Parent Handbook

ACT JUSTLY
LOVE MERCY
WALK HUMBLY

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Introduction

Schools are sometimes difficult to navigate. Depending on your child’s year level, it is hard to know what the rules are about aspects of homework or what time the bell rings and the expectations around uniform. This Parent Handbook seeks to assist you as part of the Belgrave Heights Christian School Community. Items have been listed in alphabetical order for your convenience.

ETHOS

At BHCS, "Act Justly, Love Mercy, Walk Humbly" (Micah 6:8) are the core action words we aim to aspire to.

MISSION STATEMENT

To encourage the development of Christian faith in students.

VISION STATEMENT

Excellent education in a Christ-centred environment.
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Contact Details

OFFICE HOURS
The School’s Reception is open Mondays to Fridays from 8.30am until 4.30pm during school terms.
You can call Reception on (03) 9754 6435 or email office@bhcs.vic.edu.au

KEY CONTACTS

PRINCIPAL
Mr Andy Callow

DEPUTY PRINCIPAL
Mr Lance Davidson  ldavidson@bhcs.vic.edu.au

HEAD OF JUNIOR SCHOOL
Ms Linda Goldrick  lgoldrick@bhcs.vic.edu.au

HEAD OF MIDDLE SCHOOL
Mr Adam Messenger  amessenger@bhcs.vic.edu.au

HEAD OF SENIOR SCHOOL
Mr Ivan Seskis  iseskis@bhcs.vic.edu.au

HEAD OF VCE & VCAL
Mrs Vicky Fraanje  vfraanje@bhcs.vic.edu.au

SYSTEMS & COMPLIANCE MANAGER/PA TO THE PRINCIPAL
Ms Juliette Krens  jkrens@bhcs.vic.edu.au

FINANCE MANAGER
Mr Will Neil

ASSISTANT BUSINESS MANAGER
Ms Liz Miko  accounts@bhcs.vic.edu.au

REGISTRAR
Ms Jodie Davis  registrar@bhcs.vic.edu.au

All teaching staff have email addresses which adhere to the initial of first name followed by their surname and ‘@bhcs.vic.edu.au’
General Information

**ABSENCES FROM SCHOOL**

Absences are checked at least twice a day in accordance with the Education and Training Reform Act 2006 (Vic). In accordance with this same Act, 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. This can be done in the following way:

- Via the answering machine before or after office hours. Parents can dial 299 at any time on hearing the message to report an absentee.
- Via email to office@bhcs.vic.edu.au
- Via Flexibuzz
- A written note to Reception stating the reason for the absence

Absentee advice should at all times be directed to Reception, who will then forward this information onto the appropriate teachers.

**UNEXPLAINED ABSENCES**

The Education and Training Reform Act 2006 (Vic) requires us to contact families regarding unexplained absences. Under this same Act, it is the responsibility of parents/guardians to contact the School if a student is going to be absent.

**ABSENCE DUE TO ILLNESS**

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 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. VCE students absent on the day of a ‘School Assessed Coursework’ or SAC due to illness will require a doctor’s certificate for that day. For more information on VCE absences, refer to the VCE & VCAL Information Handbook.

**MEDICAL APPOINTMENTS**

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 of time, such as for a family vacation, advanced notice should be provided to Reception advising the School of the reason and the dates of absence.
ACCIDENTS & ILLNESS AT SCHOOL

Students who are feeling ill or have minor cuts and bruises will be attended to by staff who have the appropriate first-aid training. Any such treatment is recorded on the School’s student management system.

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 an extended period of time.

Children who have experienced vomiting or diarrhoea are asked to refrain from returning to school for at least 24 hours after these symptoms have ceased.

Where the necessary permission forms have been completed, paracetamol or other allowable medication 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.

Also see, ‘Student Personal Accident Insurance’.

AFTER & BEFORE SCHOOL PARKING

The School requests that all families and visitors drive slowly and carefully, adhering to the signed speed limits, when entering and exiting the School. Families are reminded that Wattle Valley Road is a public road. Parking of all vehicles must be done within marked areas in the main school carpark and not in the bus area or one minute pick up/drop off zone. The bus bays located within the upper section of the main carpark should remain a clear zone at all times and is reserved for School bus use only. Parents are asked to not stop to drop off or pick up their children in areas where they will block other traffic. Please refrain from exiting your vehicle while within the ‘one minute’ pick/drop off zone, and advance as far to the end of this lane as possible. We also ask that families refrain from parking in the disabled carpark, unless there is a true disability.

Similarly, the School kindly requests that families refrain from parking in areas allocated to staff parking, and/or entering the ‘fire track’.

At dismissal time, children must wait within designated areas until their parents come to collect them. Afternoon pickups should be done by parking within the designated parking bays to eliminate congestion caused by vehicles waiting within the drop off zones.
The School encourages the pick up times as listed below and respectfully requests that parents/guardians refrain from arriving at School prior to these recommended pick up times. This will enable Kinder and Junior School parents to obtain a carpark and leave the grounds to allow room for Middle and Senior families.

**Kinder**: 3pm-3.15pm

**Junior School Only**: 3.15pm-3.30pm

**Middle School Only**: 3.20pm-3.40pm

**Senior School Only**: 3.40pm onwards

**AFTER & BEFORE SCHOOL SUPERVISION**

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, it is the responsibility of parents to pick up their children within 15 minutes of dismissal time as teachers will only remain on duty until 3.45pm.

Any student in Junior School who has not been collected by 3.45pm will be taken to the OSHC (Out of School Hours Care) Centre to ensure that they are being adequately supervised (charges may apply).

If a parent of a Middle/Senior student has not arrived by 4pm, the 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.

**AFTER & BEFORE SCHOOL CARE (OSHC)**

Camp Australia runs an OSHC (Out of School Hours Care) Program at BHCS which is available for all students from 4 Year Old Kinder to Year 6.

**WHERE?**
- The Multi-Purpose Hall (also known as the gym)
- The staff employed by Camp Australia are also approved by BHCS to ensure that they adhere to the ethos of our Christian school.

**WHAT WILL MY CHILD DO?**
- There will be a variety of fun sport, drama and craft activities.
- Healthy (dairy & nut free) snacks will be provided during each session.
- Children will be encouraged to complete homework during After School Care.
- Children attending After School Care will be collected from their classroom and escorted to the OSHC Centre.
HOW MUCH?
• Please go the Camp Australia website for fee information. There are government subsidies available and if eligible, the cost can be reduced by more than 50%. (https://www.campaustralia.com.au)

HOLIDAY PROGRAM
• Once registered with Camp Australia, you can book your child into one of the many holiday programs running throughout the state. Details are available on the Camp Australia website.

HOW TO ENROL
• Go to the Camp Australia website at https://www.campaustralia.com.au/Schools/BelgraveHeightsChristianSchool/8D5D
  • This link is also available on both the BHCS website and the Flexibuzz app.
  • There is no cost to enrol. You will only be charged once you commence using the service.

We strongly encourage all families with children from 4 Year Old Kinder to Year 6 to enrol even if you are not intending to use the program on a regular basis. This will mean that in the event that you need to use the service due to an emergency, Camp Australia will already have your details.

ALINTA UNIFORM
See ‘Dress Code/Uniform Requirements’.

ALLERGIES
See ‘Medical Conditions & Forms’.

