



Henderson College



Student Handbook

*We Grow-in faith and learning
We Share-our faith through service
We Trust-in God*

INTRODUCTION

It is with professional pride that I welcome you to Henderson College.

At Henderson we recognise that each student has a unique combination of God given talents, skills and perspectives.

We seek to identify those characteristics and encourage each student to realise their potential through high quality relationships between teachers and students and a genuine partnership between parents and the school.

We invite you to become actively involved in any or all aspects of school operations, classroom assistance or Home & School Parent Association activities.

Our curriculum fulfils the Victorian Registered Schools Authority syllabus requirements through differentiated, thematic integration.

Our focus on thinking skills will provide students with the ability to: apply content; create; prioritise tasks and time; and to be productive in both group and individual endeavours.

Our curriculum is designed to equip students with the life skill of learning how to learn and applying these skills.

I am confident that Henderson College will provide an outstanding, dynamic Christian education for your child.

We look forward to your participation and support.

*Mrs Sandra Ferry
Principal*



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Statement of Special Character

Adventist education is Bible-based, Christ-centred and service-oriented. It aims for a balanced development in the lives of students, encouraging them to choose a personal relationship with Jesus. These features infused through the schools policies, procedures and practices provide the special character of Adventist education.

Vision Statement

- *We Grow-in faith and learning*
- *We Share-our faith through service*
- *We Trust-in God*
- *Mission Statement*

Henderson College is a Seventh Day Adventist learning community where students are inspired to discover a faith in God and develop their God given gifts.

Values Statement

The values are motivated by the overarching value of love and are evident in acts of service.

- *Excellence...living for God's glory*
- *Love...is patient...always perseveres*
- *Compassion...is kind...keeps no record of wrong...does not envy*
- *Humility...does not boast...is not proud...is not easily angered*
- *Respect...is not rude*
- *Integrity...rejoices in the truth*
- *Justice...is not self seeking*
- *Discernment...does not delight in evil*
- *Responsibility...always protects...never fails*
- *Hope...always trusts*

Philosophy Statement

Henderson College offers a program based on the Christian philosophy of God being the Creator and Saviour of the earth. The fundamental premise upon which our educational philosophy is based is the belief that this gospel touches every aspect of life. The educational programme in this school is designed so that the power of the gospel may become a reality in all aspects of the lives of students who attend.

The programs of, and teaching in, Henderson College support and promote the principles and practice of Australian democracy, including a commitment to:

- *the elected government*
- *the rule of law*
- *equal rights for all before the law*
- *freedom of religion*
- *freedom of speech and association*
- *the values of openness and tolerance*

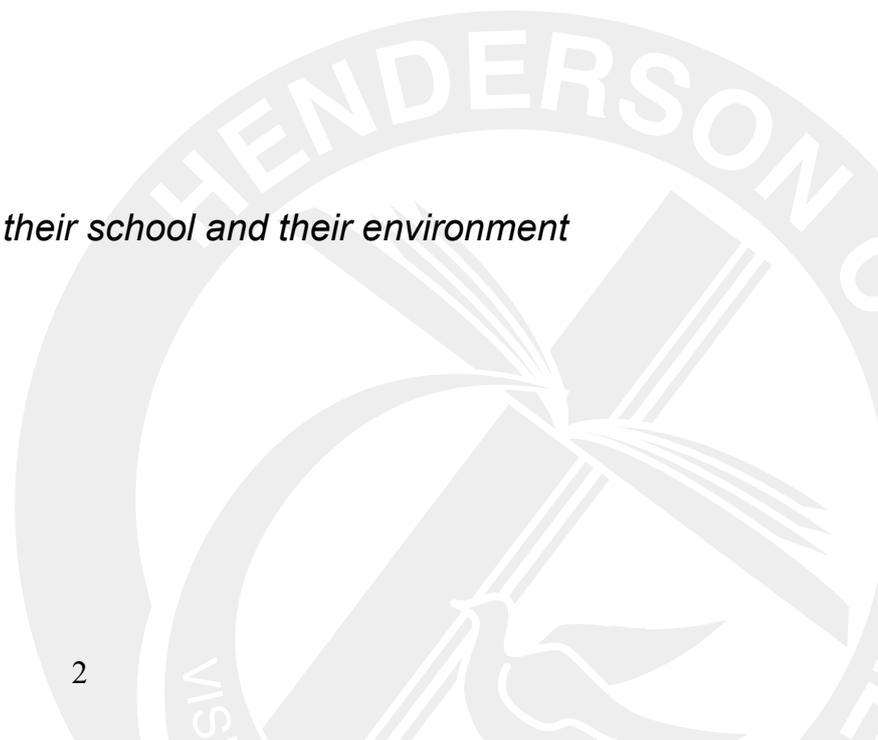
General Aim

The primary goal of Henderson College is to provide a warm, caring, safe Christian environment where all children can learn to relate positively to students, staff and other adults. The school recognises the uniqueness of each individual and priority is given to helping each child develop socially, spiritually, emotionally, academically and physically to provide a balance for life skills and life's choices. Henderson College is committed to the safety and wellbeing of all our students. As a result of our belief in the holistic approach to education we emphasise the importance of developing a healthy lifestyle.

