"Living and Learning for Jesus"

Parent Handbook

Address: Wattle Valley Road, Belgrave Heights, 3160
Ph: (03) 9754 6435  Fax: (03) 9754 6488
Email: office@bhcs.vic.edu.au  Website: www.bhcs.vic.edu.au
Table of Contents

1. General Information

2. Appendices & Forms

The information contained in this booklet was correct at the time of printing. Policies and procedures may change from time to time. Families will be advised of any major changes
General Information

ABSENCES FROM SCHOOL
Absences are checked twice a day in accordance with the Education and Training Reform Act 2006 (Vic). Should a child be absent from school for any reason, the school should be notified of the reason for the absence before 9am on the day of absence. The school also has an answering machine which will handle early calls before office hours. Parents can dial 299 on hearing the message to report an absentee. Alternatively, a written note, stating the reason for the absence, can be handed to the office PRIOR TO the day of absence. An email can also be sent to office@bhcs.vic.edu.au.

Absentee notes should at all times be directed to Reception, who will then forward this information onto the appropriate teachers. Families with unexplained absences will be contacted regarding these. It remains the responsibility of parents/guardians to contact the school if a student is going to be absent. In the cases where parents have failed to inform the school for the reason of their child’s absence these will be noted as ‘unapproved’.

Should a student be absent due to illness, please check Immunisation and Infectious Diseases Information for guidelines before allowing students to return to school after symptoms of specific illnesses or conditions. (See ‘Infectious Diseases’ Appendix 1)

VCE students who are absent due to illness for a period of 2 or more days will need to obtain a doctor’s certificate as required by the Victorian and Curriculum Assessment Authority.

Parents are requested to make dental and doctor appointments, where possible, outside of school hours. If parents choose to take their child out of school for an extended period such as for a family vacation, a note should be sent to Reception advising the school of the reason and the dates of absence.

ACCIDENTS & ILLNESS AT SCHOOL
Minor cuts and bruises and children who are feeling ill are attended to by administration staff, who have the appropriate first-aid training. Any such treatment is recorded on the school’s computerised school database.

Children who are feeling sick are assessed in sick bay by first-aid trained office staff, teachers and/or the first-aid officer and are allowed to rest in sickbay. If the child does not appear to improve or is not feeling better after a period of rest, parents will be contacted and advised of the situation and asked to collect their child. Families will also be contacted to pick up students who require more extensive treatment or who are ill over a long period.

Where the necessary permission forms have been completed, paracetamol will be administered if deemed necessary.

In the case of a serious accident or an injury requiring extensive medical treatment or where the injury presents itself as a possible break, dislocation or muscle tear or the severity of the injury remains unknown, the school will call an ambulance.

NOTE: Parents are required to pay all hospital/medical and ambulance costs for students injured at school. Parents are strongly advised to take out Ambulance Membership to cover the costs of such a possibility.
AFTER SCHOOL PICK UP AND PARKING
At dismissal time, children must wait within designated areas until their parents come to collect them. The school requests that all people drive slowly and carefully whilst on the private road or within the carpark area, adhering to the signed speed limits. Parking of all vehicles must be done within marked areas in the upper or lower car parks and not in the bus area or 20 second drop off zone. The bus bays located within the upper carpark should remain a clear zone at all times and is reserved for school bus use only. Afternoon pickups should be done by parking within the designated parking bays to eliminate congestion caused by vehicles waiting within the drop off zones.

Parents are asked to not leave their children unsupervised whilst talking with other parents and to ensure that their children are within the car or the safety of the school grounds and not playing in the carpark.

AFTER SCHOOL SUPERVISION
Where possible, parents are requested to pick up their children within 15 minutes of dismissal time. BHCS does not currently provide an after school care program. Teachers will only remain on duty until 3.45pm. We recommend that parents who are unable to pick up their children within these times make alternative arrangements. Parents of children who are left on the school grounds on a consistent basis, well beyond school hours, will be contacted to enquire as to the reason for this and to request that alternative arrangements be made.

If a parent has not arrived by 4pm, a student may go to Reception to ask for the parent to be called. Phone calls to parents prior to this time will not be permitted. Should you be running late for any reason, we kindly request that you contact the School to inform us of this.

ALLERGIES
See ‘Medical Conditions’

ART SMOCKS
All students require a suitable Art Smock/Shirt to be supplied from home. No smock means no Art. If using a shirt as an art smock, please ensure that the material is thick enough to prevent bleed-through.

ASSEMBLIES
Primary and Secondary assemblies run on different days. Parents are most welcome to attend Primary assemblies. Details of assemblies are often listed in the newsletter. Secondary assemblies are for students and teachers only.

ASSESSMENT
Students are assessed through testing in a variety of formats including oral, written and project work. Day by day observations by classroom teachers are also an important tool of assessment. Students in Years 3, 5, 7 and 9 participate in compulsory external assessments in English and Maths through programs such as NAPLAN set by the VCAA (Victorian Curriculum and Assessment Authority). Classroom teachers continue to assess students throughout the year.

Further student assessments take place at the beginning of the school year using a series of standardised tests.
BAGS
Each student should have a BHCS bag, (two sizes available – small & large).

BANKING (Student):
School banking is available to all students. This is a great way of teaching your children good saving habits. BHCS also benefits from student banking, receiving a commission from each deposit made. Forms for student banking are available from Reception. Student banking days are advertised in our newsletter.

BELL TIMES
See ‘Commencement & Dismissal’

BUDDY SYSTEM
A Buddy System operates within the school for all Prep students. This involves assigning an older student within the school to a Prep student. Buddies will assist Prep students during recess and lunch times.

BULLYING:
Bullying is considered a very serious matter. Parents are asked to notify the classroom teacher as soon as they are aware of any bullying issues, so that the appropriate action can be taken. Similarly cyber-bullying (using computers or mobile phones to harass another person) is also taken very seriously. Cyber-bullying is an offence punishable by law. The school endeavours to teach students to use all items of technology, be it at school or at home, in a responsible manner.