ART SMOCKS
All students from Prep to Year 4 will be supplied with a long sleeve art smock for all art classes. Should students prefer to wear their own art smock from home, they are more than welcome to bring this, but please ensure that the material of the smock is thick enough to prevent any bleed-through onto uniforms.

Students from Years 5 to 12 will be supplied with an art apron. Should a student require extra protection, it is their responsibility to bring an alternative art smock from home.

ASSEMBLIES
Junior, Middle and Senior assemblies run on different days. Parents are most welcome to attend Junior School assemblies. Junior School should advise parents accordingly as to when these are taking place. Middle and Senior School assemblies are for students and teachers only unless a notice has been sent home about special assemblies where all are welcome. Parents will be informed of any other special assemblies that they are invited to attend.
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 assessment tool. 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.

AWARDS ASSEMBLY

As a School Community, we like to recognise students who have made an exceptional effort over the school year. Towards the end of Term 4 a Whole School Assembly is held in order to do so. Awards are presented to selected students who have excelled in a particular area of their schooling. Parents are usually informed if their child will be receiving an award prior to the day, as friends and family are more than welcome to attend the Assembly. Awards for special achievements and VCE awards are usually presented at Celebration Night.

BAGS

Each student should have a BHCS bag, (two sizes available – small & large). These are available for purchase from Alinta.

BANKING (STUDENT)

School banking is not currently offered for students at BHCS.

BULLYING

Bullying is considered to be a very serious matter. Bullying is the ongoing misuse of power involving a pattern of harmful verbal, physical or social behaviour by one or more persons over one or more other persons. It can be overt or hidden and can happen in person or online. Single incidents, conflicts or fights between peers face-to-face or online are not defined as bullying.

Families are asked to notify their child’s Homeroom Teacher as soon as they are aware of any bullying issues, so that the appropriate action can be taken. If parents feel the matter remains unresolved after consultation with a Homeroom Teacher, they may then approach the relevant Head of School. If after this, the matter still remains unresolved, families are encouraged to make contact with the Deputy Principal. Should this still not bring about the necessary resolution, only then may a further appointment may be made with the Principal. A copy of the Complaint’s Resolution Policy can be found on the School’s website or requested from Reception.

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.

Further information about bullying and where to get help, as well as helpful resources can be found on Appendix 2.

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. Travel on the school bus constitutes that your child has agreed to abide by the bus rules. The School operates differing bus routes, which are subject to change annually at the discretion of the Bus Co-ordinator.

For further details of bus use, please refer to the complete ‘Bus Policy’, a copy of which is available upon request.

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 child’s bus stop, unless this is due to a family moving house.

UNATTENDED DROP OFF POINTS

Although the School provides a bus service, there is a shared responsibility between parents and carers when it comes to students disembarking from the bus especially those of a younger age. Unfortunately, bus drivers cannot wait for extended periods of time for parents or carers to arrive at the bus stop, as this impacts any other students who need to be dropped off. All children from Prep to Year 4 will not be dropped off at any unattended bus stops without written permission. Parents who wish to have their children dropped off at unattended bus points will need to advise the school in writing. Although it is not a requirement, we strongly encourage parents/guardians of children in Years 5 to 7 to also meet their children at the bus stop at the beginning and end of the school day. 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/carer’s responsibility to retrieve them.

BUSHFIRE

See ‘Emergency Management’.
BYOD (BRING YOUR OWN DEVICE)

See ‘Digital Devices’.

CALENDAR

In order to stay up to date with the latest events happening at School, there is a calendar that can be accessed via the School’s website. The calendar includes term dates, excursions, exam periods, the timetable week, and more, and is updated regularly.

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.

Although we understand that there may be circumstances where a child is unable to attend a camp, i.e., due to illness, parents are charged a Resource and Activities Levy per child each year which covers the cost of all camps, excursions and incursions at the school. This levy does not necessarily cover the full cost of these activities as the School subsidises a portion of this. For this reason, the levy is not a refundable item.

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.

MEDICATION AT CAMP

Medications for camp must be handed into Reception before the day of camp (prescriptions permitting) and must include labelling that includes the child’s name and dosage instructions. For special requirements, families are encouraged to contact the First Aid Officer.

CANTEEN/CAFE

A canteen and café operate on School premises by an independent contractor.

CANTEEN

The canteen is located outside the foyer of the Gym and is available for use by all students from Prep to Year 12, operating on Mondays, Wednesdays and Fridays.

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

LUNCH ORDERS FOR JUNIOR SCHOOL STUDENTS

If not ordered online, lunch orders need to be written on a brown paper bag (or envelope) and handed to the Homeroom 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. Food allergies must be clearly indicated on any lunch order.

LUNCH ORDERS FOR MIDDLE & SENIOR STUDENTS
Middle School and Senior School students can order lunch orders in a similar manner to Junior School students and drop their order off at the canteen at the beginning of the day. Middle and Senior students can also order items directly from the canteen during recess and lunch time, without pre-ordering.

CAFÉ
The Tree Tops Café is open Mondays, Tuesdays, Thursdays and Fridays from 8.00am until 3.30pm during School terms. The café is located in the TTC Restaurant, to the left of the Multi-Purpose Hall. The café is open to all visitors including, parents, staff, students and the wider community.

STUDENT CAFÉ USE
Students from Years 5 to 12 are permitted to order lunch, drinks and snacks from the café. However, only VCE students are permitted to eat their café orders in the Restaurant. Please note, the School is not responsible for any money that students bring to School. Students from Prep to Year 4 are not permitted to purchase any food from the café, unless they are attending the café with a parent/guardian.

CAREMONKEY
CareMonkey is an innovative parent-controlled electronic medical/permission form. It’s an electronic version of the paper-based forms you would usually fill in for excursions, camps and other communications. This is our main method of permission slip and medical communication, reducing the burden on parents to fill out the same information on multiple forms throughout the year. It provides parents with the opportunity to update medical information promptly and accurately while providing the school with instant access to the emergency information provided by you and can only be accessed by authorised school staff.

Parents can use a PC, laptop, tablet or smart phone to enter the details including:

- emergency and medical contacts
- your child’s medical details and management plans (including asthma and anaphylaxis)
- notes and other care instructions from parents
- excursion/camp permissions
- and more...

You can log in to CareMonkey to update your details whenever you need to, or if there is a permission slip that you need to action, you will receive an email about it.

For more information, see Appendix 3.
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 parent’s school fee account. This rule also pertains to all other lost or damaged equipment including sports, technology and 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 performances by students and sub-schools, snippets from productions, and the presentation of significant awards to students, as well as farewells to staff who are leaving, and the Principal’s address. This is also the time we honour our graduating Year 12s. Celebration Night continues to be an important part of our school year and it is strongly encouraged for all students to attend with their families.

CHANGE OF DETAILS
See ‘Personal Information Updates’.

CHAPLAIN
See ‘Student Welfare’.

CHILD SAFETY (STATEMENT OF COMMITMENT)
Belgrave Heights Christian School is committed to child safety. Our School wants children to be safe, feel happy and empowered. We support and respect all children, as well as our staff and our volunteers. We are committed to the safety, participation and empowerment of all children.

BHCS has a zero tolerance for child abuse. All allegations and safety concerns will be treated very seriously and consistently in line with our child safety policies and procedures. BHCS has legal and moral obligations to contact authorities when we are worried about a child’s safety, which we follow rigorously. We are committed to preventing child abuse and identifying risks early, and removing and reducing these risks.

