

BHCS PARENT HANDBOOK

KNOWING CHRIST | INSPIRING LEARNERS | TRANSFORMING LIVES



INTRODUCTION

Schools are sometimes difficult to navigate. Depending on your child's year level, it can be difficult to remember all the different programs, who you should email or what time the bell rings. This Parent Handbook seeks to assist you as part of the Belgrave Heights Christian School Community.

OUR VISION

KNOWING CHRIST | INSPIRING LEARNERS | TRANSFORMING LIVES

Our vision is to facilitate excellent education in a Christ-centred environment where the lives of our students are transformed. Our desire is to see every student thriving and doing their personal best in their intellectual, moral, and spiritual development within the context of their education.

OUR PURPOSE

Throughout their educational journey, we desire to see students develop a love for learning and a sense of belonging, allowing them to grow and thrive. Nurturing the development of faith through the Christian story, community, and character, we aim to inspire students to become individuals who use their unique talents to serve others and positively influence the world.

OUR ETHOS

ACT JUSTLY, LOVE MERCY, WALK HUMBLY WITH OUR GOD - MICAH 6:8.

These Christian virtues are cultivated in partnership between the student, the family and the school.

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The information contained in this document was correct at the time of publishing. Policies and procedures may change from time to time.

CONTACT DETAILS

ADDRESS

20 Wattle Valley Road, Belgrave Heights VIC 3160

OFFICE HOURS

The School's Reception is open Mondays to Fridays from 8.15am until 4.15pm during school terms.

You can call Reception on (03) 9754 6435 or email office@bhcs.vic.edu.au

KEY CONTACTS

PRINCIPAL

Mr Peter Cliffe

DEPUTY PRINCIPALS

Mrs Vicky Fraanje vfraanje@bhcs.vic.edu.au

Mr Ivan Seskis iseskis@bhcs.vic.edu.au

HEAD OF SENIOR SCHOOL (YEARS 10-12)

Mrs Annie McDowell (2023) amcdowell@bhcs.vic.edu.au

HEAD OF MIDDLE SCHOOL (YEARS 7-9)

Mr Paul Lewry plewry@bhcs.vic.edu.au

HEAD OF PRIMARY SCHOOL (PREP - YEAR 6)

Mrs Cathleen Barker cbarker@bhcs.vic.edu.au

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REGISTRAR

Mrs Jodie Davis registrar@bhcs.vic.edu.au

OFFICE MANAGER

Mrs Jessica Moodie jmoodie@bhcs.vic.edu.au

ATTENDANCE & STUDENT SERVICES ADMINISTRATOR

Mrs Krista La Greca studentservices@bhcs.vic.edu.au

GENERAL INFORMATION

ALINTA UNIFORM SHOP

See [‘Uniform’](#).

ANNUAL REPORT

The School’s Annual Report is publicly available to view on the [School’s website](#).

ART SMOCKS

All students from Prep to Year 6 will be supplied with a long-sleeved art smock for all art classes. Students are welcome to bring their own art smock from home, but parents/carers should ensure that the material is thick enough to prevent bleed-through onto their uniforms.

Students from Years 7 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.

Any student who brings their own smock for art lessons must ensure that it is clearly named and protective enough to prevent any spills or stains on their uniform.

ASSEMBLIES

Each sub-school, Primary, Middle and Senior, runs their own assemblies on different days. Parents/carers are most welcome to attend Primary School assemblies. Families will be advised accordingly as to when these are taking place. Middle and Senior School assemblies are for students and teachers only.

Throughout the year, whole school assemblies may be held for special occasions such as Easter and ANZAC services, special guests, Year 12 celebrations, and so on. Where families are invited to attend these special assemblies, a notice will be sent home to families with further information.

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/carers 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. For more information, see [‘Community & Events’](#).

ASSESSMENT & REPORTING

Assessment involves making considered judgments about learners' progress and achievement. Accurate and comprehensive assessment of student performance aids in: establishing open communication; improving student learning; establishing future direction; and helping to identify areas of exemplary performance, as well as students in need of extra assistance.

Although day-by-day observations by class teachers are an important assessment tool, students are also assessed through testing in a variety of formats including oral, written and project work, Progressive Achievement Testing (PAT), practical activities and more. Selected students from Years 3 to 12 participate in the Science and Mathematics tests conducted by the International Competitions and Assessments for Schools (ICAS).

Throughout the course of the year, students will receive regular feedback and opportunities to reflect on their progress, understanding of the concepts, and results. Feedback from class teachers should be timely, clear, and focus on improvement strategies. Feedback is more than just a grade and comes in many forms such as written comments, class discussions, self-reflection, peer review and more.

NAPLAN

NAPLAN is a national literacy and numeracy assessment that is undertaken by students in Years 3, 5, 7 and 9 each year. It is the only national assessment all Australian students do. Students sit assessments in writing, reading, conventions of language (spelling, grammar, and punctuation) and numeracy. This allows parents/carers to see how their child is progressing against the national standards and provides teachers with additional information about students' progress. For more information, visit nap.edu.au

REPORTS

Reporting involves formally communicating information about the achievement and progress of students obtained through the assessment process. Student achievement is reported to parents/carers in writing through formal written school reports at the conclusion of each semester.

All students from Prep to Year 12 will receive an end-of-semester report that includes an evaluation of their behaviour, personal and social development, and progress in each of their subjects. Parents/carers are encouraged to keep in mind that reports are only a snapshot of a student's learning at one point in time and are best used to develop a better understanding of where the student is at, address any problems, and enhance their learning and progress into the future.

Should parents/carers wish to discuss their child's progress, they are invited to contact the class teacher. For more information, refer to '[Parent-Teacher Interviews](#)'.

ATTENDANCE & ABSENCES

REPORTING AN ABSENCE

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, it is the responsibility of parents/carers to contact the School their child is going to be absent. For this reason, we ask that parents/carers notify the School, including the reason for the absence, before 9am on the day of the absence.

Parents/carers can notify the School of their child's absence in the following ways:

- Via the answering machine before or after office hours. Parents/carers can dial 299 at any time on hearing the message to report an absentee.
- Via email to studentservices@bhcs.vic.edu.au
- Via Flexischools

Absentee advice should be directed to Student Services, who will then forward this information onto the appropriate teachers. If the School does not appear to have received absence advice, families will be contacted (including via SMS) to inquire about the child's whereabouts.

EXTENDED ABSENCES

If parents/carers choose to take their child out of school for an extended period, such as for a family vacation, advanced notice should be provided to Reception advising the School of the reason and the dates of absence.

In some instances, an extended absence may require the student to be provided with ongoing learning materials as part of the school's requirement to ensure that education is maintained for all students. For this reason, families should provide the school with advanced notice for any extended absences.

Parents/carers, together with their child, are also responsible for contacting the relevant teachers to obtain homework for the duration of their absence, if necessary.

LATE ARRIVAL

Parents/carers are strongly encouraged to ensure that their children arrive at school on time. While an occasional late arrival may be unavoidable, it does not set a positive example for students to be frequently late to school. Late arrivals are disruptive for the rest of the class and may cause students to miss valuable and important information. Should a student be running late for any reason, they are required to sign in at Student Services before heading to their class. Students that arrive late on a regular basis may be asked to discuss this with their Homegroup Teacher, a Year Level Coordinator or the relevant Head of School.