Although the School endeavours to ensure cyber-bullying does not take place on premises, we cannot always control what takes place outside of school, especially in an age of modern technology. We therefore encourage parents to be proactive in knowing what their children are up to on their computer. The School has in place a Cybersafety and Digital Device policy to assist in this area.

BUSES
The school has its own buses and drivers. Bus travel is available only to families who are booked to use the bus on a full-time or part-time basis. Casual bus use is not available.

Absences from buses
Drivers will adhere to set times (traffic allowing) for each bus stop. Students are required at their bus stops 5 minutes prior to departure time. Bus drivers will only wait until their scheduled departure time and will then move on to ensure all students arrive at school on time.

Changes to passenger lists & bus stops
Changes to bus stops cannot be made without a written request by the parent and the consent of the Bus Co-ordinator. Families are advised that there will only be a single stop per family. We request that parents do not make continual changes to their where their child’s gets on or off the bus, unless this is due to a family moving house.
BUSES (cont.)

School Routes
The school operates differing bus routes. These routes change annually depending on student pick-up points. A complete Bus Policy will automatically be sent to all bus passengers. A copy is also available upon request from Reception.

Unattended drop off points
Parents who wish to have their children dropped off at unattended bus points will need to advise the school in writing. Without written permission, we will not be able to leave children at unattended bus drop-off points. The safe travel of your child between home and school is of utmost importance to us and your co-operation and assistance in this matter is essential. Children whose parents have failed to show to pick up their child will be returned to school and it will become the parent’s responsibility to retrieve them.

Travel on the school bus constitutes that your child has agreed to abide by the bus rules. For further details of bus use, please refer to the complete ‘Bus Policy’, a copy of which is available upon request.

CAMPS
BHCS incorporates camps as part of their curriculum across all year levels with differing lengths of stay, from day excursions and overnight sleepovers to extended periods away. The School considers these a compulsory part of a student’s education. Camps provide the students with an opportunity to develop practical, physical, social and intellectual skills outside the school environment. Students are also given the opportunity to extend themselves by providing them with a range of challenges at various levels. The School greatly encourages all students to attend camps as they are a very important part of the school’s curriculum. Parents may volunteer to assist on camps, but are required to possess a Working with Children Check in order to attend. For further details on the Working with Children Check, please refer to the relevant section in this document.

CANTEEN
The School operates its own canteen. The canteen is run by a Canteen Manager assisted by Parent Volunteers. Lunch orders can be placed through the canteen by all Primary and Secondary students. The canteen is located near the Secondary outdoor basketball courts.

Lunch orders can be placed online via www.flexischools.com.au

Lunch Orders for Primary Students
If not ordered online, lunch orders need to be written on a brown paper bag (or envelope) and handed to the Class Teacher or placed in the Class Lunch Order basket at the beginning of the day.

The student’s name, class and order must be clearly written on the bag, which should include the money. Baskets will be taken down to the canteen and will come back to the class at lunch time.

Lunch Orders for Secondary Students
Secondary students can order lunch orders in a similar manner to Primary students or can drop their order off at the canteen at the beginning of the day. Secondary students can also order items directly from the canteen during recess and lunch time.
CARE OF SCHOOL PROPERTY
We expect respect for the grounds, buildings, equipment and the property of all people in the school. In the event of a student being wilfully destructive, parents will be notified and the cost of restoring the property which has been damaged or destroyed, will be charged to the student’s account. This rule also pertains to lost or damaged Library books and readers.

CELEBRATION NIGHT
The school year finishes up with everyone coming together on Celebration Night. This takes place in the evening on the last day of school with all students expected to attend in full summer uniform. The night includes the handing out of reports and school yearbook; and the presentation of awards and certificates to a number of students. Celebration Night continues to be an important part or our school year and is mandatory for all students.

CHANGE OF DETAILS
See ‘Personal Information Updates’.

CHAPLAIN
The school currently employs a school chaplain to assist staff, students and families alike with general morale and during times when counselling may be required. The school considers this especially important when families experience loss, grief or other issues that affect their emotional well-being. Should you wish to speak with the Chaplain at any time, a simple, brief message can be left with reception.

CLASS TIMES
Each class time runs for a 75 minute period. The day consists of four periods and run on a 10 day cycle. Before classes start, each year level will begin the day with a 20 minute devotions. Students arriving late are required to obtain a late pass from the office before going to class. (See also ‘Late Arrivals’)

Times for the beginning and end of each period are as follows:

- **Devotions**: 8.55am – 9.15am
- **Period 1**: 9.15am – 10.30am
- **Recess**: 10.30am – 10.55am
- **Period 2**: 10.55am – 12.10pm
- **Changeover**: 12.10pm – 12.15pm
- **Period 3**: 12.15pm – 1.30pm
- **Lunch**: 1.30pm – 2.15pm
- **Period 4**: 2.15pm – 3.30pm (3.20pm for Primary students)

Please note: Teachers do not commence yard duty until 8.35am. Students on the school grounds prior to this time remain the responsibility of their parents and will be unsupervised, possibly compromising their safety. Similarly, students who are on school property after 3.45pm are unsupervised.
COMMUNICATIONS (NOTICES)
Newsletters are emailed to families or are available online. Notices are sent home to parents, via students at the end of each day or via email. Copies of the majority of notices are also available for download from the Parent Resource section of the School’s website.

Our school newsletter is the main method of keeping you updated of the school’s activities. Please be sure to regularly check with your child for any notices.

COMMUNICATION WITH TEACHERS
Parents are encouraged to write a note in the diary, email, telephone the school or make an appointment with their child’s class teacher to address any matters of concern. If an issue cannot be resolved after talking with a class teacher, the matter should then be taken up with the Level Co-ordinator. If after extensive talks with both the Class teacher and the Level Co-ordinator, the issue can still not be resolved, only then should the matter be taken up with the Principal.

COMMUNICATION WITH STUDENTS
The school understands that there may be occasions when parents need to get a message to their child. The school requests, where reasonably possible, that this is done as early in the day as possible. Reception becomes increasingly busy towards the afternoon making it difficult for us to ensure that your child gets the necessary message before the end of school. Parents are asked to refrain from trying to communicate with their children during lesson time. Where possible messages will be passed onto students during or immediately after recess and lunch time, but this should be the exception rather than the rule.