As Henderson College is a Christian school staff members are dedicated to encouraging students to develop a love for God and a saving relationship with Jesus Christ which will be expressed in unselfish service, self-discipline and a better understanding of Biblical principles by which to make decisions.

Opportunities will be provided for children to develop:

- *academic excellence*
- *advanced physical skills*
- *positive social adjustments*
- *sound peer relationships*
- *confidence and self worth*
- *problem solving strategies*
- *Christian values*
- *a sense of pride in themselves, their school and their environment*



PERSONNEL

Principal	Mrs Sandra Ferry
Council Chairperson	Mr Trevor Monson
Business Manager	Mrs Kaylene Clark
Receptionist/Uniform Shop Coordinator	Mrs Janine Kuhl
Chaplains	Pr Andy Litchfield, Pr Connie Toga
Welfare Officers	Gerrard Price, Brooke Davidson, Venise Lang

SCHOOL OPERATION

As all Seventh-day Adventist Schools in the state of Victoria form a single system, each school is tied constitutionally to the central body for the State – Seventh-day Adventist Schools [Victoria] Ltd. This central organisation controls the employment of teaching staff and determines the distribution of financial resources between schools. Responsibility for the day-to-day operation of the school rests with the Principal and staff in consultation with the School Council. The School Council consists of elected representatives of the Mildura Seventh-day Adventist Church, plus the Principal and the Church Pastor.

SCHOOL COUNCIL

The School Council is responsible for the local operation of the school including finances, buildings, pupil enrolment, grounds and equipment. Much of its work is organised through sub-committees. The sub-committees in operation are: Home and School, Enrolment, Uniform, Bus, Building and Fruit Block.

The Home and School reports to parents through an Annual General Meeting held in December, as well as through regular articles in the newsletter. A Home and School election is held each year. Home and School meetings are open to all.

STUDENT REPRESENTATIVE COUNCIL

Under the guidance of a teacher liaison representative, the School Captains and Prefects, along with peer elected representatives from Years 2-10 form the S.R.C. They meet regularly to discuss issues that concern students and make recommendations to the school administration.

ADMISSION & ENROLMENT

Who can apply?

Henderson College has been established to meet the needs of families seeking a quality Christian education for their children and offers classes from Prep through to Year 10. Henderson College is a Christian school but accepts students from a diverse range of religious and cultural backgrounds.

It is a requirement that students transferring into the school present previous academic reports and all students in Years 5-10 will agree to and sign the following pledge, countersigned by a parent or guardian:

I agree as a student of Henderson College to cooperate in all the activities of the school, uphold its standards, maintain its honour as a Christian institution, and show Christian conduct in my speech and actions.

Enrolment Procedures

Parents/guardians are required to complete an application form and return it to the office. An interview will then be arranged with the Principal. The learning support teacher or classroom teacher may also be invited to this interview. The outcome of the application will generally be advised within 48 hours of the enrolment interview. Successful applicants are placed on one month's probation. After this the family is invited to meet with the teachers to review the student's progress and assimilation into the school's program.

All students are required to provide an immunisation certificate, birth certificate and Medicare number with their enrolment application. The parent or guardian must also supply a current Driver Licence No. and must provide a copy of any Family Court order which may affect a student or students enrolled at the school.

Enrolment Deposit

An enrolment deposit of \$50 per student is payable when an application for enrolment is received. This is a non-refundable fee.

Re-enrolment

To be assured of a place in the following year, parents of students intending to return need to lodge a Re-Enrolment form before the end of Term 3.

SCHOOL PROGRAMS

Curriculum

Every aspect of the educational program is devoted to the development of the whole person to allow each student to be the person God intends him or her to be. To accomplish the purposes of the school, the curriculum has been designed to integrate the Seventh-day Adventist philosophy and lifestyle into the total school program.

Bible Studies is regarded as being of special importance, and all students are required to participate in this subject.

The School Program Aims to:

- Encourage the development of character based on Christian principles
- Encourage the development of each child's sense of self-worth
- Model and encourage respect for others
- Provide sequential learning activities that allow each child to actively participate in learning
- Acknowledge and plan for children from various cultural and ethnic backgrounds
- Encourage the use of language for a range of purposes and provide opportunities for children to use language in various contexts
- Provide a variety of experiences in which children can think, analyse problems and suggest solutions
- Provide an organised yet flexible environment in which children can follow particular routines, make choices and express their ideas
- Provide activities in which children can further develop their numeracy, literacy and physical skills
- Evaluate the curriculum content continuously to ensure it is appropriate to the children's needs and abilities
- Acknowledge the influence of the home environment on children's learning and develop positive communication links between home and school
- Encourage parents and other family members to support the learning program through a number of different means
- Develop children's awareness of the links between people and the natural environment

KEY LEARNING AREAS

Primary

Students complete a program comprising the following:

- Religious Studies (Bible)
- Language Arts: Reading, Speaking, Listening, Spelling, Creative Writing and Viewing (Media)
- Mathematics
- Studies of Society and the Environment (SOSE)
- The Arts
- Technology
- Science
- Health and Physical Education
- Language Other Than English (LOTE) - French

Secondary

Students complete a program comprising the following:

- Religious Studies (Bible)
- English
- Mathematics
- Science
- Studies of Society & Environment (SOSE)
- Computing
- Art
- Dramatic Arts
- Home Economics
- Technical Studies
- Physical Education [including Sport]
- Language Other Than English (LOTE) - French
- Work Studies/Careers [Yr 10 only, includes two weeks Work Experience]

SESSION TIMES

Sessions	Primary	Secondary
Roll Mark	8.50am	8.50am
Sessions 1 & 2		
Recess	(20mins Break time)	
Sessions 3, 4 & 5		
Lunch	(50mins Break time)	
Sessions 6 & 7		
Dismissal	3.20pm	3.20pm

ATTENDANCE POLICY

Regular attendance at school is required by law. Henderson College requires a written explanation for every absence, clearly dated and signed by a parent. This should be given to the class/roll mark teacher on the first day back at school following an absence. Teaching staff require prior notice of long absences and are happy to assist families with curriculum for completion at home when appropriate.

It would be appreciated if medical appointments could be scheduled outside of school hours. A doctor's certificate or appointment card is required for absences due to extended illness or dental appointments.

Students attending excursions arranged by the school are marked as being present at the school. The same applies for any other school organised activity during school hours.

Courtesy requires that for any late arrivals at worship or class periods, explanation be given to teachers. Students arriving late are required to report to the office and fill in the late book. They will then be issued with a late pass to be shown to their teacher and then given to their roll marking teacher.

Students are required to stay within the school grounds at all times during school hours. Students are not to congregate at the front of the school near the car park.

It is important that students develop good habits of punctuality and regular attendance.

If parents need to collect their child/ren during school hours or if children are returning, e.g. after a dental appointment, parents and students need to report to the Office in order for the roll to be accurately marked by office staff.

It is important that parents/guardians do not drop off their children earlier than 8:15 a.m. and make sure they pick them up no later than 4:00 p.m. as children in the playground are

supervised between these times. In the interest of the safety of the children, they are not to be in the school grounds outside these supervised **school hours**.

FINANCIAL INFORMATION

A schedule of fees is available from the office. All parents / guardians or person responsible for the payment of school fees must sign a fee payment agreement at the beginning of the school year or upon enrolment. Each family has an account with the school into which school fees are to be paid. A statement will be issued each term showing the current balance of this account. All fees must be paid up before the end of the school year, unless arrangements have been made with the Business Manager or Principal.

All discounts are subject to the student remaining enrolled for the entire year.

Early withdrawal without at least one term's notice will result in the full fees becoming due.

PREP ORIENTATION

In order to make the adjustment from home, crèche or Pre-School as smooth as possible we provide an orientation program, which includes:

- Two Orientation sessions in the fourth term of the year prior to commencement of school to help children become familiar with the school environment.
- A Prep Information session outlining what parents can expect when their children start school and how to best prepare.

MIDDLE SCHOOL

The Middle Years (Years 5 to 8) is a period of schooling that provides challenging demands for teachers, students and parents. The middle school program being implemented at Henderson College aims to: create a smooth transition between Primary and High School, integrate the curriculum across several of the specialist areas as well as making it more relevant to the adolescent years.

As part of this implementation process we are undertaking the following:

- As far as possible in Years 7 and 8 teachers teach across a number of learning areas so that the number of teachers with any one class is kept to a minimum. This also provides for flexibility in the delivery of the curriculum.
- Teachers meet together in curriculum areas across the Middle Year levels for

professional development in programs and methods of delivery relevant to this age group.

- Years 5 and 6 students have exposure to secondary facilities and teachers during Sport and Art sessions.

STUDENT WELFARE

Teachers at Henderson display a caring attitude to students, showing respect and valuing them as individuals. It is our aim that students will, in turn, use this model while developing their own code of behaviour.

The school aims to develop a positive and consistent approach to student behaviour. There is an emphasis on courtesy, cooperation and consideration for others. Students are made aware of the rights of those around them and interference with these rights is not tolerated.

The school regularly recognises the achievements and efforts of the children and these are celebrated at assemblies and through positive recognition processes.

Certificates of achievement and other awards are given out during assemblies and chapel programs. These are based on student achievement, application, attitude and sportsmanship. Annual awards are given out during the Presentation Night program at the end of the school year.

STUDENT BEHAVIOUR

Our Christian Philosophy at Henderson College is reflected in the curriculum and behaviour policies. Students are expected to abide by school rules as outlined in this publication and as announced during the year. Students are required to show respect for and co-operate with others for the good of the school community. It is important for individuals to achieve their best and to become valuable citizens in society.

While at school, each student is expected to do his/her best in all aspects of the school program, academic or physical, and to be co-operative with administration and teaching staff in whatever is asked of him/her. Orderly conduct is expected at all times, including when travelling to and from school.

Any student engaging in activities such as the following becomes subject to school discipline procedures, which may result in the suspension of a student, or a recommendation that the School Council consider expulsion.

1. Using, handling, possessing, or furnishing to others tobacco, alcoholic beverages, narcotics, drugs or associated paraphernalia.
2. Using, handling, possessing or furnishing to others any implement that

could be used as a weapon.