EARLY DEPARTURES

We understand that students may need to be collected early on occasion and the School would expect this to be the exception rather than the norm. Families, whose child is required to depart school early, are asked to provide sufficient notice and to advise their child when they are being picked up. Please contact Student Services to advise the school, including the time and reason of early departure. This will ensure there are minimal delays in retrieving your child. Students leaving school early must report to Reception first. It is preferable for students to remain in class whilst waiting for their parents/carers to arrive.

APPOINTMENTS

Families are requested to make any appointments for their children outside of school hours, where possible. Should this not be possible, we request that parents/carers advise the School accordingly so that the absence can be recorded. Should it be necessary to make an appointment on the day of a school event (e.g. school photo day, swimming carnival, etc.), the School will unfortunately, not be able to coordinate requests that require a change in arrangements to accommodate their child's absence.

VCE STUDENTS

Some VCE students may be permitted to leave early if they have a study period at the end of the day. Parents/carers must have completed the relevant eForm on Operoo granting their child permission to leave the school grounds early. These students are also required to report to Student Services prior to leaving the School grounds. This ensures that we are aware of their absence should there be an emergency.

VCE students who are absent due to illness for a period of two or more days will need to obtain a doctor's certificate as required by the Victorian and Curriculum Assessment Authority. VCE students who are 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](#).

BAGS

Each student is required to have a BHCS bag. There are two sizes available (small and large) and are available for purchase from Alinta. Please refer to '[Uniform](#)' for further information.

BICYCLES, SCOOTERS & SKATEBOARDS

See '[Riding to School](#)'.

BOOKLISTS, STATIONERY & RESOURCES

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 7-10 STUDENTS

Booklists/resource lists and stationery requirements are emailed to families towards the end of the school year, in readiness for the following year. Year 7 to 10 students are supplied with digital copies of textbooks for selected subjects. These digital textbooks are covered by the Resources and Activities Levy. Any other items will need to be purchased as per the booklists supplied. Families are welcome to source stationery needs from the supplier of their choice.

YEAR 11-12 STUDENTS

Students' materials and books related to VCE subjects will vary dependent upon the subjects a VCE student is undertaking. Parents/carers will need to refer to the booklists and stationery lists emailed out towards the end of the school year.

Year 11 and 12 students also have access to Edrolo, which is an online resource designed to provide students with engaging, informative and comprehensive presentations to help students understand, clarify and revise the content that teachers cover in the classroom.

Some VCE subjects may also carry an additional levy to cover camps/excursions, as well as the additional classroom that are resources provided, as detailed in the school's fees policy.

BOOM DAY

As part of the School's focus on building positive relationships, BOOM days are held for students throughout the year. BOOM stands for Bring On Optimistic Moments, as well as Bring On Opportunities for Ministry.

BOOM Days are run two to three times per term, focusing on a theme (e.g. kindness, joy, summertime, etc.) and provide both students and staff with something different to look forward to. There are opportunities to dress up, join in with games, and tackle a variety of challenges throughout the day. If we can put a smile on the students' faces, then we have achieved our aim.

Families will be informed of upcoming BOOM Day events via Flexischools and the Newsletter. Students are encouraged to get involved with these days.

BULLYING

Bullying is considered a very serious matter. It 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 Homegroup Teacher as soon as they are aware of any bullying issues, so that the appropriate action can be taken. If families feel the matter remains unresolved after consultation with a Homegroup Teacher, they may then approach the relevant Year Level Coordinator and/or Head of School. If after this, the matter remains unresolved, families should refer to the [Complaint's Resolution Policy](#), a copy of which can be found on the [School's website](#).

CYBERBULLYING

Cyberbullying (using computers or mobile phones to harass another person) is also taken very seriously and 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.

Students must not participate in any form of cyberbullying, or behave online in a manner that threatens, intimidates, victimises, or humiliates another child, student, parent, or member of the School Community. This includes, but is not limited to the sending, posting, or distributing of inappropriate and hurtful email messages, instant messages, text messages, digital pictures/images, social media and/or website postings.

Although the School endeavours to ensure cyberbullying does not take place on premises, we cannot always control what takes place off site and/or outside of school hours. We therefore encourage parents/carers to be proactive in monitoring their child's online activities. The School has in place a [Cybersafety and Digital Technology Policy](#) to assist in this area.

If the School suspects a cybercrime has been committed, the School has an obligation to report this to Victoria Police under the Cybercrime Act 2001 and the Criminal Code Act 1995.

BUSES

The School operates a bus fleet, which is utilised for both before and after school travel, as well as school camps and excursions. All students are expected to behave in an appropriate and respectful manner whilst using the bus for any reason. This includes:

- Obeying any instruction given by the driver, as the driver has full responsibility for the safety and wellbeing of their passengers.
- Remaining seated, facing the front of the bus, while the vehicle is in motion. Keeping clear of the drivers' area at all times.
- All passengers MUST wear seat belts while on the bus.
- Not throwing anything out of the doors or windows of the bus, and no part of a person's body should protrude from the bus windows at ANY time.
- No scooters or other manual transport items are permitted on the bus.
- Keeping noise to a minimum. Students are encouraged to use a normal speaking voice and no offensive language should be used.
- No damaging of the bus or the property of other passengers. This behaviour may result in the cost of repair being charged to the student's family.
- Failing to follow the rules may result in discipline.

From time to time, the School may also be required to hire an external bus and/or driver to facilitate transport needs. Should this be the case, the above expectations still apply to all students using the bus service either for a camp/excursion, or to get to and from school.

BEFORE AND AFTER SCHOOL BUS TRAVEL

The School's bus service caters to a wide variety of locations including Berwick/Narre Warren, Boronia, Ferntree Gully and Rowville, as well as Monbulk, Emerald and the Southern Dandenong Ranges. The bus routes are subject to change annually at the discretion of the Bus Co-ordinator.

Bus travel is available only to families who are booked to use the bus on a full-time or part-time basis and bus users must agree to abide by the bus rules. Casual bus use is not available. Changes to bus stops cannot be made without a written request by the parent/carer and the approval of the Bus Co-ordinator.

For the complete Bus Policy or a Bus Application, please refer to the relevant section of the [School's website](#). For the cost of bus travel, please refer to our [Fee Schedule](#) on the [School's website](#). For queries and applications, please email buses@bhcs.vic.edu.au

ABSENCES FROM BUS TRAVEL

Bus users do not need to let the driver know that they will absent. Drivers will adhere to set times (traffic allowing) for each bus stop and will only wait until their scheduled departure time before moving on, in order to ensure all students arrive at school on time. Parents/carers should still inform the School if their child will be absent as per the [School's absence requirements](#).

UNATTENDED DROP OFF POINTS

Although the School provides a bus service, there is a shared responsibility between parents/carers and the school when it comes to students disembarking from the bus, especially those of a younger age. Unfortunately, bus drivers cannot wait for extended periods for parents/carers to arrive at the bus stop, as this can impact any other students who need to be dropped off.

Children in Prep to Year 4 will not be dropped off at any unattended bus stops without written permission. Parents/carers who wish to have their children dropped off at unattended bus stops will need to advise the

school in writing. Although it is not a requirement, we strongly encourage parents/carers 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. Children whose parents/carers 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.

BUSHFIRES

See '[Emergency Management](#)' and/or the Bushfire Management Procedure in [Appendix 5](#).

CAFÉ

The Tree Tops Café is operated on school premises by an independent contractor. It is open on Mondays, Tuesdays, Thursdays, and Fridays from 8.00am until 3.00pm during School terms. The café is located in the TTC Restaurant, to the left of the Multi-Purpose Hall and is open to select visitors including, staff, students, and invited guests.

