC website <https://spider.mcc.vic.edu.au/Spider/Pages/Login.aspx>

For account and login information for the Parent Portal please contact the college via email and send your request to ParentPortal@mcc.vic.edu.au

Canvas

Canvas is an online platform both primary and secondary teachers use to directly communicate assessment details and due dates with students. Canvas aims to help both students and parents stay up-to-date with coursework, and informed on classwork/homework expectations. All students are provided with log in details to Canvas and can access it via the iPad app or a web browser at <https://mcc.instructure.com/>.

[Canvas Parent Guide](#)

Diary

The College issues primary 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:

- Primary parents may choose to staple any notes to teachers to the inside of the diary so that the notes don't get lost in the bottom of a schoolbag. Other communications are written directly in the diary.
- Parents of Prep to Year 6 students must check diaries daily before signing them.
- Email communication with parents is secondary teachers' preferred means of connecting. Parents will be pleased with this because email communication is more immediate than hard-copy diary communication.

MAKING CONTACT

- College administration office hours are 8:00 am – 4:00 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 can update personal and family contact details held by the College through the parent portal. Access to the Parent Portal is through our MCC website <https://spider.mcc.vic.edu.au/Spider/Pages/Login.aspx>

It is important to make these changes regarding the following information held by the College as close to the time they occur as possible:

- 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

COLLEGE PUBLICATIONS

The MCC Weekly Newsletter

The Newsletter is published fortnightly to inform parents of College activities, important dates and functions. The College posts this publication on our website and emails it to all families.

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 attending 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's Privacy Policy is accessible via our website

PAYMENT OF ACCOUNTS

Fees and Accounts

All the information that parents or prospective parents need relating to Fees and Accounts can be found on our website under the document titled Enrolment Terms and Conditions Section 4 of that document details this information.

Current Fees & How to Pay

All the information that parents or prospective parents need relating to Fees and How to pay can be found on our website, within the document titled Fee Table

Maintenance Levy

All the information that parents or prospective parents need relating to Maintenance Levy and Accounts can be found on our website under the document titled Enrolment Terms and Conditions

Fees for Absent Students

If students are absent from school for family holidays, overseas travel or personal reasons, fees are still to be paid during that time. Refunds are not given for students who do not complete a school term or do not participate in a required activity.

Student Withdrawals

Important information that parents and prospective parents need relating to Student Withdrawals can be found on our website under the document titled Enrolment Terms and Conditions.

Sections 3.3, 3.4 and 4.8, 4.9 of that document detail this information.

If parents wish to withdraw their child from the College the parents must give to the Principal one term's written or emailed notice. If parents do not give the required notice it will result in a charge of one term's fees. This notification in writing or email must come to the College office. Merely notifying your children's teacher is not adequate as formal notice. Parents themselves must ensure that their written or emailed notification gets delivered to the front office.

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.

FOOD at SCHOOL

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

- In line with our vision of Christian Community, students eat their lunch together, in their homerooms with their homeroom teachers.
- Because we live out our Core Value of Respect, we all put rubbish and food scraps in the bins.
- We don't have glass bottles or containers at school, because they can create a risk if they break.
- Because children's health and behaviour matter to us greatly, we don't allow high-energy caffeine drinks.
- Only in the Year 12 Common-room are there facilities to heat or cool student food, so other year levels are not able to do that at school. Some students might want to bring a thermos instead.
- Parents of children with allergies know that it is impossible to exclude allergens altogether, so parents of children with allergies need to educate their children so that they know not to share others' food.

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.

EXEMPLIFYING POSITIVE BEHAVIOURS

MCC students are not permitted to smoke, (including vaping) consume alcohol or illegal substances. 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.

Unacceptable Reaction to Conflict

At Melton Christian College, we use the PeaceWise process of conflict resolution. We teach our students practical conflict resolution skills that align with our core values, and that consistently succeed.

In some schools, students apparently form hostile, rebellious groups who make threats of violence, or perform acts of violence. Apparently at some schools, students have been known to call upon students from other schools, or family members to enact revenge on their behalf. At MCC we define this form of wrongdoing as gangs, or gang-like behaviour.

Parents and students should be very clear that promotion of a gang, participation in a gang, or enacting gang-like behaviour is not permitted for MCC students in any context. It is not permitted whether on or off campus, whether within or outside of school hours, whether online or any real-world context, whether wearing school uniform, or wearing casual clothes.

Our school has a reputation for a culture of peace. Peace is a critical element in our school identity. Therefore, if a student acts in ways that damage that reputation, they and their parents must assume that there will be serious consequences, up to and including the withdrawal of enrolment. Even stirring up or promoting gang-like threats of or acts of violence will incur strict penalties. That is how seriously we see the matter of gang participation, gang-like behaviour or alliances for the purpose of revenge.

APPENDIX 1: Exclusion periods for infectious diseases

Minimum period of exclusion from primary schools and children's services¹ for infectious diseases cases and contacts

Public Health and Wellbeing Regulations 2019

Schedule 7

Column 1 Number	Column 2 Conditions	Column 3 Exclusion of cases	Column 4 Exclusion of Contacts
1	Chickenpox	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
2	Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
3	Cytomegalovirus (CMV) Infection	Exclusion is not necessary	Not excluded
4	Diarrhoeal illness*	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
5	Diphtheria	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	Exclude family/household contacts until cleared to return by the Chief Health Officer
6	Glandular fever (Epstein-Barr Virus Infection)	Exclusion is not necessary	Not excluded
7	Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
8	Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
9	Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
10	Hepatitis B	Exclusion is not necessary	Not excluded
11	Hepatitis C	Exclusion is not necessary	Not excluded
12	Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
13	Human Immuno-deficiency virus Infection (HIV)	Exclusion is not necessary	Not excluded
14	Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
15	Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
16	Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
17	Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
18	Meningitis (bacterial—other than meningococcal meningitis)	Exclude until well	Not excluded
19	Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
20	Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
21	Molluscum contagiosum	Exclusion is not necessary	Not excluded
22	Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
23	Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
24	Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
25	Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
26	Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
27	Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded
28	Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
29	Tuberculosis (excluding latent tuberculosis)	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
30	Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

Regulation 111

A person in charge of a primary school, education and care service premises or children's services centre must not allow a child to attend the primary school, education and care service premises or children's services centre for the period or in the circumstances:

* specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 2 of that Table; or

* specified in column 4 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 2 of that Table.

*Diarrhoeal illness includes instances where certain pathogens are identified including Amebiasis (*Entamoeba histolytica*), *Campylobacter* spp., *Salmonella* spp., *Shigella* spp. and intestinal worms, but is not limited to infection with these pathogens.

Further information

Please contact the Communicable Disease Prevention and Control Section on 1300 651 160 or visit www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion

¹ Children's services cover the terms 'education and care service premises' or 'children's services centre' used in the regulations. It includes centres such as childcare centres and kindergartens.

MELTON CHRISTIAN COLLEGE