3. Gambling or possession of gambling devices.
4. Using profane or indecent language or gestures, possessing or displaying obscene literature, pictures, or articles.
5. Practising dishonesty in any form.
6. Wilful destruction of school property.
7. Tampering with school equipment.
8. Undermining the Christian ideals and faith held by the school.
9. Illegal or improper conduct involving persons of the same or opposite sex.
10. Acting in any way that may injure, degrade or disgrace a fellow student or reflect poorly on the reputation of the school.
11. Blatant disregard of expected behaviour, involving coarse language, racism, fighting, disrespect or arrogance.
12. Insubordination or defiance toward any member of staff.

Regulations adopted and announced by the staff during the school year are as binding as those printed in this publication.

The school behavioural management strategy will foster in the students respect for each other and an understanding for responsibility and consequences of their actions. Teachers will ensure that students understand the consequences of their actions and are given support to 'put it right'. 'Putting it right' will involve a consequence closely related to the outcome or potential outcome of the behaviour. Communication with parents is a priority for the college to ensure a safe environment for all children.

BUS TRAVEL CODE OF CONDUCT

- Children are to be waiting for the bus at least five (5) minutes before the advertised pick-up time.
- If pick-up is not needed on a particular day, please phone the bus driver as soon as practicable.
- Each child is allocated a seat for which he/she is responsible. Children are to remain seated while the bus is moving.
- No part of a student's body is to protrude from the window. Nothing is to be thrown from the windows. Children are expected to behave in an orderly manner. Noise is to be kept to a minimum.

- Food and drink are not to be consumed on the school buses.

Continuous infringement of these rules will lead to a suspension or removal of the privilege to travel on the buses.

If any damage is caused to the buses it will be the responsibility of the student/s concerned to pay for any repairs needed.

Students wishing to alight at an alternative stop need to have written permission from their parents. In an emergency, a phone call to the office staff is required. Otherwise students will be dropped at their regular stop.

Any changes to the regular operation of the bus must be authorised by the Bus Committee and/or the Principal. Any queries concerning operations should likewise be directed to them.

EXAMINATIONS

High school examinations take place midyear and end of year, the purpose being not to rank students, but rather to give them experience in coping with exam conditions.

Emphasis is placed on performance and preparation for exams. Students should be encouraged to plan their time in advance so that unreasonable pressure is not applied during the weeks leading up to the exam week.

Henderson College firmly believes in involving parents/guardians with the education of their children. We believe parental involvement not only helps students reinforce topics covered in class, but is also an important factor in helping families build positive relationships.

HOMEWORK

Parent involvement will change as student's progress through the years and as the complexity of homework assignments increases. High school students particularly, need a well-lit, distraction-free environment in which to study and work.

The following is to give parents and students a *guide* as to the type of homework that is assigned:

Prep to Year 4

Parents need to listen to children read, practice their spelling and complete a maths sheet at least four nights per week. The school supplies suitable reading books, which are sent home on a regular basis.

Years 5 to 8

Reading should continue as in earlier years but with a greater emphasis on individual reading at an appropriate interest and ability level. A maths homework book is provided for some of the grades with text book units assigned for others to complete as homework. Additional homework and projects are assigned by the teacher on a regular basis.

Year 9 & 10

Students will be given longer assignments as well as nightly work to complete. Students will need to plan their time carefully to ensure that deadlines are met adequately.

Homework Diary

Students in Years 7-10 will keep an electronic diary on their individual ICT device. The roll mark/class teacher will check the diaries on a regular basis. Students will be required to finish incomplete homework during lunch times.

BUDDY SYSTEM

Each prep child meets weekly with his/her Buddy group for a small activity time. This encourages a sense of family and co-operation among students. Buddy activities occur throughout the year.

COMPUTERS/IPADS

Prep-Year 2: to enhance their classroom learning students have access to both iPads and desktop computers.

Years 3-6: to build on their technology skills each student is supplied a school owned iPad device which is kept at school.

Years 7-10: to enable learning in any setting at any time students are permitted to take home a school supplied device each evening.

Our students quickly become adept at using technology to support their learning however while we understand technology plays an important role, we are also proactive in teaching online safety strategies and behaviours.

All students are required to sign a Student Computer Use Agreement that outlines the appropriate use of computers and the internet.

EXCURSIONS

Excursions are arranged throughout the year to enable children to have first-hand experience in a variety of contexts. Care is taken to make sure that there are relevant educational objectives for the excursion and that preparatory and follow-up activities are conducted.

All students are expected to participate in school excursions.

Notification will be sent home prior to all excursions outlining relevant details. All excursions require parents to complete a written permission form. Students involved in an overnight stay, will need to have parents also complete a medical details form and list any concerns for their child while they are away from home.

At no time should students arrange to meet other people on excursions.

The general school levy covers the cost of short, school-planned activities and extended excursions. However there may be occasions when an opportunity arises for students to participate in an unforeseen activity. Students will be asked to contribute to the cost of these. The opportunity to be involved in fundraising activities will be made available for Years 6-10.

SWIMMING

As part of the Physical Education program, ALL students are expected to be involved in the swimming program. This program is run by accredited instructors. Students will progress through the different levels from year to year. The cost of this program has been included in the General Levy.

PASTORAL CARE

The school looks to provide a range of curriculum programs which assist children to develop as healthy and happy individuals.