STUDENT CAFÉ USE

Students from Years 7 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 6 are not permitted to purchase any food from the café.

For information regarding [Canteen](#), which is separate from the Café, please see the relevant section of this document.

CALENDAR OF EVENTS

In order to stay up to date with the latest events happening at School, families can access the calendars available on the [School's website](#) or via Flexischools. Term dates, excursions, exam periods, the timetable week, and other information are all included on these calendars, which are updated on a regular basis.

CAMP AUSTRALIA

See '[Out of School Hours Care \(OSHC\)](#)'.

CAMPS

Camps are incorporated as part of the 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. They 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.

Although we understand that there may be circumstances where a child is unable to attend a camp, i.e., due to illness, families 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. Please refer to the [Fees Policy](#) on the website for more information.

MEDICATION AT CAMP

Medications for camp must be handed into the First Aid Department/Student Services 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.

CAMPS, SPORTS & EXCURSIONS FUNDING (CSEF)

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. Parents/carers who hold a valid 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/carers be eligible, the payment will be applied directly to their school fee account to cover the cost of camps, sporting activities and excursions. For more information, visit www.education.vic.gov.au/csef

CANTEEN

The canteen is located outside the foyer of the MPH and operates on Wednesdays and Fridays for Primary School, and Tuesday to Friday for Middle and Senior School. This service is run by an independent contractor.

Lunch orders can be placed online via <http://www.flexischools.com.au> and food allergies must be clearly indicated on any lunch order. For more information on Flexischools, please refer to the 'Communication Platforms' section of this document, or see [Appendix 2](#). The Canteen Menu can be also be viewed on the [School's website](#).

For instructions on how to include allergy information in Canteen orders, please see [Appendix 3](#).

LUNCH ORDERS FOR PRIMARY SCHOOL STUDENTS

Families of Primary School students are encouraged to use the Flexischools app to place lunch orders, which are available on Wednesdays and Fridays.

LUNCH ORDERS FOR MIDDLE & SENIOR STUDENTS

Middle School and Senior School students can order lunch orders on Tuesdays to Fridays via the Flexischools app. Students are also permitted to order items directly from the canteen during recess and lunchtime, without pre-ordering, subject to availability.

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/carers will be notified and the cost of restoring the property, which has been damaged or destroyed, will be charged to the family's school fee account. This rule pertains to all lost or damaged equipment including sports, technology and books and readers.

CHAPLAIN/COUNSELLOR

See ['Student Wellbeing'](#).

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.

Should you have any concerns related to child safety, please speak to one of our Deputy Principals.

CHRISTIAN SCHOOL EVENTS NETWORK

As the School is part of the Christian School Events Network (CSEN), students are presented with opportunities to compete in a range of interschool events. These events vary from year level to year level, and may include, 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/>)

CODE OF CONDUCT

The purpose of the 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 all those within our community.

The Community Code of Conduct sets out the expectations for parents/carers and other community members for when they are visiting the school, entering a classroom, communicating with school staff and other members of the school community, engaging online and/or using social media, and making a complaint. It also outlines the consequences of a breach of the Code of Conduct.

A copy of the complete Community Code of Conduct, as well as the Student Code of Conduct can be found on the [School's website](#).

COMMONWEALTH SCHOOL DATA COLLECTION

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. As an Independent School receiving Government funding, we are legally required to provide information in accordance with the Australian Education Act 2013 (the Act) and the Australian Education Regulation 2013 (the Regulation). This is collected for:

- Student Residential Address and Other Information Collection
- Financial Accountability (FA)
- Financial Questionnaire (FQ)
- Student Attendance (STATS)
- Non-Government Schools Census (Census)
- Census Special Circumstances Applications
- Parent Occupation and Education Data (on enrolment paperwork).

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.

COMMUNICATION PLATFORMS

The School utilises a number of different communication methods in order to ensure that all relevant information reaches families. Each platform has its own unique benefits, as detailed below. For a summary of the School's communication platforms, please see [Appendix 1](#).

It is important for families to be on board with these methods of communication in order ensure that they are receiving all essential information, as well as in cases of emergency where we may be limited on how we can access communication.

EMAIL

Email is currently the School's primary 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 families to ensure that their contact details are up to date with the school, and to check their emails (and spam folder) regularly.

FLEXISCHOOLS

Flexischools is an externally provided app. 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.

Flexischools will provide families easy access to the following:

- Absentee advice
- Calendar
- Camp Australia
- Canteen
- Emergency notifications
- Newsletter
- Reminders
- Parent-Teacher Interviews

The Flexischools 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 2](#) for Flexischools flyer, links to download the app and how to add your child's classes. For instructions on how to include allergy information in Canteen orders, please see [Appendix 3](#).

OPEROO

Operoo is our main method for obtaining permissions and medical communication. Permissions are quick and easy for parents/carers to access and approve digitally, while the medical component provides parents/carers with the ability to update medical information promptly and accurately. This provides the school with instant access to the emergency information provided by you. Information contained in Operoo can only be accessed by authorised school staff.

Operoo is available as an app for Operoo or you can [log in via the Operoo 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 to Operoo. You will be required to set up your child's profile in Operoo including any medical information, and you will have the ability to update medical information and contact details in real time.

Parents/carers who are linked to a student's profile on Operoo will receive an email when they are required to action a permission or update medical details. For more information, see [Appendix 4](#).

NEWSLETTER

Newsletters are emailed home fortnightly during school terms via an online subscription service. Parents/carers 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 Flexischools), 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.

COMMUNITY & EVENTS

The School holds a number of events throughout the year, giving an opportunity for families to get involved and spend time together with other parents/carers, staff, and/or students, in a social setting. Events throughout the year may include but are not limited to the Pastors Breakfast, New Parents Dinner, Family Picnic, Fundraisers, Maths/Science Night, etc. For information regarding [assemblies](#), please see the relevant section of this document.

CELEBRATION NIGHT

The school year finishes up with everyone coming together on Celebration Night. This takes place towards the end of Term 4, 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, farewells to staff who are leaving, and the Principal's address. 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.

FUNDRAISING

The only fundraising activities that are allowed to take place at BHCS are those which have been authorised by the School's Executive Leadership.

PARENT INVOLVEMENT

See the '[Pulse](#)' section of this document for more information on the parents' committee.

COMPLAINTS

The health, safety, and wellbeing of all members of the School community remain the highest priority. Should parents, carers, or community members, have any concerns or complaints regarding the School, they are encouraged to contact the school to discuss the matter.

Parents/carers can 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 the class teacher, the matter should then be taken up with the relevant Year Level Coordinator and/or Head of School. If, after extensive talks with the class teacher, Year Level Coordinator, Head of School and the Deputy Principal, the issue still cannot be resolved, only then should the matter be taken up with the Principal.

Students are encouraged to approach their Homegroup teacher, a Year Level Coordinator, Head of School, Deputy Principal or someone in the School's wellbeing team such as a Chaplain. These staff members will seek to assist students in ensuring that their complaint is heard and directed to the correct area. Students should approach the person they are most comfortable with, in order for the matter to be raised with the most appropriate person.

The School supports, wherever possible, an informal and amicable resolution of a complaint through discussions and/or mediation to achieve an agreed course of action that is equitable for all parties involved. Each complaint will be approached within the context of the particular circumstances, and any settlements reached through the process will not constitute any binding precedent for future cases. Although it is preferred that matters be resolved within the school, a complainant has the right to seek outside counsel.