COMPUTERS
All students from Years 4-12 are required to sign Cybersafety and Digital Device Agreement in which they guarantee that school computers, and associated hardware and software, will be used responsibly. This also requires students to act responsibly using computers both within and outside the school. As technology expands, using computers to harass other students (also referred to as cyber-bullying) can become a problem. The School serves to educate all students in responsible use. Failure to abide by the conditions of the Agreement may result in the student being banned from the use of the computers within the school for a period of time. Each student is allocated a set amount for printing which can be used when required during class time. Students are expected to pay for all printing which is not directly related to supervised class work.

CONFIDENTIAL MEDICAL REPORT
See Medical Forms

COUNSELLING
See ‘Chaplain’

COURT ORDERS (Family)
It is vital that the school is aware of any standing Court Orders and Parenting Plans relating to families. The school uses this information to assist families in cases where access to one or more parties has been restricted.
CURRICULUM
At BHCS, a strong emphasis is placed on the development of a firm foundation in linguistic, mathematical and writing skills. One of the school’s main features is the number of specialist staff working with the students, along with the core curriculum subjects of English, Mathematics, the Humanities and Science. In the Primary school, students experience weekly lessons in Music, Visual Arts, Physical Education, French and Library. For Secondary school electives, please refer to the Secondary School Curriculum Booklet. This wide range of tuition in the cultural areas provides all students with the opportunity to develop individual skills across a broad spectrum. The development of computer literacy is integrated into the normal classroom program. Specialist Information Technology is a core subject in the Secondary years. In accordance with the guidelines set down by ACARA, BHCS will be adopting a staged implementation of the Australian Curriculum.

DISCIPLINE & BEHAVIOUR
All students are expected to behave in a way which reflects respect for staff, students, visitors and property. Disruptive and inappropriate behaviour should not have to be tolerated by any persons. Systems such as demerits and detentions are in place to cover some of the minor infractions that may occur during the course of a student’s education at BHCS.

Conduct Cards
Conduct cards may be used for Secondary students who consistently display disruptive and inappropriate behaviour. Conduct cards may vary in their application dependent upon the severity of a student’s behaviour and following deliberation with parents. Conduct cards generally remain in force for a minimum period of 1 week and require signing by each teacher during every period as well as by parents and the end of each day. This allows the school to monitor a student’s progress with the aim of encouraging the student to improve specific behaviours. The process may be reviewed depending on the student’s behaviour.

Demerits
Demerits are used to help train Secondary students and are given for minor misdemeanours. Possible reasons for demerits are: Disruptive or inappropriate behaviour; persistent wasting of time and carelessness; lateness after bell times; thoughtless actions towards other students or teachers; consistent incorrect uniform.

Detentions
Detentions are given for disrespectful behaviour towards teachers and for other more serious offences. An accumulation of demerit points may also result in a detention. Failure to bring a hat during Terms one and four will result in an indoor detention during recess and lunchtime.

Suspensions & Expulsions
More serious infractions will be dealt with according to the severity of the offence. Extremely serious offences may warrant the suspension or possible expulsion of a student. Some offences legally require the school to inform and include the police. Such offences will be overseen by the Principal in deliberation with parents. Students committing an offence, leading to a suspension will be required to modify their behaviour in order to complete their education at BHCS. In severe cases, counselling may be recommended or it may be a conditional requirement in order for the student to continue. A contract may also be created which both the student and one parent/guardian would have to sign. Any breach of such a contract would ultimately result in the expulsion of the student.

BHCS does not condone smoking, drugs or alcohol on its premises.
**DRESS CODE**
Each student is expected to be dressed in the appropriate uniform with a neat and tidy appearance. Hair is to be groomed in a neat and appropriate manner.

Students must wear the correct uniform to school each day unless they have a note from their parent, explaining the reason. This note should be handed to the office, where the student will be issued with a uniform pass for the required period. This pass should be carried with the student for its duration. Sports uniform may only be worn on the days on which the student has sport or physical education. Children may travel to and from school in their sports uniform on these days.

As the seasons change, students will be informed of a change-over period during which they can wear either Summer or Winter uniform.

**Excursions, Photo days and other events**

Full formal school uniforms must be worn for excursions, photo days, open days, and all musical and drama performances. Girls’ tunics must be worn with black tights. **Optional grey pants are not considered part of the formal uniform.**

**Second Hand Uniforms**

The Sustainable School Shop The School operates a Second-hand uniform Shop. Second hand uniforms can be sold via the Sustainable School Shop. A link to this can be found on the School’s website.

**Excursions:** Full Winter or Summer uniforms are required during excursions, unless otherwise specified. This means dresses/skirts for girls in winter and not pants.

**Miscellaneous:** All uniform items, including shoes and socks should be clearly named. No responsibility will be taken for unnamed articles.

(i) **Hair**

Extreme hair styles are not permitted. This includes extreme bleaching, two tone hair colours, punk, dreadlocks, half-shaved and overly spiked styles. Parents are asked to monitor and support this policy and are encouraged to check with the school if unsure before allowing their child to make a significant change to their hair. Shades of bright red or orange are not considered natural colours

For girls, if hair length falls below the shoulder, the expectation is that the student’s hair remains neat in appearance and that it is off the face. The School considers it an act of rudeness for hair to be covering the eyes. Students who do not comply with this will be asked to tie their hair back or to have their hair cut.

The expectation is that boys only have shoulder length hair and must remain clean shaven whilst attending BHCS. Boys whose hair falls below the shoulder will be asked to have this cut.

The School Council has requested that **Primary school** students do not dye their hair.

As members of Belgrave Heights Christian School, we should show respect to the Christian ethos of the school as well as allowing adolescents to express some individuality. In view of this, if parents
consent to **Secondary students** changing their hair colour, it should be in a **consistent, natural colour**, including natural highlights. Stark 2 tone colours, extreme contrasts or non-natural colours such as obvious reds, blues, greens or other such colours will not be tolerated and students will be requested to redye their hair back to its natural colour. The school strongly encourages parents to check with the school, if they are unsure, as this will avoid unnecessary disappointment and/or issues later.