Dedicated staff nurture and support students. They are accessible, approachable and caring. A climate of mutual respect between teachers, support staff and students, facilitates good communication and trust. The school recognises that the key components in a model for growth of students are:

- know, respect and support individuals
- All are challenged, expected and supported to achieve to the best of their ability through high expectations
- Provide genuine opportunities to be involved and lead

- Allow to learn and grow through success and failure
- A community who values resilience, life-long learning and the importance of showing understanding for all

The school is particularly mindful of the need to develop within the student's methods to build resilience and an ability to cope with the normal ups and downs of life. The schools Chaplains and Welfare Officers are available for counselling and spiritual guidance for students and their families. They also maintain extensive links with outside agencies for specialised requirements.

The college has zero tolerance for child abuse and has procedures in place to protect children, support those at risk and respond to incidents or allegations of all forms of child abuse.

SPECIALIST PROGRAMS

Music

Private lessons for piano and voice can be arranged through the school to take place during the school day. If you wish your child's voice can be arranged through the school to take place during the school day. If you wish your child/ren to participate, please contact the office for details.

Performing Arts

The school provides the opportunity for every student to become involved in our by-annual school concert and after school sports activities.

BOOKS & STATIONERY

For students in Years 3 -10, an itemised order form for stationery will be provided to all families at the end of each year, for the following school year.

Stationery orders are to be placed with and collected directly from the supplier prior to the commencement of the school year. All items should be clearly labelled.

PARENT INVOLVEMENT

Every effort is made to work closely with parents for the success of each student. Occasionally, questions or problems arise between a student and the school. Close communication between home and the school will enable co-operation in resolving issues.

Parents are encouraged to attend all school functions along with their children, thereby helping to develop a close bond between the home and the school.

COMMUNICATION

Reporting

An interim report is issued during the last two weeks of term and parent teacher interviews are also scheduled at this time. This report is intended to indicate whether students have settled into their course of study in a satisfactory manner.

A formal report is issued mid-year, in conjunction with a parent-teacher night which enables teachers and parents to discuss each child's progress. Parents are expected to book appointment times for interviews on-line through a website specially designed for this purpose. Teachers and parents will use this time to discuss the progress of student learning. During Term 3 a progress report is compiled to assist students and parents in their preparation for end of year tests and exams. A final formal report is issued at the end of the year at Presentation Night.

Parents are encouraged to communicate with the school at any time they desire additional information on the progress of their child/ren. During the year parents are able to request an interview with teachers at a mutually convenient time. If you wish to chat with your child's teacher, please do so at the end of the school day, rather than at the beginning, provided the teacher does not have another commitment. If you wish to discuss an issue at length, please make an appointment time with the teacher.

Items of interest and curriculum issues are reported to parents through the weekly newsletter and during parent information sessions.

School Newsletter

Our weekly newsletter is distributed each Monday via phone app and is accessible on the school website. A paper copy is also provided to the eldest child of the family. This contains up-to-date information, news, and other items of interest to the school community. Year level newsletters are also distributed from time to time by the class teacher.

Communication Procedures

A good relationship between home and school depends on effective communication. Every effort is made to work closely with parents for the success of each student's programme. Occasionally questions or problems arise.

Below is a model of how guardians should approach the situation if required:

1. Encourage **students to approach their home room teacher** with the problem. If unsatisfied, your child may write to their home room teacher, Head of Primary/Secondary School or Chaplain. When staff are aware of problems they may be able to work with your child to find solutions. Whenever possible allow your child to work through issues independently, as this confirms their growing sense of empowerment and self esteem.
2. When a problem is beyond your child's control, please **make an appointment to speak to their home room teacher**. Misunderstandings may occur that are easily rectified. Please approach the interview with an open mind; your modelled optimism for a fair outcome will help your child's attitude towards authority to remain helpful in future interactions. It is counterproductive to discuss issues with other members of our community before all the facts are known.
3. If you are not satisfied with the outcome from the parent/teacher interview, please **put your issue in writing to the Head of Primary/Secondary School**. Ensure that you record the issue and steps completed so far towards resolution.
4. If a response from your letter is unsatisfactory, please **make an appointment for an interview with the Head of Primary/Secondary School**. The staff involved may be invited to attend; if it is an issue with another child, their guardians may also be invited to attend.
5. If the issue remains unresolved please **make an appointment with the Principal**. Ensure that you provide a copy of your notes and a diary of relevant dates well before the interview. Administration staff will not make appointments of this type unless the previous steps have been followed.
6. After **all appropriate steps have been taken**, any unresolved problems relating to the operation of the school and school procedure should be written to the School Council chairman. Any unresolved problems relating to personnel should be brought to the attention of the Seventh-day Adventist (Schools) Vic Limited Education Director. Contact details are available at the office.

UNIFORM

Dress Code

The school uniform is a pledge of loyalty to the school and an important contribution to school tone. The wearing of the regulation uniform is compulsory.

Any student out of uniform must obtain a uniform pass before being permitted to enter the classroom. Uniform passes will only be issued under exceptional circumstances and then only when a note from parents is presented to the office. Parents will be contacted if a student is consistently out of uniform and will be sent home until the correct uniform is worn.

- Make-up, jewellery and **all forms of body piercing are not part of the uniform and are unacceptable**. The only exception allowed is a small, silver, gold or clear **ear lobe** stud.
- Hair must be neat, clean and tidy, avoiding all extremes in style. It is recommended long hair be tied back and out of the face.
- Sports shoes are not permitted, except on sports uniform days or if students are participating in sport activities.
- Students enrolled at Henderson College are expected to wear school uniform to all school functions unless the school directs otherwise.
- All items of the uniform are available through the Uniform Shop (excluding socks, tights or shoes).
- Pre-loved items may also be available for sale.