For more information, please refer to the [Complaints Resolution Policy](#), available on the [School's website](#).

CONTACTING STAFF AND STUDENTS

TEACHERS/STAFF

Should parents/carers wish to discuss a matter with their child's class teacher, they are encouraged to do so via email. In most cases, teaching staff have email addresses that consist of the initial of first name followed by their surname and '@bhcs.vic.edu.au'.

If parents/carers are unsure as to where to direct their email, they are welcome to email office@bhcs.vic.edu.au and the Administration Department will forward it on to the appropriate person. Although you are welcome to call Reception to request to speak to a particular teacher or staff member, this may not always be possible as staff have varying timetables and schedules for the day.

WITH STUDENTS

Parents/carers wishing to contact their child should first contact Reception and a message will be passed on for you. We kindly ask that families refrain from trying to communicate with their children during lessons.

While we understand that there may be occasions when you need to get a message to their child, we request that where reasonably possible, this is done early in the day. 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. This should be the exception rather than the rule. Matters concerning the after school social activities of students should be organised outside of school.

CONVEYANCE ALLOWANCE

The State Government Conveyance program provides eligible families with financial assistance to help them meet the cost of transporting children to and from school. This includes bus travel, car travel and the use of public transport.

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.

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 'Schools Fit and Proper Person Statutory Declaration'. The Council meets monthly to share a devotion and pray, review reports, and discuss the business of the school.

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 the School Council.

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.

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/carer.

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 Primary 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, available on the [School's website](#). The development of computer literacy is integrated into the normal classroom program.

In addition to our commitment to broaden a student's academic skills, our vision is to see the lives 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 and to tell their own unique life-story. Students are immersed in a range of age-specific learning experiences that aim to develop them holistically, underpinned by teaching students 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.

CURRICULUM DAYS

On set days throughout the school year, Curriculum Days are held in order to enable the staff to take part in professional learning activities. These days are 'student free' days, with the school being closed to all students from Kinder through to Year 12. No classes are held on this day. [OSH Care](#) services are available on these days (demand permitting), for families who require this service. Reception is usually available for general enquiries.

DEMOCRATIC PRINCIPLES

Belgrave Heights Christian School is committed to compliance with State and Federal Law, and adherence to the policies and expectations of legally appointed authorities that oversee the operation of educational institutions.

As per the Victorian minimum standards and requirements for registration, we recognise that programs of, and teaching in, a school must support and promote the principles and practice of Australian democracy, including a commitment to:

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

Furthermore, the School fully supports the government's recognition of freedom for faith-based schools' to actively teach and model the beliefs and practises of Christian faith, as well as to employ staff who actively live out their faith and contribute to a Christ-centred environment.

DIGITAL DEVICES

The School's Digital Device Program aims to provide the opportunity for each student to use Digital Technology during the course of their education. This includes both school-owned and student-owned devices, both during and outside of school hours.

The School monitors network traffic and uses filtering and monitoring software to restrict access to certain sites and data, including email. The School reserves the right to monitor the content of any Digital Technology used on the School's network for the purpose of acceptable use. As part of the Digital Device Program, all students, along with their parents/carers must sign a BHCS Student Digital Technology: Responsible Use Agreement.

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. Reinstatement will be at the discretion of the relevant staff member or co-ordinator.

CYBERSAFETY & CYBERBULLYING

Refer to the ['Bullying'](#) section of this document.

CARE AND SECURITY OF DIGITAL DEVICES

The onus is on students to treat their Digital Device with the appropriate level of care, including secure storage of the device. This applies to both School owned and personal Digital Devices. The School does not accept any liability for lost or stolen Digital Devices.

Damage to Digital Technology belonging to the School due to neglect, abuse or a malicious act, will have the cost of repair or replacement passed on to the parent/carer for payment, as per the School's [Fees Policy](#) and [Enrolment Terms and Conditions](#) (available from the School's website).

'LOAN' DIGITAL DEVICES

Belgrave Heights Christian School has available a limited supply of 'loan' Digital Devices for students to use if their Digital Device is unavailable due to repair or if they are in a year level where they are not yet required to own their own Digital Device. These Digital Devices are generally not available to students who have simply forgotten their Digital Device at home. 'Loan' Digital Devices are not available for students to take home, except in the case of mandated 'remote' learning (e.g. school closure). The same care and Acceptable Use applies to 'Loan' Digital Devices.

A copy of the Digital Device and Cybersafety Agreement can be found on the [School's website](#).

In the case of online learning, both on and off school premises, students and parents/carers should also be aware of the School's [Online Learning Policy](#).

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 that reflects respect for staff, students, visitors and property. Disruptive and inappropriate behaviour should not have to be tolerated by any persons.

Our core beliefs on student management are as follows:

- Our emphasis is on fostering positive behaviours amongst all in our community that will build a caring and aspirational culture in line with our Christian beliefs.
- Key goals with our behaviour management practices are to help students learn to self-manage their emotions, responses and impulses and be able to work positively with others, as well as learn to take responsibility for choices they make.

- Behaviour management is an important way for students to learn to behave in positive and uplifting ways, particularly in group and social settings.
- Learning to behave positively is a part of our curriculum – it needs to be taught and not just talked about.
- There are consequences for good and poor behaviour in our society and in our school.
- 'Natural' consequences of positive behaviour include the building of relationship, trust and reputation whilst poor behaviour can lead to the breakdown of relationship & trust.
- 'Imposed' consequences for more serious levels of poor behaviour may include warnings, sanctions and punishments.
- The imposed consequences are in line with the seriousness of the behaviour. We will always seek to use restorative and educational practices to provide support for students who have made poor behavioural choices.

Parents/carers 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.

SUSPENSIONS & EXPULSIONS

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; and/or legally require the School to inform and include the police. Such offences will be overseen by the Principal in deliberation with parents/carers. 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 and/or a conditional requirement for the student to continue.

DISCOVERY CENTRE

The Discovery Centre (DC) is an innovative and welcoming learning space for Kinder to Year 12. The DC includes our engaging library, a theatre for curriculum enhancement and entertainment, a STEAM-based (Science, Technology, Engineering, the Arts and Mathematics) area called the Makerspace to develop critical and creative thinking, and specialised learning areas, including a Study Zone and a Primary Reading Lounge.

The DC is available for student use during recess and lunchtimes. All students, from Prep through to Year 12, can visit for book borrowing, and to enjoy the various activities on offer. These include games and puzzles, chess club, creative activities, as well as somewhere to relax, read a good book and study.

The DC is also open before school from 8.30am and after school until 4.00pm Monday to Thursday, and until 3.45pm on Fridays for borrowing and study. Kinder to Year 4 students must be accompanied by a parent/carer during this time. Parents and carers are welcome to visit the DC before and after school to make use of the great facilities on offer.

DRESS CODE

See '[Uniform](#)'.

EARLY LEARNING CENTRE

The Early Learning Centre (ELC) at BHCS hosts an Early Childhood Learning Program for children aged 3 to 5 years. Our fully qualified ELC teachers work together to create a nurturing environment where children can learn about God, self, family, the community, and the world around us.

The ELC scaffolds learning through play, allowing children to follow and extend their own interests through both free and structured times. There is a fully-fenced outdoor play area, where children can learn and explore. ELC classes also have access to the other school facilities such the Discovery Centre, playgrounds, ovals, buses and more. The ELC is located within close proximity of the Primary School classes, which enables friendships to form, and helps to provide a smooth school transition.