BHCS has in place screening procedures and recruitment practices for all staff and volunteers. BHCS is committed to regularly training and educating our staff and volunteers on child abuse risks. We support and respect all children as well as our staff and volunteers. We are committed to the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability. We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.
CLASS TIMES

Student timetables currently run on a 10-day cycle, with most days consisting of four periods that run for 75 minutes. There are some small variations between Junior, Middle and Senior School. Before classes start, each year level will begin the day with 20 minute devotions. Students arriving late are required to obtain a late pass from Student Services or Reception before going to class. (See also ‘Late Arrivals’.)

JUNIOR SCHOOL – MONDAY TO FRIDAY

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MIDDLE & SENIOR SCHOOL – MONDAY, TUESDAY, THURSDAY & FRIDAY

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*Year 5/6s finish at 3.15pm
## MIDDLE & SENIOR SCHOOL – WEDNESDAY

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<td>Period 5</td>
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*Year 5/6s finish at 3.15pm

## COMMUNICATION

### WITH FAMILIES
The School utilises a number of different communication methods in order to ensure that all relevant information reaches families. Some of the methods of communication are as follows:

- CareMonkey
- Email
- Flexibuzz
- Newsletter

It is important for families to be on board with these methods of communication in cases of emergency where we may be limited on how we can access communication, particularly in cases of power outage. For more information on each of these methods of communication, please head to the relevant section of this handbook.

### WITH TEACHERS/STAFF
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 relevant Head of School. If after extensive talks with both the Class Teacher, the Head of School and the Deputy Principal, the issue can still not be resolved, only then should the matter be taken up with the Principal. See Appendix 4 for the Complaint’s Resolution Flowchart. (The complete policy can be found on the School’s website.)
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.

COMMUNITY CODE OF CONDUCT
The purpose of the Community Code of Conduct is to ensure that everyone who forms part of our School Community understands the guidelines and principles they are expected to abide by while they are part of our School Community. It also serves as a guiding set of principles to enhance the safety of the students and children within our community.

Everyone within our community should demonstrate integrity by:

- acting in the best interest of others
- maintaining a suitable relationship with students, parents, colleagues and others within our community
- behaving in ways that respect and advance the well-being of all those within our community with particular regard to children

Everyone within our community should demonstrate respect by:

- acting with care and compassion
- treating everyone fairly and impartially

Everyone should demonstrate responsibility by:

- ensuring all children within our community are kept safe
- maintaining suitable relationships with students/children in our community
- working cooperatively with others in the best interest of students/children in order to keep them safe

A copy of the complete Community Code of Conduct can be found on the School’s website.
CONVEYANCE ALLOWANCE

Due to changes in the State Government Conveyance program, families from our School may be eligible for financial assistance to help them meet the cost of transporting children to and from school. The financial assistance – known as a Conveyance Allowance – is for students who can’t access free government school buses, and helps cover the cost of transportation. To be eligible for a Conveyance Allowance, students must be of school age and:

- attend their nearest co-educational Presbyterian school appropriate to their year level
- reside 4.8km or more by the shortest practicable all-weather route from the School;

These eligibility criteria are set by the State Government and the Conveyance Allowance is supported by the Department of Education and Training. Should you believe your family is eligible for Conveyance Allowance, a form can be requested from the School.

COUNSELLING

See ‘Student Welfare’.

COURT ORDERS / PARENTING PLANS

Where a family is separated the School requires a copy of any Court Orders or Parenting Plans related to the student involved. This information remains confidential, but ensures that the School acts in accordance with those orders. This is particularly relevant where there is limited access. Information regarding the living arrangements of the student is also important to ensure that the School contacts the appropriate person in cases of absences or emergencies. This information must be provided at the time of application and updated copies provided to the School at the relevant times.

The School is legally obliged and respects the parental rights of any individual. For this reason, legal documentation must be provided when requests are made to limit distribution of information regarding a student and their activities to a parent/guardian.

CSEF (CAMPS, SPORTS & EXCURSIONS FUNDING)

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. Parents/guardians who hold a valid means-tested concession card, pension card, or are foster parents, may be eligible for CSEF. To apply for CSEF, a form can be obtained from the School. Should parents be eligible, the payment will be applied directly to your school fee account to cover the cost of camps, sporting activities and excursions. For more information, visit www.education.vic.gov.au/csef

CSEN (CHRISTIAN SCHOOL EVENTS NETWORK)

As the School is part of the Christian School Events Network (CSEN), students are presented with opportunities to be part of a range of interschool events. Students compete on behalf of their School and successful teams or individual students move on from local competition to State competition as well as National Competitions.
Students who qualify through our House Carnivals may be given the opportunity to compete in Eastern Region Swimming, Eastern Region Athletics and/or State Cross Country. Students who place 1st or 2nd in swimming and/or athletics are then given the opportunity to compete at the State Christian School’s events.

In Years 9/10, students have the opportunity to compete in Interschool Sports on a regular basis. Teams compete against other schools every second Wednesday and train in their teams at school every other week. Participation in Interschool Sport is not compulsory and students are required to try-out for teams they wish to play in. This runs from Terms 1 to 3, with the sports and teams changing each term.

Other CSEN events are held across a variety of year levels throughout the year, including but not limited to Rally Days, Theatresports, Debating opportunities, Music performances, Chess Tournaments and more.

More information can be found on the CSEN website - [http://csen.org.au/](http://csen.org.au/)

**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, Humanities and Science. In Junior School, students experience weekly lessons in Music, Visual Arts, Physical Education and French. For Middle and Senior School electives, please refer to the relevant Curriculum Booklet. The development of computer literacy is integrated into the normal classroom program. In addition to our regular music curriculum, we also offer extra-curricular music participation through involvement in vocal ensembles or band. Individual vocal or instrument tuition is also available (see ‘Music Tuition’).

In addition to our commitment to broaden a student’s academic skills, our vision is to see the life stories of our students transformed. In line with this, we take a holistic approach to student development where learning and wellbeing are interconnected. As students learn and have positive experiences, they foster the kinds of strengths that they need to flourish; as their sense of wellbeing increases, their capacity to learn grows.

Our students are also encouraged to develop their character strengths and to tell their own unique life-story. Students are immersed in a range of age-specific learning experiences that aim to develop the strengths of the head, heart and hands - so that students learn how to act justly, love mercy and walk humbly (Micah 6:8). These strengths then enable students to tackle the ‘ups and downs’ of life, shaping their own life in such a way that enables them to serve others and the world.
DIGITAL DEVICES
The School’s computer network, internet access facilities, computers and other technology, equipment and devices are for educational purposes appropriate to the school environment. This applies whether the equipment is owned or leased either partially or wholly by the School, and used on or off the School site OR where a BYO device is used at School for, or during, School activities. The School monitors traffic and material sent and received using the School’s network and uses filtering and monitoring software to restrict access to certain sites and data, including email.

All students from Years 3 to 12 are required to sign a Digital Device and Cybersafety Agreement in which they guarantee that they will use all devices in a responsible manner, as set out in the agreement. Students are required to act responsibly using devices both within and outside the School, to minimise the risks associated with devices being used to harass other students (also referred to as cyber-bullying). The School serves to educate all students in responsible use. Failure to comply with the conditions of the Agreement may result in the student being banned from the use of the devices within the school for a period of time. Reinstatement will be at the discretion of the relevant staff member or co-ordinator.