Casual Dress Days

On casual dress days clothing must be modest and neat. Suggestive or revealing attire will not be tolerated. Students wearing inappropriate clothing will be sent home to change.

Sport Uniform

Students should wear their sports uniform on the day/s designated for sport by their class or roll group teacher.

A mixture of part sports uniform and part regular school uniform is **unacceptable**.

Hats

It is compulsory for all students to wear the school approved hat during outdoor activities, including recess, lunch times, PE and Sport during terms 1 and 4, for both Primary and Secondary students.

Uniform Shop

The uniform shop operates during office hours each week. Minimal uniform stock is kept on hand to minimise costs therefore orders are placed once per season. Please make use of the order forms at the appropriate time. Payment is upon collection by cheque, eftpos or cash. **No accounts are held**.

Henderson will accept all pre-loved uniform items as a donation to the school. Items to be sold on a consignment basis will not be accepted.

Lost Property

Unclaimed property will be held until the end of each term only. The school cannot accept responsibility for loss of items by students. Lost property is placed in a cabinet in the foyer of the Office. Named items only will be returned to children. Parents are welcome to inspect lost property at anytime.

IT IS ESSENTIAL THAT ALL ITEMS OF CLOTHING BE LABELLED AND THAT LABELS ARE CHECKED FROM TIME TO TIME AS THEY FADE OR COME OFF.

Summer Uniform

Primary

- Jumper - Woollen blue pullover
- Hat - Slouch
- Shoes - Polished black lace-ups
- Leather elastic sided boots
- Leather polishable buckle-ups

Girls

- Dress - Regulation blue checked
- Socks - White ankle length plain rib (NOT sports or anklets)
- Shorts - Fitted navy shorts
- Shirt - White cotton, short sleeve with logo on pocket
- Hair items - Navy or royal

Boys

- Shorts - Dark grey drill, long leg
- Shirt - Blue poly/cotton, with logo
- Socks - Grey ankle socks

Secondary

- Jumper - Woollen blue pullover
- Hat - Bucket
- Shoes - Polished black lace-ups
- Leather elastic sided boots
- Leather polishable buckle-ups

Girls

- Dress - Regulation blue checked
- Socks - White ankle length plain rib (NOT sports or anklets)
- Shorts - Fitted navy shorts
- Shirt - White cotton, short sleeve with logo on pocket
- Hair items - Navy or royal

Boys

- Shorts - Dark grey drill, long leg
- Shirt - White poly/cotton, with logo
- Socks - Grey ankle socks

Winter Uniform

Primary

- Jumper - Woollen navy pullover
- Shoes - Polished black lace-ups
- Tie - Regulation navy striped tie
- Scarf & Beanie - Regulation Henderson embossed

Girls

- Dress - Navy blue tartan tunic
- Trousers - Fitted navy slacks
- Shirt - White cotton, long sleeve with logo on pocket
- Socks - White ankle length or navy blue tights

Secondary

- Jumper - Woollen navy pullover
- Shoes - Polished black lace-ups
- Tie - Regulation navy striped tie
- Scarf & Beanie - Regulation Henderson embossed

Girls

- Dress - Navy blue tartan skirt
- Trousers - Fitted navy slacks
- Shirt - White cotton, long sleeve with logo on pocket
- Socks - White ankle length or navy blue tights

Boys

Trousers	- College grey tailored pants
Shirt	- Blue poly/cotton long Sleeve with logo
Socks	- Grey ankle socks

Boys

Trousers	- College grey tailored pants
Shirt	- White poly/cotton long sleeve with logo
Socks	- Grey ankle socks

Sports Uniform

Primary

Regulation Sports Shorts and Tracksuit	
Polo shirt	- White (Long or short sleeve)
Socks	- White ankle, plain
Shoes	- Sports Shoe

Secondary

Regulation Sports Shorts and Tracksuit	
Polo shirt	- White (Long or short sleeve)
Socks	- White ankle, plain
Shoes	- Sports Shoe

STUDENT HEALTH

Asthma/Allergies & Anaphylaxis

People with asthma have sensitive airways in their lungs. When exposed to certain triggers their airways narrow, making it hard for them to breathe.

Anaphylaxis is a severe, rapidly progressing allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

Role and responsibilities of parents/guardians of a student at risk of asthma or anaphylaxis:

1. Inform the school, either at enrolment or diagnosis, of the student's allergies, and whether the student has been diagnosed as being at risk of anaphylaxis.
2. Obtain an Action Plan for Asthma/Anaphylaxis from the student's medical practitioner that details their condition and any medications to be administered, and provide this to the school. **A new Action Plan is required at the commencement of each new school year, no student can attend school until this information is provided.**
3. Meet/Discuss with the school to develop the student's Asthma/Anaphylaxis Management Plan.
4. Provide the ventolin/adrenaline autoinjector and any other medications to the school.
5. Replace the ventolin/adrenaline autoinjector and any other medication before their expiry date at the start of each new school year.
6. Assist school staff in planning and preparation for the student prior to school camps, field trips, incursions, excursions or special events (e.g. class parties, cultural days, fetes or sport days and supply alternative food options for the student as needed).
7. Inform staff of any changes to the student's emergency contact details.