For further information relating to this program, please speak contact the Registrar via registrar@bhcs.vic.edu.au.

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.

In the event of a pandemic or state of emergency/disaster, where the school may not be accessible for a period of time, 'learning at home' procedures may be implemented for all students who attend BHCS. In this case, the School will follow Government and Health Authority guidelines and advise families accordingly. Some of the usual operational requirements and guidelines detailed in this handbook may not be applicable during these times.

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 specifically to 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/carers 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 Catastrophic day has been forecast, 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 families 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](#).

ENROLLING, WITHDRAWING & TOURS

Information regarding the enrolment procedure is available on the [School's website](#). A hardcopy of the School Prospectus and enrolment information is 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](#) and [Enrolment Terms and Conditions](#).

Please note that siblings are not automatically enrolled. Families should inform the Registrar and follow the necessary enrolment procedures for each child they wish to enrol. Please contact the Registrar for any further information regarding enrolments.

WITHDRAWING

Families are strongly encouraged to provide a minimum of one term's notice in writing, if their child is leaving the School. This allows the school to make the necessary adjustments, as well as offer the position to another potential student. Further information can be found in the Enrolment Terms and Conditions.

OPEN DAYS AND TOURS

Open days and/or tour events are usually held once per year, the date for these can be found on the School's [calendar](#). 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 as the students are representing the School to new visitors.

Outside of open days and/or formal tour events, prospective families are welcome to contact the Registrar to book a tour. Booked tours are usually held during the week, within school operating hours. Both open days and booked tours provide families with an opportunity to familiarise themselves with the School, ask questions, view the facilities on offer, and assess how the school's values and philosophies align with their own.

EVENTS

See ['Community & Events'](#).

EXCURSIONS

All students are expected to participate in excursions and activities arranged as part of the normal school program. Families are advised of the details of an excursion via [Operoo](#). The Resources and Activities Levy, as per the [Fees Policy](#), covers the cost of excursions.

Unless otherwise stated, students are expected to wear full formal school uniforms on excursions. 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 to ['Uniform'](#) for more information.)

FACEBOOK

See ['Social Media'](#).

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.

For more information, families can refer to the [Fees Policy](#), available on the website.

FIRE DRILLS

See ['Emergency Management'](#).

FIRST AID, MEDICAL CONDITIONS & ILLNESSES

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.

Medical information for your child is collect through [Operoo](#). Please see the '[Communication Platforms](#)' section of this document for more information.

ADMINISTERING FIRST AID

Students who are feeling unwell, or have sustained minor cuts and/or bruises, will be attended to by the staff member on duty and/or a class teacher who is trained in the appropriate first-aid procedures. Students who cannot be assisted by the teacher on duty will be instructed to visit the First Aid Department, located between Reception and the Discovery Centre. Any such treatment is recorded on the School's student management system. Whilst on an excursion or camp, students will be attended to by the delegated First Aid Officer.

If a student who is resting in First Aid does not appear to improve, or is not feeling better after a period of rest, their parents/carers will be contacted and advised of the situation, and will be asked to collect their child. Families will also be contacted to pick up students who may be visibly unwell, contagious, or who require more complex treatment.

Should a student be unwell for an extended period and cannot be picked up within a 2-hour time frame, the School may call one of the emergency contacts to ask for the child to be collected.

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. Please refer to the [School Exclusion Table](#) for the minimum period that children should remain home following an infectious illness. Go to: <https://www.health.vic.gov.au/infectious-diseases/school-exclusion-table>

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

MEDICATION

Parents/carers 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, or whilst a student is on a camp or excursion, a Medication Authorisation Form will need to be completed and handed into Reception. Medication Authorisation Forms are available upon request from Reception or the First Aid Officer. Where these forms have been completed authorised in writing by parents/carers, prescribed medications will be administered under the following conditions:

- The medication supplied is in the original box clearly marked with a pharmacy sticker detailing the child's name and dosage instructions.
- The medication is within the expiry date.
- The medication does not appear to have been tampered with
- The medication must only be administered as per the dosage directions on the box.
- The medication remains within a locked cupboard when not needed.

In the case of an emergency, authorisation to administer medication may be given verbally by parents/carers. If parents/carers cannot be contacted, instruction to administer may be given by a registered medical practitioner or an emergency service. In the case of serious health conditions

(anaphylaxis, asthma, epilepsy, diabetes, etc.), the authorisation to administer medication (including, self-administration where this is authorised) will be included as part of the student's individual health plan.

Upon enrolment in the School, families provide medical authorisation to the school including permissions for the administering of paracetamol, ibuprofen and antihistamines. The medical information that includes these permissions is updated annually and as families deem it necessary. Paracetamol, ibuprofen, and/or antihistamine may be distributed to students by the First Aid Department only in cases where the necessary permission has been completed. Paracetamol and ibuprofen is administered for students from Prep to Year 12, however, antihistamines will only be administered to students from Year 7 to 12.

Families with children in Prep to Year 6 who believe their child needs antihistamines will be required to complete the relevant Medication Authorisation Form as per prescription medications. Families with students in Prep to Year 6 who have completed the necessary authorisation forms will be contacted by the First Aid Officers prior to administering this medication.

This medication will only be administered as per the dosage directions on the box. In cases where permission has not been granted by the parents/carers, or the attending First Aid Officer is unable to determine if the child has already received a dose of that medication, parents/carers will be contact before administering the medication.

The School keeps a record of all medication administered via the student management system where it is retained within the student's medical record.

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.

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

ASTHMA, ANAPHYLAXIS, ALLERGIES AND COMPLEX CARE

Any children who suffer from/experience asthma, anaphylaxis, allergies and/or any other complex care medical conditions, are required to have a current action plan. The relevant action plan should be completed by the child's doctor, with a copy returned to the First Aid department, and a current colour photo of the child included. This is a legal requirement for all Victorian schools, and must be updated annually.

Should your child suffer from/experience any medical conditions requiring more complex care, parents/carers will be required to arrange an appointment with the First Aid Officer to assess your child's needs.

Should your child have an allergy to specific foods, that could potentially be presented to them in the course of classroom activities (e.g. birthday celebrations, lessons on nutrition, food technology classes), this information should be made known to First Aid Department in writing, as well as via Operoo, so that this can be noted in the School's Student Management System.

FLEXISCHOOLS

See '[Communication Platforms](#)'.

FREE DRESS/THEMED-DRESS DAYS

See '[Uniform](#)'.

FUNDRAISING

See '[Community & Events](#)'.

GOOGLE CLASSROOM & EMAIL

Google Classroom is a Learning Management System, where class teachers can post class work, resources, assignments, and useful information for students to readily access. Students will begin using Google Classroom to access information throughout Middle School and into Senior School. Students will be added to the appropriate Google Classroom class groups by their teachers.

Parents/carers can opt in to receive daily or weekly updates regarding the information that is posted in Google Classroom for their child's classes. This will be sent to parents/carers as a summary email. Parents/carers wishing to access the Google Classroom content can do so through their child's account.

Once a student enters Year 3 at BHCS, they are issued with a student email address. This email address is Google based, and class teachers will instruct students about how to access these. Student email addresses will be used all through their schooling, until they depart from BHCS, and are useful for students to communicate with teachers, receive important information, and log in to relevant school accounts, such as Google Classroom.