BYOD (BRING YOUR OWN DEVICE)
As part of our strong and ongoing commitment to teaching and learning excellence, BHCS has adopted a Bring Your Own Device (BYOD) program, for Years 7 to 12. The program incorporates students bringing personally owned and school-approved devices to school for the purpose of learning. The School provides the ability to connect compatible devices to a filtered internet service. Different BYOD requirements may apply across the different year levels. Relevant information will be sent home to families as needed.

A copy of the Digital Device and Cybersafety Agreement can be found on the School’s website.

DIGITAL TEXTBOOKS
See ‘Stationery’.

DISCOVERY CENTRE
BHCS has a leading-edge Discovery Centre (DC), which includes our innovative and welcoming library. Inside the Discovery Centre is also a Theatre, where students can view educational shows and movies for entertainment and curriculum enhancement, an exciting Makerspace for learning outside the box, the Careers Office, and more.

The DC is available for student use during recess and lunchtimes. All students, from Junior through to Senior School, are welcome to visit the DC for book borrowing, as well as taking the opportunity to enjoy the varied activities on offer. There are games and puzzles, magazines, the regular addition of new books, as well as places to relax, read, socialise and study.
The DC is also open before school from 8.30am and after school until 4.30pm Monday to Thursday, and until 4pm on Fridays. The DC is available after school for all students from Year 5 to 12 to study. Kinder to Year 4 students must be accompanied by a parent or guardian during this time. We strongly encourage parents to come into the DC with their Kinder or Junior School children and make use of the great facilities we have to offer.

DISCIPLINE & BEHAVIOUR

The School takes a restorative approach to discipline across all year levels. Each sub-school has their own policies and procedures with respect to discipline, as methods may vary dependent on the age of the student. 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.

Parents will be contacted regarding any behaviour of concern via phone or email. Usually, behaviour will be dealt with in an appropriate manner by the classroom teacher. Should student behaviour be deemed more severe, this will be followed up by the relevant Head of School and/or Deputy Principal.

DETENTIONS

On occasion a student may receive a detention, this will very much depend on the severity of an incident. Incidents of a serious nature may require more severe consequences such as an out of school hour detention or an internal or external suspension. In these cases, families will be notified of both the nature of the incident and the eventual consequence. A student detention will usually consist of spending their detention time sitting in a classroom supervised by a teacher, completing their homework at lunchtime, or picking up rubbish while supervised by the teacher on yard duty.

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. 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 a parent/guardian, explaining the reason. This note should be handed to Reception, 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. Students may travel to and from school in their sports uniform on these days.
As the seasons change, students will be informed of a changeover period during which they can wear either Summer or Winter uniform.

**FORMAL UNIFORM REQUIREMENTS**
Students must wear their formal uniform when attending any of the following events:

- Excursions
- Photo days
- Open Days
- Music and Drama Performances
- When representing the School at any other formal event

**SECOND HAND UNIFORMS**
Second hand uniforms can be sold via the Sustainable School Shop. A link to this can be found on the School’s website.

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

**DRESS CODE/UNIFORM REQUIREMENTS**
The School’s uniforms are provided through Alinta. Alinta has a shop on School grounds, but operates as its own entity. Uniform items can also be purchased online via the Alinta website (https://www.alintaapparel.com.au/).

A summary of the School Uniform Policy for Belgrave Heights Christian School can be found below. More information regarding the BHCS Uniform Requirements can be found on the School’s website.

**HAIR**
Extreme hair styles are not permitted. This includes extreme bleaching, two tone hair colours, punk, braids, dreadlocks (respecting cultural sensitivities), 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.

- **Hair colour: Junior School**
  The School Council has requested that Junior School students do not dye their hair.

- **Hair colour: Middle & Senior School**
  If families consent to Middle or Senior School students changing their hair colour, it should be in a consistent, natural colour, including natural highlights. Students who do not adhere to this will be requested to re-dye 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 length: Boys**
  The expectation is that boys only have shoulder length hair and that the student’s hair remains neat in appearance and that it is off the face. Boys whose hair falls below the shoulder will be asked to have this cut. Boys must also remain clean shaven whilst attending BHCS.

• **Hair length: Girls - Junior School**
  In Junior School all students with long hair (below the shoulder) must have it tied back with hair ties.

• **Hair length: Girls - Middle & Senior School**
  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.

• **Hair & OH&S**
  Should a teacher consider it necessary for a 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.

• **Hair accessories**
  Hair accessories must match uniforms. Hair accessories are restricted to bottle green, black or white (Plain single colour only).

**HATS**
All students are required to wear the correct school hat during recess and lunchtimes whilst in summer uniform and at sporting events. Junior School students who fail to bring a hat to school during this time may be required to remain indoors within a supervised classroom setting and will be limited to the undercover areas during recess. Middle and Senior School students without hats will be given a warning and will be instructed to move into the shade and will be requested to ensure they have their hat next time. Sunscreen is advisable during warmer weather, but remains parents'/students' responsibility.

**JEWELLERY & PIERCINGS (INCLUDING MICRODERMAL IMPLANTS)**
Students may wear two sets of earrings (in the earlobe only). These should be small plain silver, gold or gemstone studs (non-decorative), sleepers or small, single colour. Stretchers are unacceptable earrings. Piercings in the facial area, the tragus or cartilage of the ear, arms, fingers, hands or legs or any normally visible part of the body are not permitted. 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 any of this jewellery items, or non-permissible piercings will be asked to remove them.

Clear piercing jewellery is not acceptable if the piercing is in an area that is not permitted. 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. Uniform passes will not be issued for incorrectly wearing piercing jewellery.
**MAKE-UP**
Students in Prep to Year 6 are not permitted to wear any make-up. Year 7 to 12 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 eyeliner 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 lip gloss/balm or any type of glitter is not permitted.

**NAILS**
Coloured nail polish and fake nails are not permitted this includes: French nails, acrylics, SNS and gel 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. Middle and Senior School students may wear a clear nail polish.

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

**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. Students with dresses or skirts that are not at the required length will be asked to adjust these accordingly.

**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.

**SCHOOL SHOES**
All students must be in black leather school shoes NOT black runners or casual shoes (e.g. Vans or Globe shoes). Please see the relevant section of the School’s website for what is not considered acceptable.

**TATTOOS**
The School does not permit visible tattoos.

**UNDERGARMENTS**
Garments worn under shirts or skirts/dresses must not be visible. Students wearing visible undergarments (e.g. Brightly coloured T-shirts, skivvies, hoodies, shorts under dresses) will be asked to render them invisible or remove them.

**DROPPING OFF STUDENTS**
See ‘After & Before School Parking’.
EARLY DEPARTURES

Where possible, families should advise Reception in advance of a student’s early departure. Students leaving school early must report to Reception first. It is preferable for students to remain in class whilst waiting for their parents to arrive.

FOR VCE STUDENTS

Some VCE students may leave early if they have a study period at the end of the day. Students must have a completed form on file granting them parental permission to leave the school grounds early. These are available upon request from Reception and are handed out during VCE Information Night. This comes into effect after the ‘Welcome to VCE/VCAL’ night held at the beginning of each year. VCE students are also required to go to Reception to report an early departure pass before leaving the School grounds. This ensures we are aware of their absence should there be an emergency. For more information, refer to the VCE/VCAL Information Handbook.

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 speak to the Registrar.

EMAIL

Email is currently the School’s preferred method of communication with families. Letters, correspondence from teachers, school fee statements, newsletters, end of semester school reports and more are all sent via email. For this reason, it is important for parents to ensure that their contact details are up to date with the school, and to check their emails (and spam folder) regularly.