Hair accessories must match uniforms. In Primary school all students with long hair (below the shoulder) must have it tied back with hair ties. Hair accessories are restricted to bottle green, black and white. Should a teacher consider it necessary for a Secondary student to tie back their hair to comply with OH&S requirements or the teacher considers it necessary for their subject, students will be required to comply with this request until the end of the class.

As per our Dress Code statement all hair is to be groomed in a neat and appropriate manner.

(ii) **Jewellery**

Students may wear two sets of earrings. These should be small plain silver, gold or gemstone studs (non-decorative), sleepers or small, single colour hoops. Sleepers or hoops should be no bigger than a 10 cent piece, without embellishments. Gemstones in studs should be no bigger than 7mm. Earrings may only be worn in the ear lobe. Stretchers are unacceptable earrings. Any chains worn must not be visible. A single wrist watch is allowed. Any other items of jewellery such as bangles, bracelets, rings etc are not permitted. Students found wearing these will be asked to remove them.

(iii) **Make-up**

Primary students are not allowed to wear any make-up.

Secondary students are permitted to wear a natural colour foundation and clear lip gloss or lip balm. Mascara and eyeliner are allowed on the provision that the overall look remains natural. Heavy eye-liner and the overuse of mascara will not be tolerated. Students found to be wearing excessive make-up or colours which do not fall into a more natural range will be asked to remove it. Coloured eye shadow, coloured lipstick or coloured lipgloss/balm or any type of glitter is not permitted.

(iv) **Nails**

Coloured nail polish and fake nails are not permitted this includes French nails. Students with coloured nail polish will be asked to remove it. Students with fake nails will also be asked to have these removed or risk being asked not to return to school until such time that this is done.

Secondary students may wear a clear nail polish.
(v) **Piercings**

Only two piercings in the earlobe are permissible. Piercings in the facial area or the tragus or cartilage of the ear are not permitted. Similarly piercings on arms, fingers, hands or legs or any normally visible part of the body are not allowed. Students will be asked to remove such piercings. Clear piercing jewellery is not acceptable if the piercing is in an area that is not permitted. Students will be asked to remove these. If a student cannot remove the piercing in question, they will be requested to refrain from returning to school until such time as it has been removed. Parents are asked to support the school with this policy.

(vi) **Tattoos**

The School does not permit visible tattoos.

(vii) **Shirts**

During winter, shirts must be tucked in at all times. Square edged shirts may be worn over the pants during summer. Boys wearing shirts with rounded edges should have these tucked in at all times. Secondary girls’ shirts should also be tucked in at all times.

(viii) **Skirts/Dresses**

Dresses and skirts are to be worn at the appropriate length i.e. touching the knee when standing. Hems should not be hanging down.

(ix) **Pants**

Pants are to be worn around the waist. Care should be taken that the cuff areas are neat and not torn or ragged.

(x) **Hats**

All students are required to wear the correct school hat during recess and lunchtimes whilst in summer uniform. Failure to do so will result in an indoor detention.

(xi) **Undergarments**

Garments worn under shirts or dresses must not be visible. Students wearing visible undergarments (eg. Brightly coloured T-shirts, skivvies, shorts under dresses) will be asked to render them invisible or remove them.

(xii) **Swimwear**

Swimwear should be kept modest at all times. Full cover one piece bathers for girls are preferable. Should girls choose to wear a bikini, a T-shirt or tank top must be worn over the bikini at all times.
DROPPING OFF STUDENTS
Parents are asked to not stop to drop off children in areas where they will block other traffic. Please refrain from exiting your vehicle whilst within the 20 second drop off zone and advance as far to the end of this lane as possible. Similarly, we ask that families refrain from parking in the disabled carpark, unless there is a true disability.

EARLY DEPARTURES
Parents are requested to supply the school’s front office with written advice regarding the early departure of students. If parents wish to retrieve their child early from school, an early departure pass will need to be obtained from reception and handed to the class teacher before removing the child from school. It is preferable for students to remain in class whilst waiting for their parents to arrive.

For VCE Students
VCE students who finish early because of the way their classes are structured must have a completed form on file granting them parental permission to leave the school grounds early. These are available upon request from reception. VCE students are also required to report to reception to obtain an early departure pass before leaving the school grounds.

EARLY CHILDHOOD LEARNING
BHCS currently runs an Early Childhood Learning Program for children aged 3-5 years. For further information relating to this program, please ask to speak to the Registrar.

ENROLMENTS AND ADMISSIONS
Information regarding the enrolment procedure is contained in the School Prospectus, available upon request from the Registrar. Admission to the school is a matter of absolute discretion by the Principal of Belgrave Heights Christian School, acting in accordance with the school’s Enrolment Policy.

Please note that siblings are not automatically enrolled. For this reason, we ask that all families inform the Registrar and follow the necessary enrolment procedures for each individual child a family wishes to enrol. An enrolment is not considered to have been lodged until all the relevant documentation has been received and all necessary payments made.

Please contact the Registrar for any further information regarding enrolments.

EXCURSIONS
All students are expected to participate in excursions and activities arranged as part of the normal school program. Parents are advised of the details via an ‘Excursion Notice’. Unless otherwise stated, students are expected to wear full formal school uniforms on excursions. (refer ‘Dress Code & Appendix 2 – Uniform Requirements’)

Please note: If students are permitted to wear casual clothes on an excursion, clothing should be kept modest, with jewellery and hair standards as per uniform requirements. (Refer ‘Dress Code & Free Dress Days’)

EXITING THE SCHOOL
Parents are advised that they must give a minimum of one term’s notice in writing, if their child is leaving the School. Failure to do so will result in one term’s fees being charged (i.e. 25% of annual fees). This policy is necessary due to commitments the school has made for staff salaries and other associated costs. This is standard practice in independent schools.
FAMILY DIRECTORIES
Due to increasing privacy legislation, the school does not produce a family directory. For similar reasons the school cannot release any information about any members of its school community without the prior consent of the person concerned.

FEES
Details relating to school fees are contained within the School’s Fee Schedule. All families are expected to commit to a Direct Debit system for payment of their fees.