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/carers will be contacted and asked to collect their child and keep them home until the lice have been effectively treated and eradicated. It is recommended that parents/carers 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.

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. For more information regarding head lice treatment, please refer to [Appendix 6](#).

HEADSTART

Towards the end of the year, selected year levels in Middle and Senior commence a Headstart program. Students progress to their next year level, usually in the last two weeks of the school year (E.g. Year 7s into Year 8 and Year 8s into Year 9, 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 the affected year levels who are not returning to BHCS in the following year are not required at school for the Headstart program.

Preps to Year 6s 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

The completion of regular homework has many benefits for students. As a school, we desire to have a partnership between home and school, where homework completion is encouraged and reinforced by both parties. We understand that time spent with family is very important to your child's overall development. For this reason, Homework should have minimal impact on this.

Homework is not set as punishment, but for the following reasons:

- To reinforce independent learning and develop study habits.
- To reinforce disciplined working habits in the child's formative years.
- To provide a link between home and school by informing parents/carers 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, teachers will give consideration to the age and ability of the child. In Middle and Senior School, teachers may upload homework tasks and assignments to Google Classroom so that parents and carers can stay informed.

If a student is unable to complete their homework for any reason, parents/carers are asked to write a brief note or email to the teacher. Parents/carers with any questions regarding homework should direct these to the relevant class teacher.

HOMEWORK EXPECTATIONS:

PRIMARY SCHOOL (Monday to Thursday)	
Prep	5 to 10 minutes daily, for spelling and reading.
Year 1	10 to 15 minutes daily, for spelling and reading.
Year 2	At least 15 minutes daily. This may include project work, spelling, reading, tables, as well as self-initiated activities.
Year 3	At least 15 to 20 minutes daily. This may include project work, spelling, reading, tables, as well as self-initiated activities.
Year 4	At least 15 to 20 minutes daily. This may include project work, spelling, reading, tables, as well as self-initiated activities.
Year 5	At least 30 to 40 minutes daily. This may include project work, spelling, reading, tables, as well as self-initiated activities.
Year 6	At least 30 to 40 minutes daily. This may include project work, spelling, reading, tables, as well as self-initiated activities.
MIDDLE SCHOOL (Monday to Thursday)	
Year 7	60 minutes daily. This will consist of homework and assignments set by teachers, revising content taught that day. Students are encouraged to complete any work not completed in class for that day.
Year 8	60 minutes daily. This will consist of homework and assignments set by teachers, revising content taught that day. Students are encouraged to complete any work not completed in class for that day.
Year 9	1 hour 30 minutes daily. This will consist of homework and assignments set by teachers, revising content taught that day. Students are encouraged to complete any work not completed in class for that day.
SENIOR SCHOOL (Monday to Friday)	
Year 10	1 hours 30 minutes daily, or as required. This will consist of homework and assignments set by teachers, revising content taught that day. Students are encouraged to complete any work not completed in class for that day.
Year 11 and 12 VCE	2 to 3 hours daily from Monday to Thursday. 4 to 6 hours over the weekend. This will consist of regular study and revision, as well as assessment and exam preparation.
VCE VM	As required. This will usually consist of any work not completed or submitted during class time.

LATE WORK

It is important that students learn to be punctual with handing in their work. It sets them up with the right habits for not just the workforce, but also for life. Students in Prep to Year 6 who do not finish their required task may be asked to finish these at lunchtime at the discretion of the teacher. Students with a valid reason for not completing their homework tasks are required to bring a written note from their parent/carer stating the reason. Should students feel they are unable to submit the work by the due date, they are encouraged to speak to their teacher before the due date to ask for an extension.

STUDENT RESPONSIBILITIES

- Students should have a diary (paper or digital) available for each class (excluding PE).
- When students are given assignments, they should write the due date in their diary, along with reminders in the days and weeks leading up to the due date.
- If students lose their assignment information, they should request a replacement from the teacher and/or check Google Classroom for copies.
- If students are having trouble getting their work in by the due date, they should speak to their class teacher before it is due in, to ask for an extension.
- It is the student's responsibility to ensure that all work is handed in on time. It is not the teacher's responsibility to chase students and remind them that work has not been submitted.

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

While immunisation is not compulsory for school enrolment, 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.

For Early Learning Centre enrolment, children must be either fully immunised for their age or unable to be fully immunised for medical reasons. Please refer to the Early Learning Centre Handbook for more information.

IMMUNISATIONS IN SCHOOLS PROGRAM

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/carers 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.

INDEPENDENT SCHOOLS VICTORIA (ISV)

Belgrave Heights Christian School is part of the Independent Schools Victoria network of schools. ISV works to support independent schools for the benefit of staff, students, parents/carers and the wider community. They assist through professional learning programs, providing help with critical administration issues and support, school improvement advice, employment matters, research and innovation, funding, accountability and compliance matters, and more.

ISV also advocate on behalf of their members schools to promote the importance of independent education. They are members of the [School Policy and Funding Advisory Council](#), which provides advice to the Victorian Minister for Education on issues affecting all schools – Independent, Government and Catholic.

One of ISV's valuable initiatives is called [The Parents Website](#). Here you will find a range of articles, newsletters, free webinars and more excellent resources for parents/carers on raising and education children. For more information, go to: theparentswebsite.com.au

INFORMATION NIGHTS

The School holds a number of Information Nights throughout the year in order to help current and new parents/carers stay informed. Parents/carers are strongly encouraged to attend these nights with their children, and will be advised about relevant information nights closer to the date of the event.

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, Pathways (VCE and VCAL) Information Night, and more.

KINDER

See [‘Early Learning Centre’](#).

LEARNING SUPPORT

BHCS sees all students as unique individuals and believes that each student should access to the same opportunities to learn together, wherever possible, regardless of any difficulties or differences.

The School therefore aims to adopt a learning support model that meets the individual needs of students. Specialist support is available through our Learning Support Program for students who have been identified as requiring additional support in their development academically, behaviourally, socially and emotionally. Students who require additional learning support may have help facilitated by a Learning Assistant, in collaboration with the Learning Support Co-ordinator and an active partnership with the student's parents/carers.

Extension and enrichment lessons may also be offered to students who have displayed knowledge and understanding at a complexity beyond the learning expectations for their age peers. This may be done through project-work designed by classroom teachers and through small withdrawal groups, designed to deepen and extend their learning.

LEAVING THE SCHOOL

See [‘Enrolments, Withdrawals & Tours’](#).

LIBRARY BAGS

All Primary School students are encouraged to use a library/book bag for borrowing books in order to keep the books safe. For more information regarding the School's Library Facilities, see [‘Discovery Centre’](#).

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. Small luggage locks and diary locks are not recommended as these can be easily broken in to. The School will not take responsibility for items removed from unsecured lockers.