EMERGENCY MANAGEMENT

Emergency and fire 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.

BUSHFIRE/TOTAL FIRE BAN

As part of our Emergency Management Plan we have both lock-down and building evacuation plans in place. Our OH&S Officer meets on site with a CFA representative each year to specifically review our planned response to a bushfire threat.

BHCS currently has no formal guidelines for the closure of school on extremely hot days. All classrooms currently have air-conditioning. 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.
However, as the School has been identified as being in a high bushfire risk area, it is listed on the Bushfire At-Risk Register (BARR). Should the Emergency Management Commissioner (Emergency Management Victoria) determine a Code Red day, the School will be closed, and the decision to close will not change regardless of improvements in the weather forecast. This includes no staff, or students at school, no out-of-hours school care, no bus use, etc.

In case of a bushfire emergency occurring, the School will provide parents with as much information as practically possible during the time of the emergency. For the Bushfire Management Procedure and more information, please see Appendix 5.

ENROLMENTS AND ADMISSIONS

Information regarding the enrolment procedure is provided with 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 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.

EVENTS

The School holds a number of events through the year, giving an opportunity for families to get involved and spend time together with parents, staff, and/or students, in a social setting. Families will be informed of any upcoming events via email and/or the school newsletter. Events throughout the year may include, but are not limited to the Pastors’ Breakfast, New Parents Dinner, Family Picnic, Maths/Science Night, Celebration Night, etc.

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. A levy covers the cost of excursions.

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’ and ‘Free Dress Days’)

FACEBOOK

See ‘Social Media’.

FAMILIARISATION

See ‘Orientation and Familiarisation’.
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 which is available for viewing on the School’s website. All families are expected to commit to a Direct Debit system for payment of their fees.

Fees are structured to include levies at each year level which will cover all School related costs for the year, including swimming lessons, sports activities, excursions and camps. Some VCE subjects may incur additional levies.

FIRE DRILLS
See ‘Emergency Management’.

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

FLEXIBUZZ
The Flexibuzz app is one of the School’s methods of communication. In one easy click families can be made aware of information relating to the School or a child’s class. This is especially vital during times of an emergency should the School lose power, as we can continue to operate the app from a mobile phone.

Flexibuzz will provide parents easy access to the following:

- Absentee advice
- Calendar
- Camp Australia
- Canteen (Flexischools)
- Emergency notifications
- Instantly receive the newsletter once it’s published
- Reminders relating to specific year levels, or whole school
- Parent-Teacher Interviews
- Uniforms

The Flexibuzz app works on a range of smartphones and tablets, laptops and desktops and isn’t limited to just the iPhone or iPad making it a great tool for everyone.

See Appendix 6 for information on how to sign up to Flexibuzz.
**FREE DRESS/THEMED-DRESS DAYS**

On special occasions or for fundraising purposes, students may at times be allocated a free dress or themed-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 School’s Leadership.

**GOVERNMENT MANDATED INFORMATION**

Government funding is one of the reasons our School is able to keep its fees reasonably low. The funding criteria for all schools is based on data the school is required to collect, this includes parent occupation and education data. For this reason, it is important that all families provide the school with up-to-date data related to these. It is equally important that families do not overstate their occupation positions, as incorrect information can have a significant impact on the funding the School receives.

**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 School, it may be organised for someone trained in head lice detection to visit the School to assist with the inspection of students’ hair. Permission for consent of a head lice inspection will be obtained prior to this taking place.

HEADSTART
Towards the end of the year, Year 8s to Year 11s commence a Headstart program. Students progress to their next year level, usually in the last two weeks of the school year (e.g. Year 8s into Year 9 and Year 9s into Year 10, etc.) The Headstart program aims to give students a head start for the following school year, and is an opportunity for students to familiarise themselves with their work, classes and teachers for the next school year. Students in Years 8 to 11, who are not returning to BHCS in the following year are not required at school for the Headstart program.

Preps to Year 7s will continue with their normal programs until the end of the school year. By this time of year, Year 12s will only be required at school for their exams.

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.
- It is recommended that homework tasks are recorded by students in their diary or calendar to help them remain aware of requirements and due dates.

HOMEWORK NOTES:

- Homework is not set as punishment.
- Homework should be encouraged by parents in partnership with the School, in order for students to reap the benefits and skills associated with regular completion of homework.
- Never forget that time spent with family is very important to your child’s overall development.
- If a student is unable to complete their homework for any reason, parents are asked to write a brief note explaining the circumstances.
### HOMEWORK EXPECTATIONS:

<table>
<thead>
<tr>
<th>JUNIOR SCHOOL (Monday to Thursday)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prep</strong></td>
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<tr>
<td><strong>Year 1</strong></td>
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<tr>
<td><strong>Year 2</strong></td>
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<tr>
<td><strong>Year 3</strong></td>
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<tr>
<td><strong>Year 4</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>MIDDLE SCHOOL (Monday to Friday)</th>
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<tbody>
<tr>
<td><strong>Year 5</strong></td>
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<tr>
<td><strong>Year 6</strong></td>
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<td><strong>Year 7</strong></td>
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<td><strong>Year 8</strong></td>
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</tbody>
</table>

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<tr>
<th>SENIOR SCHOOL (Monday to Friday)</th>
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<tbody>
<tr>
<td><strong>Year 9</strong></td>
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<tr>
<td><strong>Year 10</strong></td>
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<tr>
<td><strong>Year 11 &amp; 12</strong></td>
</tr>
</tbody>
</table>

**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, they are 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.
IMMUNISATION CERTIFICATE

New legislation introduced in 2016 meant changes to the enrolment requirements of children in Kinder and Primary school (Prep to Year 6). While immunisation is not compulsory, it is compulsory by law to provide the School with an Immunisation History Statement from the Australian Immunisation Register in order to enrol in Primary school (Prep to Year 6). This must be provided even if the certificate shows that the child has received no vaccinations. Different rules apply to children enrolling in Early Learning Centres and information regarding this should be obtained via the Kinder Handbook.

IMMUNISATIONS IN SCHOOL

During their Secondary school years (Years 7 to 12), the local council provides an opportunity for students to receive free vaccinations against things such as tetanus, HPV and others. A consent card is provided by the local council to schools in the surrounding district. Students are required to take the cards home and have them completed and signed by their parent or guardian. Completed consent cards must be returned to school before the student can receive an immunisation. Consent cards contain information about the vaccine, the disease protected against and possible side effects.

Parents can decline the offer of free school-based immunisation for children in their care under the age of 18, however, consent cards should still be returned (marked as ‘declined’) so authorities can collect data on immunisation coverage.

Local councils work with the School to arrange for immunisation nurses to be at the school on a particular day. Nurses inject the vaccines using a fine needle, usually to the upper part of your non-writing arm.

On the day that students are receiving immunisation, they should eat a good breakfast and wear clothes that provide easy access to their upper arm. The School usually recommends that students wear their sports uniform on these days.

INFORMATION NIGHTS

The School holds a number of Information Nights throughout the year in order to help current and new parents stay informed. These information nights include but are not limited to: Kinder Information Night, Prep Information Night, Year 5 Information Night, Year 7 Information Night, Year 8 Information Night, Year 9/10 Information Night, VCE Information Night, and Music Information Night. Parents are strongly encouraged to attend these nights with their children, and will be informed about relevant information nights closer to the date of the event.