FIRST AID
See ‘Accidents and Illness’ and ‘Medication’

FIRE DRILLS
Fire and emergency drills are held at the discretion of the Principal, a number of times per year. Students are taught to enter or exit buildings in an orderly manner along planned routes. Classes assemble in designated areas and each student’s name is checked against the attendance roll for the day by staff.

Belgrave Heights Christian School has an Emergency Management Plan and Critical Incident Management Plan in place. All staff are trained in what to do before, or in the event of, a disaster or emergency.

FREE DRESS DAYS
On special occasions or for fundraising purposes, students may at times be allocated a free dress day. During these days, students are still required to wear suitable modest attire. All clothing should remain within the context of our Christian principles and as such items of clothing depicting images or text in opposition to this are considered highly inappropriate and unsuitable. Similarly students are expected to wear suitable footwear whilst at school. Excessively high heels or thongs are not deemed as appropriate.

Students normally participating in sport on that day must wear runners and suitable sports clothing. It is recommended that all clothing that is outerwear be clearly named.

FUNDRAISING
The only fundraising activities which are allowed to take place at BHCS are those which have been authorised by the Principal.

HATS
School hats are compulsory during Terms 1 and 4. Students who fail to bring a hat to school during this time will be required to remain indoors within a supervised classroom setting and attend hat detention during lunch and will be limited to the undercover areas during recess. Sunscreen is advisable during warmer weather.
HEAD LICE MANAGEMENT
From time to time, students may be found to have head-lice. If live head-lice are detected on a student, parents will be contacted and asked to collect their child and keep them home until the lice have been effectively treated and eradicated. Parents will then be required to supply a note to the school advising which method of treatment was used. It is recommended that parents make sure that every single nit (louse egg) is removed from the child’s hair following treatment. Failure to do so may result in re-infestation.

Some useful tips:
- Check your child’s hair weekly
- Keep your child’s hair tied up or have their hair cut short
- Treat hair if lice are detected and repeat the treatment after 3-5 days
- Remove ALL NITS after treatment using a special comb
- Do not share combs or articles of headwear with anyone

In the case of severe infestations and at the discretion of the Principal, the school may organise for someone trained in head-lice detection to visit the school to assist with the inspection of students’ hair. Permission for this can be indicated on the Medical Information Form.

HOMEWORK REQUIREMENTS
Homework is set for the following reasons:

- To reinforce disciplined working habits in the child’s formative years.
- To provide a link between home and school by informing parents of work being covered, as well as class expectations.
- To extend the scope of the work beyond that which is covered during class lessons, e.g. project work, research work, and personal interest development.

In setting homework:

- Consideration is given to the age and ability of the child.
- Expectations should be achievable.
- Homework tasks should be recorded by students in Years 3–12 in their school diaries, so that parents are informed of these tasks.

HOMEWORK NOTES:
(i) Homework is not set as punishment.
(ii) The completion of regular homework has many benefits for students, so parents’ encouragement is appreciated.
(iii) Never forget that time spent with family is very important to your child’s overall development.
(iv) If a student is unable to complete their homework for any reason, parents are asked to write a brief note in their child’s diary.
Homework Expectations:

**Primary School**: Monday to Thursday

- **Prep**: A few minutes daily, for reading practice plus other subjects occasionally.
- **Year 1**: At least 10 minutes each day for reading and number work plus other subjects occasionally.
- **Year 2**: At least 15 minutes. (This may include project work, spelling, reading, tables, as well as self-initiated activities).
- **Year 3**: At least 20 minutes. (This may include project work, spelling, reading, tables, as well as self-initiated activities).
- **Year 4**: 30 – 35 minutes. (This may include project work, spelling, reading, tables, as well as self-initiated activities).
- **Year 5**: 30 – 40 minutes. (This may include project work, spelling, reading, tables, as well as self-initiated activities).
- **Year 6**: 30 – 45 minutes. (This may include project work, spelling, reading, tables, as well as self-initiated activities).

**Secondary**: Monday to Friday

- **Year 7**: 1 hour
- **Year 8**: 1 hour
- **Year 9**: 1 hour 30 minutes
- **Year 10**: 1 hour 30 minutes or as required
- **Year 11 & 12**: Refer VCE Curriculum Policy (available on request)

**NOTE**: Failure to complete homework in the assigned time requirement may result in the student being required to finish the task(s) in either their recess or lunch time at the discretion of the teacher. Should a student have a valid reason for not completing their homework tasks, he or she is required to obtain a note from home stating the reason. The school diary may be used for this purpose.

**HOUSES**

BHCS regularly has sporting events in which Houses compete against one another. These houses are Marunari (Red), Sherbrooke (Green), Yarra (Blue) and Wattle (Yellow). Children of the same family will be placed in the same house colour.

**HOUSE POINTS**

House points are awarded to Primary students for exemplary behaviour and for individual student accomplishments. The house which accumulates the most points within a given week is awarded the House Trophy during weekly Primary assembly.
IMMUNISATION CERTIFICATE
Whilst immunisation is not compulsory, it is compulsory by law to provide the school with a certificate, which states whether or not your child has completed the necessary childhood immunisation course. Families who have chosen not to have their children immunised are required to provide the school with a letter stating that they have made a conscientious decision not to immunise their children.

Local Councils conduct immunisation sessions for Diphtheria/Tetanus/Whooping Cough (Triple Antigen) and Poliomyelitis (Sabin) and Measles/Mumps/Rubella (MMR). It is recommended that these vaccines be administered at age 4-5, prior to school entry. Parents should contact their local Council or doctor to obtain a School Entry Immunisation Certificate if they do not possess one.

LATE ARRIVALS
The school highly values punctuality. Consistent late arrivals are disruptive for the rest of the class and set a poor foundation for students in their future lives. Should a student be running late for any reason, they will be expected to obtain a late pass from Reception before heading to their classroom. Written notices relating to late arrivals should be directed to Reception. Students who continue to be consistently late will have the matter taken up with their class teacher or co-ordinator.