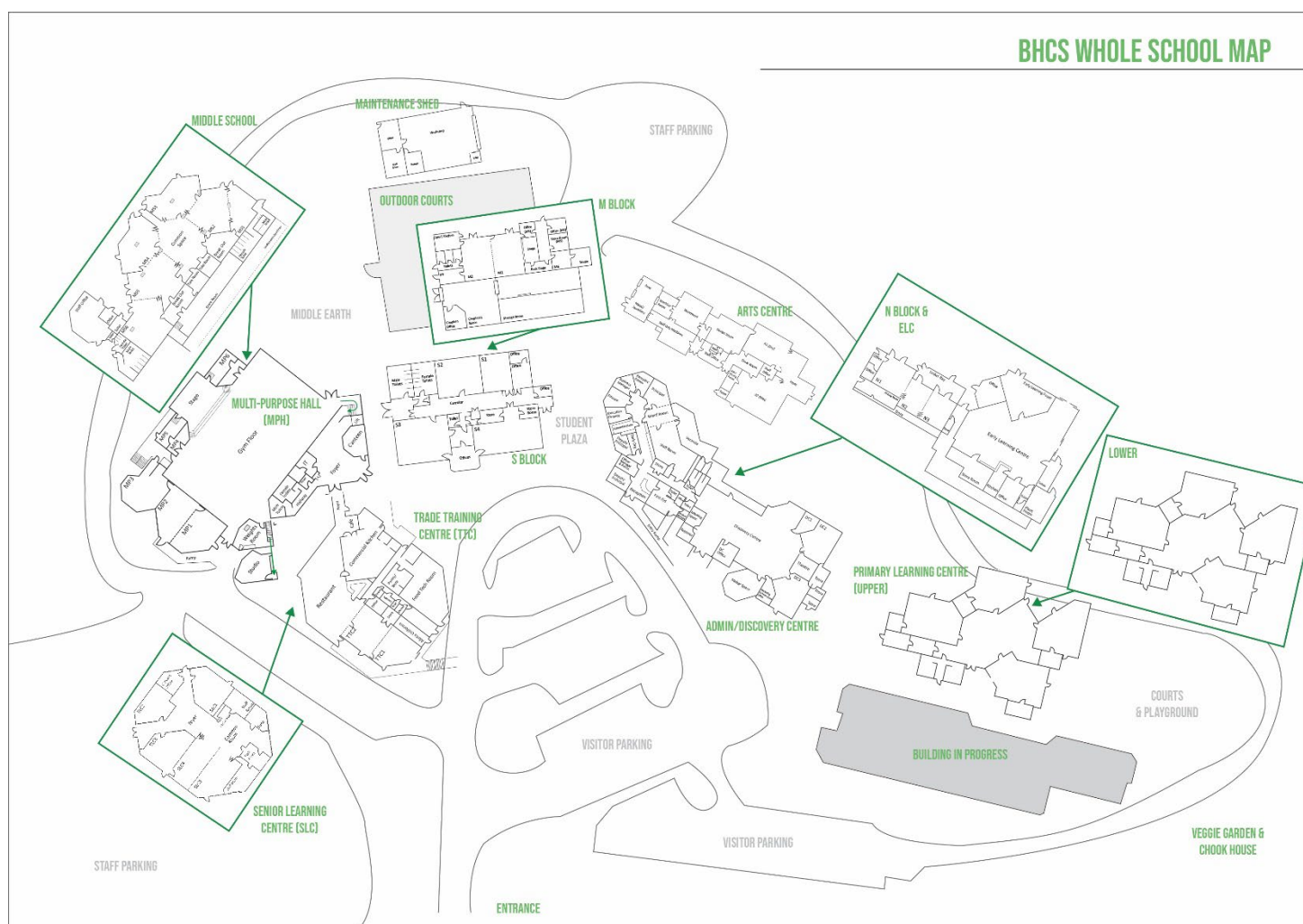
LOST PROPERTY

The majority of lost property found in the school grounds, without names, is stored with Student Services until the end of term. Any lost property found within the Primary School grounds may be held by Primary staff. If it remains unclaimed for a few days, it will be sent down to the lost property located in Student Services. Items of lost property which remain unclaimed for an extended period may be donated to charity or disposed of.

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 in which they are located. Please ask a staff member should you require assistance looking for a particular building or classroom. We kindly ask that all parents/carers and visitors sign in at Reception, prior to entering any other of the School.



MEDICATION & MEDICAL CONDITIONS

See [‘First Aid, Medical Conditions & Illnesses’](#).

MOBILE PHONES

The School accepts that parents/carers 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 necessary.

If a student chooses to bring a mobile phone to school, the responsibility remains with the student and it is expected that these are kept in their 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 confiscation will be determined by the number of times the student has offended. Should students be required to contact their parents/carers regarding an important matter during the school day, they should speak to Student Services. We ask families to support the School with regard to this.

MUSIC TUITION (PRIVATE)

Private music tuition lessons are available at an extra cost for various instruments. The application for this can be found on the [School’s website](#). Applications for music tuition will then be processed by our Music Co-ordinator for teacher allocation.

Private lessons are currently available in piano, drums, voice, guitar and wind instruments such as flute, clarinet, sax and brass. Lessons run throughout the school day and are usually 30 minutes in duration.

NUT PRODUCTS

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

Should parents/carers 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.

OPEROO

See [‘Communication Platforms’](#).

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/carers. 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/carers 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 Primary School commencing. This provides them with the opportunity to explore and settle into the Primary School before other students commence. Prep students will also have Wednesdays off during Term 1. This is recorded as a School Approved Absence.

PRIMARY 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/carers 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](#)'.

OUT OF SCHOOL HOURS CARE (OSHC)

Camp Australia runs an OSHC (Out of School Hours Care) Program at BHCS, which is available for all students from 3 Year Old Kinder to Year 6.

The OSHC Program is currently located in the Multi-Purpose Hall Foyer (also known as the gym). Children will participate in a variety of fun sport, drama and craft activities, as well as have an opportunity to complete homework, and enjoy an after school snack.

Children in Kinder, Prep, Year 1 and Year 2 who attend OSHC after school will be collected from their classroom and escorted to the OSHC Centre at the conclusion of the school day.

There is no cost to enrol in the program. You will only be charged once you commence using the service and there are government subsidies available for eligible families.

We strongly encourage all families with children from 3 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.

Once registered with Camp Australia, families can also book their children in for any the holiday programs running throughout the state. Details are available on the [Camp Australia website](#).

For costs and more information, please see the [Camp Australia website](#) - <https://www.campaustralia.com.au>

PARENT-TEACHER INTERVIEWS

Parent-Teacher Interviews are an important part of our continuing partnership with families for the students' ongoing educational development. They provide parents/carers with an opportunity to meet with their child's class teacher(s) and discuss their child's progress, as well as any learning support required, the results of formal assessments, and how both parties can best support the child in their learning.

Parent-Teacher Interviews are usually held twice a year (once per semester) outside of school hours. Appointments with teachers will be made available face-to-face and/or virtually (video conference via Zoom) for school families at all year levels (Kinder to Year 12). Information regarding booking these appointments is distributed to families closer to the set date, which can be found on the School's Calendar.

As communication is considered a vital element of the partnership between home and school, parents/carers are encouraged to reach out to their child's class teacher via email if they wish to discuss their child's progress at any time throughout the year. Staff are available for appointments with parents/carers at alternative times by prior arrangement.

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.

Pick up/drop zones are located along the curb around the outside of the carpark. Vehicles should advance as far to the end of the lane as possible when entering the drop off/pick up zone. Parents/carers are asked to not exit their vehicle whilst utilising the pick/up/drop off zones.

Should parents/carers wish to exit their vehicle, or are required to be on premises for an extended period; we encourage you to use the marked bays for parking. We kindly request that families refrain from parking in the disabled carpark unless there is a true disability. Vehicles should not be parked in the bus area or pick up/drop off zones. 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.

AFTER SCHOOL

At dismissal time, children must wait within designated areas until their parents/carers come to collect them. We encourage families to fill the designated parking bays for afternoon pickups, to avoid congestion caused by vehicles waiting within the drop off/pick up zones.