KINDER

See ‘Early Childhood Learning’. 
LATE ARRIVALS

Punctuality and reliability are habits which the School highly values and promotes. Parents are asked to ensure that their children arrive on time. While an occasional late arrival may be unavoidable, it is unacceptable for students to be frequently late to school. 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 Student Services or 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 Homeroom Teacher or relevant Head of School.

LEAVING 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.

LIBRARY BAGS

All Junior School students require a library bag for borrowing books. Please see ‘Discovery Centre’ for more information regarding the School Library.

LOCKERS

All students are allocated with an area or locker to store their books. Year 7 to 12 students are required to have a suitable padlock for their locker to ensure their items remain secure. This is particularly important as some lockers are located outside. Combination locks are preferable (although not mandatory), as these prevent the problems in relation to lost or forgotten keys. The School will not take responsibility for items removed from unsecured lockers.

LOST PROPERTY

The majority of lost property found in the school grounds, without names, will be placed in a container in sickbay (near Reception) and kept until the end of term. Any lost property found within the Junior School grounds may be held in Junior School staff offices. If it remains unclaimed for a few days, it will be sent down to the lost property located in the sick bay. Items of lost property which remain unclaimed for a period of more than one term will be donated to charity.

LUNCH ORDERS

See ‘Canteen/Cafe’.
MAP OF THE SCHOOL

A map of the whole school has been included for your convenience, should you ever need to navigate your way around the School for an event, or simply wish to know where your child’s classroom may be located. Most classrooms will have the room number above or near the door, and are named according to the building that they are in. Please ask a staff member should you require assistance looking for a particular building or classroom. We kindly ask that all parents and visitors sign in at Reception, prior to entering any other of the School.
MEDICAL CONDITIONS & FORMS

All families are required to provide the School with medical information pertaining to their child. This is a legal requirement and assists the School in administering the best possible care for your child, particularly in the case of camps, excursions, and/or any medical emergencies. For this reason, it is important to keep your child’s medical information as up to date as possible.

The School collects this information through CareMonkey, an app for CareMonkey can be downloaded to a phone or you can log in via the CareMonkey website. The email address you provide to the school is the email address that will be used in order for you to gain access to the information in CareMonkey. You will be required to set up your child’s profile in CareMonkey including any medical information, and you will have the ability to update this information in real time.

Families with children who suffer from Anaphylaxis, Asthma or any other serious condition may be required to complete additional forms, as detailed below.

ANAPHYLAXIS
An anaphylaxis plan of action must be supplied to the School and must be 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. You will be able to upload this via CareMonkey or supply a paper copy to the First Aid Officer at the School.

ASTHMA
An asthma action plan should be supplied to the School and must be completed by a registered doctor for all children who suffer from this condition regardless of severity. This is a legal requirement and must be updated annually. Plans can be uploaded via CareMonkey or a paper copy can be supplied to the First Aid Officer at the School.

EPILEPSY
An epilepsy action plan should be supplied to the School and must be completed by a registered doctor for all children who suffer from this condition. These must be updated annually. Plans should be handed into the School’s First Aid Officer.

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 can be noted in the School’s Student Management System. For severe allergies, please provide the School with the appropriate action plan in case of emergency. For Anaphylaxis, please refer to above.
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 Medication Register Form will need to be completed and handed into Reception. Medication Register Forms are available upon request from Reception. The medication should be handed to Reception, clearly labelled with the student’s name, condition, medication name, dosage and administration details, along with the signed Medication Register Form. 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.

All student medication is required to be collected by the close of the school year. Any medication not collected by this time will be disposed of at a Pharmacy regardless of the medication’s validity.

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 may have their mobile phone 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 TUITION (PRIVATE)

Private music tuition lessons are 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 emailed home weekly during school terms via an online subscription service, and can also be viewed on the School’s website. Parents are strongly encouraged to read the newsletter to keep informed of upcoming events and important notices.
If you are not currently receiving the School newsletter, we encourage all families to subscribe. Open the most recent newsletter (which can be found on the School’s website or via Flexibuzz), click on the ‘Menu’ button and fill out your details under the ‘Subscribe’ section. Alternatively, you can email newsletter@bhcs.vic.edu.au if you have any queries or require assistance.

NUT PRODUCTS

The School currently has no formal policies with regard to bringing nut products to School. Parents of Junior School children are strongly discouraged from sending their children to School with any nut products in their lunch boxes, as students at this age are still learning about food and hygiene, and for the safety of students who suffer from Anaphylaxis.

Should parents choose for their child to bring nut products to school at any year level, we encourage you to educate and encourage your child to be careful with their nut products. This includes eating that food away from other students, not sharing their food items, and washing their hands before going to play or touching any equipment/surfaces.

All staff are informed of students who have nut allergies or Anaphylaxis to assist with the monitoring and safety of affected students, in line with the School’s Anaphylaxis policy.

OPEN DAYS

The School currently runs one Open Day per year. The date for this can be found on the School’s calendar on the website. This is an opportunity to showcase the School to future families. Staff and students participate in various activities set up around the school. All students elected to assist on the day are required to attend in full formal uniform or if participating in a sports activity, the 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 following Open Day.

ORIENTATION & FAMILIARISATION

Orientation is an important introduction to a student commencing at BHCS and is structured in the following way:

PREP STUDENTS

During Term 3, an information night is held for parents. This is followed by a four-week Transition Program. This program is designed to allow students time within the classroom, while becoming familiar with the School. During this time parents also receive information regarding various aspects of the School. Prep students commence in the new year with a half day prior to the rest of Junior School commencing. This provides them with the opportunity to explore and settle into the Junior School before other students commence. Prep students will also have Wednesdays off during Term 1. This is recorded as a School Approved Absence.

JUNIOR AND MIDDLE SCHOOL STUDENTS FAMILIARISATION: (EXCLUDING PREP)

A Familiarisation Morning is held late November during which new students attend classes with current students. This provides them with the opportunity to meet other children while becoming familiar with their area of the School.
YEAR 7 STUDENTS
Towards the end of Term 4, an Information Night is held for parents and students. This is followed by an Orientation Day for the new Year 7s. This is held after the end of the school year to allow students the opportunity to become familiar with the school, while it’s quiet and all the other students are not around. Year 7s will also commence the beginning of school year a day earlier than other students, providing them with the opportunity to explore and settle into Middle School before everyone else commences.

SENIOR STUDENTS
See ‘Headstart’.

PARENT/TEACHER INTERVIEWS
Parent/Teacher interviews are usually conducted twice a year. Notices regarding this are sent out during the year to advise families of times, dates and procedures. Interviews will typically take place outside of school hours. Staff are also available for appointments with parents, at other times, by prior arrangement, in order to discuss issues, progress and other concerns.

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 valuable items are required at School, it is recommended that they are handed into Reception for safe keeping.

All valuable toys, jewellery, electronic games and mobile phones (refer to ‘Mobile Phones’) 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 family circumstances, 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 Reception or the First Aid Officer. Advice of a change in family circumstances will allow the School to comply with the necessary legal. All changes to personal information should be requested in writing by emailing office@bhcs.vic.edu.au

PRODUCTION
We understand that all students are gifted in different ways, and Drama and Music form an important part of this creative expression. To provide students with opportunities to showcase their talents in these areas, the School runs Musical Soirees, class-specific drama performances, Junior School productions, opportunities to perform in drama or music themed CSEN events, and more. The School also organises a major production every second year, giving students across all year levels an opportunity to be involved. This includes the process of auditioning, after-school rehearsals, and performances across multiple days and/or nights. There are usually ways in which students of all skill levels can be involved, whether that be in the areas of music, acting, dance, lighting, backstage, or other.
REPORTING

All students from Prep to Year 12 receive formal reports at the end of Semester 1. At the end of Semester 2 only Prep to Year 11 students receive formal reports, as Year 12s will receive their results externally. The grading system for these is included with each report. Families may also receive an interim report prior to each round of parent-teacher interviews. Students undertaking VET Subjects may not receive a report for these subjects as a number of these are assessed externally or online.