8. Participate in reviews of the student's Asthma/Anaphylaxis Management Plan:
- when there is a change to the student's condition.
 - immediately after the student has an asthma or anaphylactic reaction at school.
 - provide a yearly updated Action Plan signed by a medical practitioner (forms available at the school office or a medical practitioner).

Nut Free Policy

Background: The nut free policy is put into place because as a school we take responsibility for the health and well being of our children, staff, families and visiting community.

Aim: To protect the children in our care who may have allergies to peanuts and similar nut products.

Rationale: No person should be placed in a situation and/or environment that may endanger their life, therefore it is the role of Henderson College to notify and educate staff and parents about the dangers that peanuts and other nut products may inflict on those who may suffer from exposure to these products.

Implementation:

- Staff will be educated about the dangers to children & adults with severe allergies that can be associated with peanuts and/or nut products.
- Information will also be passed on to parents to educate them about the increase in severe allergies to these products and the life threatening dangers they possess.
- Parents of children who have known allergy to nuts / peanuts will be consulted prior to enrolment with regard to the severity of the child's allergy, the symptoms and the emergency procedures to be followed in case of an allergic reaction.
- The school will provide information in the parent handbook, as well as on notice boards about the Nut Free Policy and the reason the school enforces this policy.
- Products such as peanut butter, Nutella, nut food bars and any other products that have nuts or peanuts listed in the ingredients will not be allowed within the school to prevent allergies arising and to protect any children or staff that may suffer from these allergies-this does not include products that contain the warning "may contain traces of nuts".
- If any parents are unsure about a certain food, they are encouraged to discuss it with the staff.

Illness

Regular attendance ensures smooth progress and helps positive social adjustment. However, if your child is ill, or coming down with a cold or flu, the best place to be is home. If your child has a contagious disease, appropriate medical advice must be sought before the child returns to school. It is very much appreciated if the school is notified about this as soon as possible, as we do have some children whose parents must be notified due to their children's specific medical conditions.

Upon your child's return, please send along a written note of explanation. Also, please notify the school if your child is going to be absent for more than two days due to an infectious disease.

Our sick bay at school is available for sick or injured children. The school's policy is to contact parents or the nominated emergency contact person if the illness/injury is serious. It is imperative that the school has your daytime telephone number or that of a responsible friend. ***If your details change, please notify the school immediately.*** All staff members are trained in First Aid and we also have First Aid Officers, who assist during lunch and recess times.

All medical costs are the responsibility of the parents. Basic Accident insurance is compulsory, and is included in the General Levy.

It should be noted that Government regulations do not allow student insurance to cover Medicare items, or the 'gap'. This cost is payable by the families of the children involved.

Infectious Diseases Exclusion Table

SLAP FACE	Until fully recovers. Please inform school.
GERMAN MEASLES (RUBELLA)	Until fully recovered, at least four days from onset of rash.
MEASLES	At least four days from onset of rash.
WHOOPING COUGH	Exclude the child for 5 days after starting antibiotic treatment. Medical certificate of recovery required.
HEAD LICE (PEDICULOSIS)	Re-admit the day after appropriate treatment has commenced. A further treatment one week later is required.
SCARLET FEVER	Until the child has received antibiotic treatment for at least 24 hrs.
HEPATITIS A	Until a medical certificate of recovery is presented and not before seven days after the onset of jaundice or illness.
RINGWORM	Re-admit the day after appropriate treatment has commenced.

IMPETIGO (SCHOOL SORES)	Excluded until treated; all sores must be covered with water tight dressing.
MUMPS	Exclude for nine days or until swelling goes down.
CHICKEN POX	Until fully recovered. At least five days after eruption first appears.
CONJUNCTIVITIS	Until discharge from eyes has ceased.
DIARRHOEA	Until diarrhoea ceases.
POLIOMYELITIS, TB	At least fourteen days from onset. Medical certificate of recovery required.
MENINGOCOCCAL	Until adequate carrier eradication therapy has been completed. Medical certificate of recovery required.
DIPHTHERIA	Medical certificate of recovery required.
SCABIES	Re-admit the day after appropriate treatment has commenced.
HAND, FOOT AND MOUTH	Until all blisters have dried.
INFLUENZA	Exclude until well.

Immunisation

Immunisation Certificates (available from the Municipal Health Department) are necessary for enrolment and must be provided before students start school. Upon parental consent MRCC School Nurses will administer regular immunisations-consent cards will be sent home as required.

MISCELLANEOUS

Assemblies and Chapel Periods

A whole school assembly is held every week to reinforce a sense of belonging and to celebrate student efforts. Chapel periods are also conducted weekly. Parents are most welcome to attend these assemblies.

Emergency Management

Henderson College runs regular emergency drills in compliance with WH&S and government regulations. Staff complete training to ensure that the safety standards employed are pertinent to the school, its surrounds and students. Teaching staff brief students on the importance of drills and ensure each student understands the reasons and responsibilities of the drill process.

Emergency Management Plan

The school has a fully documented Emergency Management Plan to ensure the safety of your children. In the event of it being implemented, children will not be dismissed until the supervising officer deems it appropriate.