LEAVING THE SCHOOL
See ‘Exiting the school’

LIBRARY BAGS AND CHAIR BAGS
All Primary students require a library bag. Only Prep students require a chair bag.

LOST PROPERTY
Any property found within the Primary school grounds will be placed on the hooks in the corridor of the Primary Building. Secondary lost property without names will be placed in a container in MPH and kept until the end of term. Items of lost property which remain unclaimed for a period of more than one term will be placed in the Second hand uniform shop for re-sale, or donated.

LUNCH ORDERS
Please refer to ‘Canteen’

MEDICAL CONDITIONS
All families are required to complete the necessary Medical Forms. Certain medical conditions require the school to collect additional information and further forms. These are legal requirements and assist the school in administering the best possible care for your child.

Anaphylaxis: An anaphylaxis plan of action must be supplied to the school as completed by a registered doctor for all children who suffer from this condition. This is now a legal requirement in all schools throughout Victoria. These must be updated annually.

Asthma: An asthma action plan should be supplied to the school as completed by a registered doctor for all children who suffer from this condition. This is a legal requirement. These must be updated annually.
**Epilepsy:** An epilepsy action plan should be supplied to the School as completed by a registered doctor for all children who suffer from this condition. These must be updated annually.

**Food Allergies:** Should a student be known to have an allergy to specific foods which could be presented to them in the course of classroom activities (e.g. birthday celebrations, lessons on nutrition), this information should be made known to Administration staff and the classroom teacher in writing, so that this might be noted appropriately and replacement choices made for that student. If a severe allergy exists, please provide the school with an appropriate action plan in case of emergency. For Anaphylaxis, please refer to above.

**MEDICAL FORMS**
All families will be forwarded a Student Medical Form for their child during Term 4 of the preceding year. This form is required for camps and excursions and in the case of a medical emergency and ensures that the school has up-to-date medical information for your child at the beginning of each year. Please complete these forms and return them to school by the required due date. Families with children who suffer from Anaphylaxis or Asthma or any other serious condition will be required to complete an additional form.

**MEDICATION**
Parents are asked to liaise with their doctors to allow them to administer any necessary medication outside of school hours. Should the administration of medication be required during school hours despite these efforts, a Medical Advice Form will need to be completed and handed into Administration. Medical Advice Forms are available upon request. The medication should then be brought to school clearly labelled with the student’s name and condition stating dosage and administration details. Prescription medication requires the student’s name and dosage instructions to be on the label. All medication must have a valid use-by date. Medications with invalid use-by dates will not be administered. Similarly, medication will not be administered outside of the dosage instructions unless it is accompanied by the written advice of a doctor to do so.

**MOBILE PHONES**
The School accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. We do, however, request that mobile phones not be brought to school unless absolutely necessary. Should there be a need to bring a mobile phone to school, the responsibility remains with the student and it is expected that these are kept in a student’s locker until the end of the day at the student’s own risk. The school takes no responsibility for the theft, loss or damage of mobile phones brought to school.

Students found using a mobile phone during the course of the school day will have them confiscated. The period of time of confiscation will be determined by the number of times the student has offended.

Should students be required to contact their parents regarding an important matter during the school day, they will be allowed to ring from Reception. We ask parents to support the school with regard to this. We have found in the past that parents who are contacted by their children via mobile may not always get the full story.

Parents wishing to contact their child are requested to ring Reception. A message will then be passed on for you. Parents are asked to ensure these messages are communicated as early in the day as possible. Matters concerning the after school social activities of students should be organised outside of school.
MUSIC
The Music program is made up of classroom lessons, a recorder ensemble, string orchestra, an instrumental group and a junior and senior choir.

Private music tuition lessons are also available at an extra cost for various instruments. Forms for these lessons are available from reception and are given to our music co-ordinator for teacher allocation.

NEWSLETTERS
Newsletters are sent home Fridays with the eldest student in the family along with any other relevant information. The newsletter can also be viewed on the school’s website or is available via email upon request. Parents can submit items for inclusion in the newsletter by handing them to reception or by emailing newsletter@bhcs.vic.edu.au. All items are subject to the Principal’s approval and available space. Items must be submitted by noon Wednesday.

Parents are strongly encouraged to read the newsletter to keep informed of upcoming events.

OPEN DAYS
The school currently runs one Open Day per year. This is held during May. Parents are encouraged to come along to these days to support the school in welcoming potential, new families who may visit the school. Staff and students alike participate in various activities setup around the school. All students assisting on the day are required to attend in full formal uniform or if participating in a sport activity in correct school sports uniform. This is especially important because students are representing the school to new visitors. Students who help out on Open Days are rewarded for their help in the week following an Open Day.

ORIENTATION DAYS
Towards the end of the year the school organises Orientation and Prep Transition Days for students new to the school in the following year. A whole school Orientation day is held towards the end of Term 4. Families of students who will be new to the school in the following year, are advised via letter in the weeks leading up to these days. Orientation days cover aspects such as uniform, PFA, accounts and enable parents to ask any questions they may have regarding the school.

PARENTING PLANS
Parenting plans are mutual agreements between parents relating to the living arrangements of their children. Where these are in place and the child resides at more than one location, it is vital that the school is informed, so the correct person can be contacted in cases of absence or emergency.

PARENT/TEACHER INTERVIEWS
Parent/Teacher interviews are conducted twice a year. Notices regarding this are sent out during the year to advise families of times, dates and procedures. Staff are also available for appointments with parents, at other times, by prior arrangement, in order to discuss issues, progress and other concerns. Students are not required to accompany their parents to parent-teacher interviews.
PERSONAL BELONGINGS
All articles of clothing, bags, books, equipment and other personal property must be clearly marked with the owner’s name. Money and valuables should be kept to an absolute minimum. If valued items are required at school, it is recommended that they be handed into Reception for safe keeping.

All valuable toys, electronic games, mobile phones and MP3 players should be left at home. This is to prevent the possible loss, damage or theft of such items, for which neither teachers nor the school will take responsibility.