SCHOOL COUNCIL

The School Council consists of up to six members appointed by the Presbyterian Church of Victoria and up to 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. Parents, staff and other interested parties of the School may acquire application forms from Reception or through the Secretary of School Council.

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. School photos for other members of the family such as cousins will be refused. School photos are for Prep to Year 12 students only. Kinder photos are organised separately by the Early Learning staff.

SOCIAL MEDIA

The School currently has five public social media profiles including a Belgrave Heights Christian School Facebook Page and Instagram, a BHCS Alumni Facebook Page and Instagram, and a Belgrave Heights Christian School Early Learning Centre Facebook page. Parents and friends of the School are invited to follow us on these social media pages, as they are updated regularly, to see posts about the latest happenings at School, exciting announcements, throwback photos, and more. Please be aware that posts and message on the School’s social media pages are monitored and must adhere to our Community Code of Conduct.

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 groups.
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)

PREP – YEAR 6 STUDENTS
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 Teachers at the beginning of the year.

YEAR 7-12 STUDENTS
Year 7-10 students are supplied with digital copies of textbooks with hard copies of textbooks for Maths and Science. These digital textbooks are covered by the Resources and Activities Levy. Any other items will need to be purchased as per the booklists supplied during Semester 2. Students materials and books related to VCE subjects will vary dependent upon the subjects a VCE student is undertaking.

STUDENT DRIVERS
Due to a limited parking availability, students are not permitted to park on school grounds under any circumstances. The School recognises that there is also limited parking availability in the surrounding areas. For this reason, the School strongly recommends that students refrain from driving to and from School. Should it be necessary for a student to drive their own vehicle to and from school, they will need to complete the necessary permission forms, which will be considered on a case-by-case basis. Students are also not to ferry any student-passengers without the express written permission of the student-passenger’s parents and a completed passenger agreement form.

STUDENT PERSONAL ACCIDENT INSURANCE
The School has a group accident insurance policy for all current enrolled students. This insurance covers medical expenses arising from an accident, which are not covered by Medicare. This includes all accidents that have occurred in the course of any school related activity, whether on school premises, on an excursion, or even on an overseas camp. It excludes illness, disease, self-inflicted injuries, and non-school related accidents, etc. The cost of this insurance forms part of your annual fees. Should you have the need to make a claim during the course of the year, please contact the Finance Department.
STUDENT WELFARE

The School works in partnership with Korus Connect/Access Ministries to provide chaplains as part of its welfare approach for students. The chaplains are available for students or families to chat to should this be needed. The School considers this especially important when families experience loss, grief or other issues that affect a student’s emotional well-being. Should an issue be of a more serious nature requiring the expertise of a professional, the School works in partnership with a counselling service to ensure these needs are met in an appropriate way.

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

All students from Prep to Year 6 will participate in swimming lessons annually at a local swimming pool. The School also holds annual swimming carnivals for each sub-school. Parents are invited to attend swimming carnivals to cheer their children on, and students are encouraged to wear their house colours on these days. The School also competes in district swimming competitions against other schools. Successful students may then progress to Zone and State finals if selected.

TOTAL FIRE BAN

See ‘Emergency Management’.

UNIFORM INFORMATION

See ‘Dress Code’ and refer to the uniform part of the School’s website.

VISITORS

All visitors must report to Reception to sign in and obtain a ‘Visitors’ pass. This pass must be worn at all times while the visitor is on school grounds. At the conclusion of their visit, they must return to Reception to sign out and return their pass. This allows the School to monitor those who are on premises for both emergency purposes and in case of any incidents.

Junior School parents who regularly volunteer in classrooms do not have to sign in at Reception, and may advance directly to the Junior School where they are required to sign in. Parents are allocated with the necessary visitor’s pass upon sign in. Junior School parents who volunteer must have first supplied the School with a Working With Children Check before they are able to volunteer.

VOLUNTEERING

On occasion, parents may be invited to assist teachers with class activities such as chaperoning for excursions/camps, covering books with clear contact, reading with students, gardening, and so on. Those interested in this kind of involvement should make their willingness known to the
appropriate staff. Please note that to assist in activities, all parents will be required to have a Working with Children Check, and in some circumstances may be required to sign a Code of Conduct and Confidentiality Agreement. Please see ‘Visitors’ for the relevant ‘sign in process’.

WEBSITE INFORMATION
The School considers its website to be an important reflection of who we are and what we stand for. The website also provides links to important information such as calendars, the canteen and other important information families need to know. We encourage families to become familiar with the website and navigate to the areas of importance to them. Simply head to www.bhcs.vic.edu.au

WORKING BEES
The School does not currently hold any formal working bees. Parents are encouraged to assist in other areas of the School where possible. Kinder working bees are organised by the Early Learning Centre.

WORKING WITH CHILDREN CHECK (WWCC)
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 (WWCC) creates a mandatory minimum checking standard across Victoria. The WWCC 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 WWCC, which can be done online. 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 WWCC is valid for five years. All parents and visitors volunteering at the School are required to have a WWCC, see ‘Visitors’ and ‘Volunteering’ for more information regarding this. For further information about WWCC, or to apply, please go to http://www.workingwithchildren.vic.gov.au/
Appendices

Following are the appendices as referenced throughout the BHCS Parent Handbook. These will provide you with additional information regarding the specific areas as mentioned.

**APPENDIX 1**
EXCLUSION GUIDELINES FOR INFECTIOUS DISEASES

**APPENDIX 2**
BULLYING RESOURCES

**APPENDIX 3**
CAREMONKEY

**APPENDIX 4**
FLOWCHART FOR ESCALATING COMPLAINTS

**APPENDIX 5**
BUSHFIRE MANAGEMENT PROCEDURE

**APPENDIX 6**
HOW TO DOWNLOAD FLEXIBUZZ
## Appendix 1

**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 Public Health and Wellbeing Regulations 2009, Schedule 7. In this Schedule ‘medical certificate’ means a certificate of a registered medical practitioner.