House System

There is a House System at the school: O'Neil, Hackett and McGrath. Children participate in activities such as athletics and swimming. A perpetual trophy is awarded to the House accumulating the most points over the year.

Money

When you send money to school, please place the correct amount in a payment envelope (available from the front office), with your child's name, year level and reason of payment on the front.

Visitors

Any person entering the school grounds is required to report to the office, sign the Visitor's Register and wear a "Visitor" badge. Parents helping in the classroom or school programs are asked to follow the same procedure.

Leaving Grounds

Parents wishing to take their children out of school during school hours are required to sign them out in the visitor's book in the office before leaving the school grounds and to sign them back in upon return.

Private Vehicles

The use of cars or motor cycles by students in Year 10 is permitted; however the principal requests that the school be informed in writing if this is to occur. Other students **may not** ride in such vehicles without parental consent.

Working Bees

General working bees are held during the year to help keep the school looking tidy and clean. Successful enrolment implies that families will support the school by attending working bees to help keep operating costs to a minimum and to foster a spirit of co-operative support.

The fruit block is used to supplement the school operating budget. Four block working bees are held to help minimise labour costs, thereby maximising funds available for the school. Light refreshments are provided at each fruit block working bee which provides opportunity for families to get to know others within the school.

Lunch Orders

Lunch orders are available once a week. We aim to offer the children a healthy range of food items. A current price list is distributed to children at the beginning of each term. When ordering lunch, please write the child's name and grade clearly on the outside of a paper lunch bag. Write the order and the cost, include the correct money. Lunches are collected by students from the canteen at lunch time.

Prepared Lunches

Please ensure that your child has a healthy and nutritious recess and lunch packed each day. Please exclude lollies, chocolate, potato chips and soft drinks. We suggest you give your child fresh fruit, raw vegetables, yoghurt etc. Wrong food choices impact on a student's ability to concentrate and learn effectively. It is necessary to label the lunch box lid, plastic drink bottle and box itself. We encourage recycling and the use of minimal food packaging. Primary students are supervised during their lunch eating time to minimise the possibility of students discarding their lunch.

Drinks

Glass bottles **MUST NOT BE BROUGHT TO SCHOOL**. Plastic bottles of water are acceptable and may be taken into class. Refrigerated drinking water from the bubblers is available at the school. Carbonated soft drinks are **not** to be brought to school.

Breakages

Any school damage must be reported immediately to the Principal. The person/s responsible for the damage must assist in clearing up any mess immediately. In cases where the damage is a result of a student's neglect, or disobedience of school rules and instructions, they will be required to pay for the damages.

Lockers

Each High School student is issued with a locker. The student must provide a padlock.

The locker is to be kept clean and locked at all times. Students finding damage to lockers should report the matter to the Head of Secondary or Principal immediately. Students responsible for damaging lockers will be required to meet the cost of replacement or repair. High School students may only access lockers before and after school, at recess and lunch times. Primary students are allocated a bag hook to store their bag.

Lunch Time

All students are required to remain seated while eating their lunch. The school encourages parents to provide their children with nutritionally sound food for their school lunch.

Family Adjustment

If family circumstances change, we would request that parents/guardians inform the school, particularly regarding matters of access and any Family Court orders.

Valuables

Students with valuables or monies are advised to leave them with teachers. No responsibility can be taken if they are removed from bags, desks, or lockers. All electronic devices such as mp3 players, ipods or mobile phones are not permitted at school.

Use of Telephones

School telephones are not for student use. Only urgent messages for students will be made through the school office. Mobile phones are not permitted during school hours, including whilst travelling on the school bus.

Students with mobile phones will be asked to leave them at the office and may collect them after school hours.

Students found using their mobile phone or any other electronic device during school hours will have them confiscated until the end of term.

Working with Children Check

Parents wishing to be involved in classroom activities and excursions will need to have a current Working with Children Check. Forms may be collected from the school office or any Australia Post outlet.

Camps, Sports & Excursions Funding

The State Government has implemented a Camps, Sports and Excursions Funding (CSEF) scheme to assist families with educational costs. This funding is only available to families who hold a current Health Care Card. To apply for this funding please complete a CSEF form which is available from the school office.

Hot Weather Policy

Due to recent upgrades to the airconditioning system at Henderson College, all start and finishing session times for students will remain as per usual during predicted warmer weather.

Tax Refund

The State Government has implemented a Camps, Sports and Excursions Funding (CSEF) scheme to assist families with educational costs. This funding is only available to families who hold a current Health Care Card and lodge a CSEF form with the school office. The

CSEF form is available at the school office.

Education Tax Refund

The Education Tax refund (ETR) aims to help families with children undertaking primary or secondary school studies to meet the costs of school education through assistance with certain education expenses. Education Tax Refund information can be found on the Government website.

Victorian Student Number

Recently the Department of Education And Early Childhood Development assigned a Victorian Student Number to every student registered in Victorian schools. This number which is unique to each student will be used as a key identifier on each student's school records and will be maintained at any educational institution the child may enter. There is an information brochure at reception if you would like to know more.

We hope that this booklet has given you helpful information about Henderson College, if you require any clarification please contact the office, teaching staff or principal at the school

We look forward to you joining our school community.