PERSONAL INFORMATION UPDATES
Parents are urged to keep the school informed of any changes involving their home address, home and business telephone numbers and the names and telephone numbers of other people responsible for the student’s welfare when parents are unavailable. Changes in medication or medical conditions must also be promptly communicated to the school office. Similarly changes in family circumstances should also be reported to the school. This will allow the school to comply with the necessary legal requirements as set at by the Government and the Department of Education.

PHONICS
The school runs a phonics program during Primary years. It is beneficial that all parents learn this program in order to assist their children with the learning process at home. Workshops are held throughout the year to give parents the opportunity to become familiar with this program. The school strongly encourages parents to attend these workshops in order for this program to be successful and so that the children can reap the full benefits of this program.

PREPS (DAY OFF as part of TRANSITION)
During Term 1, all Prep students have Wednesdays off. This is to assist them with their integration and is recorded as a School Approved absence. The length of this time is determined by the length of Term 1. Notification about the full-time start date for Preps will be determined towards the end of the year prior to them starting.

PUNCTUALITY
Punctuality and reliability are habits, which the school highly values and promotes. While an occasional late arrival may be unavoidable, it is unacceptable for students to be frequently late to school. Lateness is disruptive to the school program, other members of the school community and to the establishment of good habits in the latecomer. Parents are asked to ensure that their children arrive on time.

REPORTING
Both Primary and Secondary students receive formal reports at the end of each semester (June and December) including information on all areas of their school program. The grading system for these is included with each report. Families of Secondary students will also receive an interim report prior to each round of parent-teacher interviews.

SCHOOL COUNCIL
The School Council consists of up to six members appointed by the Presbyterian Church of Victoria and four parent representatives from the School Association. All appointed council members are required to complete a ‘Declaration of Good Character’. Membership of Belgrave Heights Christian School Association is subject to the rules of the Association and these include payment of a minimal annual membership fee. Parents and friends of the school may acquire application forms from reception or through the Secretary of School Council. Parents may write to the Secretary of School Council via reception regarding any school matters.
SCHOOL PHOTOS
Professional photographers visit BHCS during the year to photograph classes, groups and individual students. An opportunity for sibling photos for families with more than one child at the school is also provided. Students are required to wear their full formal school uniform on photo day. Please note that family photos are for siblings only and does not include students who may be related in other ways eg cousins.

SPECIALIST SUPPORT
Specialist support is available through our Special Education Program, for students who have difficulty with their language and numeracy skills. Extension lessons are also offered to students who have displayed particular creativity in their reasoning and thinking abilities. This may be done through project work designed by classroom teachers and also through a small withdrawal group.

SPORT
The Physical Education program is very active and our school competes with other Christian schools in the area, as well as with other schools of comparable size in our school region. Activities such as ‘Learn to Swim’ classes, cross country and track and field athletic events are undertaken by students. They may then progress to Zone and State finals if selected. Skills in team events such as soccer, cricket, football, and basketball/netball are taught in weekly class sessions and senior classes compete in round-robin competitions in volleyball, soccer, football, netball and basketball as well as Christian Schools Athletics and cross country.

STATIONERY (& TEXTBOOKS)
All students will be expected to have a 4-8G USB.

Primary
Basic stationery needs are supplied in the classroom as part of classroom sets and are covered by the Tuition Levy. Textbooks are covered by the Textbook Levy. These items will be provided by the Class Teacher at the beginning of the year.

Year 7-10 students
Stationery and textbook lists for all students get sent home in Term 4 and are also made available via the School’s website.

VCE Students
Textbooks and the majority of other items will need to be purchased as per the booklists supplied in Term 4. Costs relating to textbooks and any other necessary materials are the responsibility of the families of VCE students. These items are not covered by any levy. Materials and books required will vary dependent upon the subjects a VCE student is undertaking.

STUDENT DRIVERS
Only Year 12 students will be given permission to drive to and from school. This will only be allowed once the required permission form (available at the back of this handbook) has been completed and handed to reception together with a copy of the student’s driver’s licence. Students are expected to obey all traffic and road rules as required by law. Students may not leave the school during lunch, recess or private study times nor are they to ferry any student-passengers without the express written permission of the student-passenger’s parents and a completed passenger agreement form. Students are expected to take care within the school grounds. Students should park their cars in the lower half of the carpark. Failure to comply with the necessary rules could result in the permission being revoked.
SUN PROTECTION
To protect students from UV radiation, hats are a compulsory part of the school’s summer uniform and must be worn whilst students are outside during Terms 1 and 4. Sunscreen should be applied at home on hot days and on sports days. Teachers take sunscreen with them to sports events for regular reapplication throughout the day.

SWIMMING
Swimming lessons for selected Primary grades occur annually at BHCS. The school also holds annual swimming carnivals for both Primary and Secondary students. The Primary school competes in district swimming competitions against local Primary schools and may then progress to Zone and State finals if selected.

UNIFORM INFORMATION
See ‘Dress Code’

VISITORS
Visitors to the school, including parents who are assisting in a regular program, must call at the office to ‘sign in’ and collect a Visitor’s Badge. When your business is concluded, you must ‘sign out’ and return the badge. This is to ensure that we are aware of your presence on the school property, should there be an emergency situation such as an evacuation and is in place for the protection of our students.

VOLUNTEERING
On occasion, parents may be invited to assist teachers with class activities such as chaperoning for excursions, covering books with clear contact, hearing individual students read, helping catalogue in the Library, running a club and so on. Those interested in this kind of involvement should make their willingness known to the appropriate staff. This may also be a suitable alternative for families who are unable to attend working bees. Please note that to assist in activities, which are unsupervised, parents will be required to have a Working with Children Check (see below). Classroom activities or day excursions involving the presence of a teacher do not require you to have one. The school requests that all parents who wish to assist on camps obtain a Working with Children Check.

WORKING WITH CHILDREN CHECK
In 2006, the Victorian Government introduced a new checking system to help protect children under 18 years of age from physical or sexual harm. The Working with Children Check (WWC) creates a mandatory minimum checking standard across Victoria. The WWC Check helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work. If you work or volunteer with children you may need to apply for a WWC Check. Forms are available via Australia Post outlets. There is no cost for volunteers who do not undertake paid ‘child-related work’ as the fee applicable is met by the Victorian Government. The WWC is valid for five years.
WEATHER

**Wet:** On wet weather days, students will be kept inside during recess and/or lunchtime and are supervised by a teacher. Students will not be permitted to leave their classroom without teacher supervision.