*Vaccine-preventable disease*

<table>
<thead>
<tr>
<th>CONDITIONS</th>
<th>EXCLUSION OF CASES</th>
<th>EXCLUSION OF CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (Entamoeba histolytica)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children</td>
<td>Any child with an immune deficiency 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>Diarrhoea</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until a 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 Dept. of Health</td>
</tr>
<tr>
<td>Gastroenteritis (vomiting and/or diarrhoea)</td>
<td>Exclude until 48 hours after the last episode</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Haemophilus influenzae Type B (Hib)</td>
<td>Exclude until at least 4 days of appropriate antibiotic treatment has been completed</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, foot and mouth disease</td>
<td>Exclude until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</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>Hepatitis B or C</td>
<td>Exclusion is not necessary</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 a dressing, where possible</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human immunodeficiency virus (HIV) infection</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 the Dept. of Health</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>Leprosy</td>
<td>Exclude until approval to return has been given by the Dept. of Health</td>
<td>Not excluded</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, or received normal human immunoglobulin within 6 days of exposure, they may return to school</td>
</tr>
<tr>
<td>Meningitis (bacteria, other than meningococcal meningitis)</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</td>
<td>Exclude until 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 4 days after the onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Salmonella or Shigella infection</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Severe acute respiratory syndrome (SARS)</td>
<td>Exclude until a medical certificate of recovery is produced</td>
<td>Not excluded unless considered necessary by the Dept. of Health</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 feels well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until a medical certificate is received 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 Dept. of Health</td>
<td>Not excluded unless considered necessary by the Dept. of Health</td>
</tr>
<tr>
<td>Verotoxin-producing E. coli (VTEC)</td>
<td>Exclude if required by the Dept. of Health and only for the period specified by the Dept. of Health</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Whopping Cough* (Pertussis)</td>
<td>Exclude for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment</td>
<td>Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment</td>
</tr>
<tr>
<td>Worms (intestinal)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>
Appendix 2

BULLYING RESOURCES

Information and strategies on how to deal with bullying for parents, students and schools can be found below.


TO REPORT ONLINE BULLYING (CYBERBULLYING)


FOR RESOURCES ON CYBERSAFETY FOR PARENTS


FOR INFORMATION AND SUPPORT FOR VICTIMS OF BULLYING

- Reach Out - www.reachout.com.au
- Beyondblue - www.beyondblue.org.au
- Headspace - www.headspace.org.au
- Australian Psychological Society - www.psychology.org.au
- Australian Guidance and Counselling Association - www.agca.com.au
Appendix 3

CAREMONKEY

**CareMonkey at BHCS**

**WHAT IS CAREMONKEY?**
CareMonkey is an innovative parent-controlled electronic medical form. It’s an electronic version of the paper-based forms you would usually fill in for excursions, camps and other communications.

**WHY DO I NEED IT?**
This is our main method of permission slip and medical communication, reducing the burden on parents to fill out the same information on multiple forms throughout the year.

**DO I NEED TO USE CAREMONKEY?**
Yes. It provides parents with the opportunity to update medical information promptly, while providing the school with instant access to the emergency information provided by you. You may also miss out on receiving notifications regarding upcoming camps, excursions and so on if you have not signed up. This information can only be accessed by authorised School staff.

**HOW DO I ACCESS IT?**
You can access CareMonkey using a PC, laptop, tablet or smartphone. You can simply log in at [www.caremonkey.com](http://www.caremonkey.com) or you can download the app on your smartphone or tablet. You can log in to CareMonkey to update your details whenever you need to, or if there is a permission slip that you need to action, you will receive an email about it.

**HOW DO I SIGN UP?**
Once your child is enrolled at BHCS, you will receive an email from CareMonkey with a request to create an account. Just click the link in the email and follow the prompts.

**WHERE CAN I GET MORE INFORMATION?**
Head to [www.caremonkey.com](http://www.caremonkey.com) to learn more or have a look through the FAQs.
Appendix 4

FLOWCHART FOR ESCALATING COMPLAINTS

The complete Complaints Resolution Policy can be found on the School’s website.
Appendix 5

BUSHFIRE MANAGEMENT PROCEDURE

Belgrave Heights Christian School is in a risk area for bushfire and must follow Mandatory State Guidelines to close on days that have been classed as CODE RED. In the event of a bushfire starting during a school day and the School has not already received a ‘State Alert’ or message from Local Fire Authorities, the Principal will communicate with Local Fire Authorities to seek direction and instruction, which would then be carried out by the School.

Is it fire season?

What is the fire rating?

Extreme or severe

Catastrophic

No warning

Early Warning

Is it safe to evacuate?

No

Yes

Initiate Evacuation Procedure

Is there a fire approaching?

No

Yes

Evacuate to Multi-Purpose Hall

Monitor radio, weather & fire services
OUR SCHOOL’S PROCEDURES FOR THE BUSHFIRE SEASON

Fire danger ratings and warnings are used in Victoria to provide clear direction on the safest options for preserving life.

Schools and children’s services listed on the DET Bushfire At-Risk Register (BARR) will be closed when a Code Red fire danger rating day is determined in their Bureau of Meteorology district.

Our School has been identified as being one of those at high bushfire risk and is listed on the BARR.

Where possible, we will provide parents with up to four days’ notice of a potential Code Red day closure by email, Flexibuzz and/or SMS. A Code Red day will be determined by the Emergency Management Commissioner no later than 1.00 pm the day before the potential closure. Once we are advised of the confirmation of the Code Red day we will provide you with advice before the end of the school day.

Once confirmed, the decision to close will not change, regardless of improvements in the weather forecast. This is to avoid confusion and help your family plan alternative care arrangements for your child. It is also important to note that:

- No staff will be on site on days where the School is closed due to a forecast Code Red day.
- Out-of-school-hours care will also be cancelled on these days.
- School camps will be cancelled if a Code Red fire danger rating day is determined for the Bureau of Meteorology district in which the camp is located.
- As a bus co-ordinating school, all bus routes will be cancelled.
- Depending on which Bureau of Meteorology district is impacted bus route cancellations may affect our school.

On these Code Red days, families are encouraged to enact their Bushfire Survival Plan – on such days children should never be left at home or in the care of older children.

For those of us living in a bushfire prone area, the CFA advise that when Code Red days are forecast, the safest option is to leave the night before or early on the morning of the Code Red day.

As part of preparing our school for potential hazards such as fire, we have updated and completed our Emergency Management Plan. We will also undertake periodic drills to ensure both staff and students preparedness. Our Maintenance routines include regular checks of the grounds and gutters to ensure risks are reduced.
WHAT CAN PARENTS DO?

- Make sure your family’s bushfire survival plan is up-to-date and includes alternative care arrangements in the event that our School is closed.

- Ensure we have your current contact details, including your mobile phone numbers. Keep in touch with us by reading our newsletters, checking our website www.bhcs.vic.edu.au, by downloading our communication app, Flexibuzz, and by talking to our staff.

- Most importantly at this time of year, if you’re planning a holiday or short stay in the bush or in a coastal area, you should check warnings in advance of travel and remain vigilant during your stay.

- If your child is old enough, talk to them about bushfires and your family’s bushfire survival plan.


For up-to-date information on this year’s fire season see:

- https://emergency.vic.gov.au
- Facebook (facebook.com/cfavic)
- Twitter (twitter.com/CFA_Updates)
- ABC local radio, Sky News and other emergency broadcasters
Appendix 6

HOW TO DOWNLOAD FLEXIBUZZ

Please contact Reception for the password to access the groups in Flexibuzz.

http://www.flexibuzz.com.au

Stay in touch with FlexiBuzz

**STEP 01**
Sign up for FlexiBuzz and then login

- Search "Flexibuzz" in your app store.
- Go to web.flexibuzz.com and click "Sign Up".

**STEP 02**
Connect to us

- Select the 'Search' icon and type in our name. Select us from the results.

**STEP 03**
Select your communication groups

- Click the 'Add' icon beside the communication groups that apply to you.

**STEP 04**
Get started

- Click the 'Home' icon to view our recent posts.

For further information or assistance please visit our website www.flexibuzz.com or email us via support@flexibuzz.com.
The information contained in this booklet was correct at the time of publishing. Policies and procedures may change from time to time. Families will be advised of any major changes.