**Hot:** BHCS currently has no formal guidelines for the closure of school on extremely hot days. Classrooms currently have air-conditioning and the Fire Department has advised us that we are at no higher risk than any other residential areas during times of extreme hot weather. For this reason, parents are not required to keep children home during days of Total Fire Ban.

WEBSITE INFORMATION
The school uses its website at [www.bhcs.vic.edu.au](http://www.bhcs.vic.edu.au) to distribute a selection of information through the Parent Resource section, the front page and uploaded newsletters. This is also where the School lists all events via its calendar, which is updated in real time. We encourage families to be proactive in using the website as much as possible.

WORKING BEES
One working bee is held each term throughout the year. It is a time of great fellowship and is of tremendous benefit to the school.

**NOTE:** A levy may be charged to families who choose not to participate in working bees or otherwise assist the school voluntarily throughout the term.
PARENT HANDBOOK APPENDICES
# Appendix 1

## INFECTIOUS DISEASES GUIDELINES

### Exclusion Guidelines for Infectious Diseases

The following table indicates the minimum period of exclusion from schools and children’s service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 – Schedule 6. In this Schedule ‘medical certificate’ means a certificate of a registered medical practitioner.

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Exclusion of cases</th>
<th>Exclusion of contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis <em>(Entamoeba histolytica)</em></td>
<td>Exclude until diarrhea has ceased for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until diarrhea has ceased for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chicken pox</td>
<td>Exclude until fully recovered or for at least 5 days after the eruption first appears and all blisters have dried. Note that some remaining scabs are not a reason for continued exclusion</td>
<td>Any child with an immune deficiency (for example, leukemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhea</td>
<td>Exclude until diarrhea has ceased or until medical certificate of recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later</td>
<td>Exclude family/household contacts until cleared to return by the Secretary</td>
</tr>
<tr>
<td>Haemophilus type b (Hib)</td>
<td>Exclude until at least 4 days of antibiotic treatment has been completed</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A <em>(Exclusion is not necessary for Hepatitis B or C)</em></td>
<td>Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes (‘cold sores’)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human immuno-deficiency virus infection (HIV/AIDS)</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza and influenza like illnesses</td>
<td>Exclude until well</td>
<td>Not excluded unless considered necessary by Secretary</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Conditions</td>
<td>Exclusion of cases</td>
<td>Exclusion of contacts</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least 4 days after onset of rash</td>
<td>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 their first contact with the first case they may return to school</td>
</tr>
<tr>
<td>Meningitis (bacteria)</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until adequate carrier eradication therapy has been completed</td>
<td>Not excluded if receiving carrier eradication therapy</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (head lice)</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (german measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until diarrhoea ceases for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Severe Acute Respiratory Syndrome (SARS)</td>
<td>Exclude until medical certificate of recovery is produced</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Trachoma</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid fever (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Verotoxin producing <em>Escherichia coli</em> (VTEC)</td>
<td>Exclude if required by the Secretary and only for the period specified by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Exclude the child for 21 days after the onset of the cough, or until 5 days after they have completed a course of antibiotic treatment</td>
<td>Exclude household contacts aged less than 7 years who have not been fully immunised and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a course of antibiotics</td>
</tr>
<tr>
<td>Worms (Intestinal)</td>
<td>Exclude if diarrhoea present</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>
Appendix 2

Belgrave Heights Christian School
Parental Permission to Leave School Form

Year 12 students only

VCE classes are structured in such a way that some days students may end up with study periods towards the end of the day. In this instance, parents may want to allow their children to leave school once their teaching time is over. Students will not be allowed to leave the school premises until this form or other written permission has been handed to reception.

Student Name:

PARENTAL PERMISSION TO LEAVE SCHOOL PREMISES EARLY

I hereby grant my son/daughter permission to leave the school premises at the conclusion of their lessons during the course of their VCE studies.

Name of Parent/Guardian: ____________________________________________

Signature of Parent/Guardian: _______________________________________

Date: ______________________________________________________________

Daytime Contact Number: ____________________________________________
Belgrave Heights Christian School Student Driver
Permission and Passenger Agreement Form

Any student who intends to drive to school either occasionally or regularly must complete this form. Similarly, students granted permission to be a passenger either occasionally or regularly with another student driver, must also complete this form. Students will not be granted permission to drive to school until this form has been submitted and handed to reception.

Student Name:

Car Details:

<table>
<thead>
<tr>
<th>Make:</th>
<th>Model:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colour:</td>
<td>Registration No:</td>
</tr>
</tbody>
</table>

If more than one vehicle is being driven to school, details for the other vehicles must also be listed.

PARENTAL PERMISSION FOR DRIVER

I give permission for _______________________________ to drive to and from school.

(insert student name)

I also give permission for them to take the passenger indicated on this form. I am aware of the school requirements regarding students driving to school.

Signature of Parent/Guardian: ____________________________________________

Date: ________________________________

Daytime Contact Number: ________________________________

PARENTAL PERMISSION FOR PASSENGER

I give permission for _______________________________ to be driven

(insert student name)

to and from school by ________________________________

I am aware of the school requirements regarding students driving to school.

Signature of Parent/Guardian: ____________________________________________

Date: ________________________________

Daytime Contact Number: ________________________________

STUDENT AGREEMENT

I agree to adhere to the school requirements regarding students driving a car to school.

Student Signature: ________________________________ Date: ________________________________
STUDENT DRIVER RULES

By signing a student driver permission and passenger agreement form, you agree to abide by the following:-

- To obey the road rules as required by law whilst travelling to and from school.

- To clearly display the required P-plates at all times.

- To not leave the school premises during lunch, recess or private study periods.

- To not allow other students to travel in your vehicle without the express, written consent of their guardians/parents and a completed passenger agreement form.

- To take care whilst driving your vehicle within the school grounds and on the road.

- To park the vehicle in the lower section of the school carpark.

Failure to comply with these rules may result in the permission being revoked.