The School encourages the pick up times as listed below and respectfully requests that parents/carers refrain from arriving at School prior to these recommended pick up times. This will enable Kinder and Primary School parents/carers to obtain a carpark and leave the grounds to allow room for Middle and Senior families.

Kinder: 3pm-3.15pm | **Prep to Year 6:** 3.20pm - 3.35pm | **Year 7 to Year 12:** 3.40pm - 4.00pm

SUPERVISION & PEDESTRIAN CROSSINGS

Please refer to the '[Supervision & Pedestrian Crossings](#)' section of this handbook regarding the restrictions surrounding drop off and pick up times.

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/carers and a completed passenger agreement form.

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.

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.

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, Primary 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 most 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.

PULSE (FORMERLY PFA)

Pulse (formerly known as the Parents & Friends Association – PFA) is the heart of the BHCS Parent Community. It is a parent-led group for parents/carers to gather, share ideas, serve and get to know one another. Pulse allows parents/carers to get involved in many different ways, including, but not limited to coffee sessions, second hand uniform sales, community cook ups, Mothers’/Fathers’ Day stalls, etc.

Should parents/carers wish to get involved, they can see any updates posted in the newsletter, enquire at Reception, or visit the [BHCS Pulse Facebook group](#). Pulse also runs a private [BHCS Uniform Buy Swap Sell Facebook Group](#).

REPORTS

See [‘Assessment & Reporting’](#).

RIDING TO SCHOOL

The School understands that some students may choose to ride a scooter, skateboard or bicycle to and from school. The most important factor is that students remain safe and are not involved in serious accidents while undertaking this activity. Families need to be aware that research shows that children under the age of nine have not yet developed the necessary sensory, physical, or cognitive skills ride safely in traffic.

The School seeks to ensure that it strikes a balance between the right of the individual and the School's duty of care towards all staff and students. For this reason, we remind families of their responsibility in ensuring that if your children ride to school in this manner, they are of an age where they have the necessary skills to cope in complex traffic situations on their own.

The School also requests that students riding to school follow these important safety guidelines:

- Riders are to slow upon approaching the school, and dismount scooters, bicycles and skateboards before entering the school gates on Wattle Valley Road for the safety of all concerned.
- Bikes, scooters, and skateboards should not be ridden through the school grounds or on the school's footpaths. Students should refrain from lending their bikes or scooters to other students to reduce the risk of injury.
- Wear the appropriate helmet at all times while riding a bicycle or scooter. (It is a legal requirement for all bike and scooter riders to wear an approved bicycle helmet with the Australian Standards Mark TM (AS/NZS 2063).
- Students found to breach these requirements may be asked to refrain from bringing their bicycle, scooter, or skateboard onto School Grounds.

The only exception made to riding on school grounds is when this is done for the purposes of class education, under supervision of school staff.

Should students choose to ride their bicycles, scooters, or skateboards to school, there is a bicycle cage located near the buses in the Primary School area where students should store their transport for the day. Students should not be accessing this area during the day, unless they are leaving school early.

Although students are welcome to ride a bike, scooter or skateboard to school, bringing these items to school is done so at the student's own risk and the School cannot be held responsible for any items being lost or damaged. Additionally, these items must be stored in the allocated bike shelter or in lockers and cannot be stored at Reception. For health and safety reasons, these also cannot be stored in classrooms.

SCHOOL PHOTOS

Professional photographers visit BHCS during the year to photograph classes, groups and individual students. Students are required to wear their full formal school uniform on photo day.

An opportunity for sibling photos, for families who have more than one child at the school is also provided. This is for siblings in Prep to Year 12 only. Sibling photos for other members of the family such as cousins will be refused. Kinder siblings are also not able participate in sibling photos.

SCHOOL TV

SchoolTV is a valuable wellbeing resource for parents and carers of BHCS. It is curated specifically for BHCS families and offers insight into relevant and current topics concerning our young people and their wellbeing.

SchoolTV has been supporting families and schools for quite some time now by providing guidance and information to help alleviate some of the challenges faced by young people, especially during the pandemic. The School TV resources are overseen by our Wellbeing Team and can be found under the Parent Resources section of the School's website, or by going to: <https://bhcs.vic.schooltv.me>

SOCIAL MEDIA

The School currently has two main social media profiles including a Belgrave Heights Christian School Facebook Page and Instagram. Parents and friends of the School are invited to follow us on these social media pages, as they are updated regularly with posts about the latest happenings at School, exciting announcements, throwback photos, and more.

Please be aware that all posts and messages on the School's social media pages are monitored and must adhere to the School's Code of Conduct. For information on parent-related pages/groups, see the Pulse section of this handbook.

STATIONERY & TEXTBOOKS

See 'Booklists, Stationery & Resources'.

STUDENT LEADERS

At BHCS, there are a number of opportunities available to students who wish to extend their personal development and leadership skills. Across the school, we have five types of leadership roles available that students can apply for. These roles are usually year-long and elected in the year prior.

The leadership roles are as follows: Primary School Captains (Year 6), Middle School Captains (Year 9), Senior School Captains and Senior School Leaders (Year 12), and House Captains (Year 11).

The responsibilities of each role cater for the student's ages and abilities for the roles they are appointed. Students are appointed to these roles either by peer and/or staff votes. Student Leaders can get involved in many ways, which may include: being involved in the planning of events and/or activities at events, attending events for other sub-schools to assist, speeches/prayer at assemblies, and commemorative school photo.

STUDENT PERSONAL ACCIDENT INSURANCE

The School has a student accident insurance policy for all current enrolled students. This insurance covers medical expenses arising from an injury, which are not covered by Medicare. This includes accidents that have occurred in the course of school related activities, whether on school premises, on an excursion, or on a camp. It excludes illness, disease, self-inflicted injuries, and non-school related accidents.

Should you have the need to make a claim during the course of the year, the injury must be reported through our First Aid Department and a Claim Form can be requested through the Finance Department.

STUDENT SERVICES

Student Services and First Aid is located centrally between Reception and the Discovery Centre. This should be the student's first point of call for the following reasons:

- Arriving late and obtaining a late pass
- Leaving early and signing out
- Lost property
- Requiring a uniform pass
- Obtain a new timetable
- First Aid assistance

STUDENT WELLBEING

The School works in partnership with Korus Connect to provide chaplains as part of its welfare approach for students. The Chaplains and Counsellor 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 wellbeing.

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 sure these needs are met in an appropriate way.

RESOURCES

We know that it can sometimes be hard to find the necessary resources in relation to mental health, bullying and family violence, especially when things are tough. For this reason, the School has a [BHCS Health & Wellbeing](#) webpage with links related to health and wellbeing resources. The link can be found on the [School's website](#).

Please refer to the '[School TV](#)' and '[Independent Schools Victoria](#)' sections of this handbook for more wellbeing resources.

SUB-SCHOOLS

BHCS currently operates with three sub-schools, Primary School, Middle School and Senior School.

PRIMARY SCHOOL (PREP TO YEAR 6)

Primary School consists of our Prep to Year 6 classes. Students are encouraged to actively explore and investigate throughout all of their learning experiences. Teaching is approached using a variety of instructional practices geared to moving students progressively towards a stronger understanding of and, ultimately, a greater independence in, their learning process. Primary School seeks to nurture students in their learning experiences, while preparing them for the next step in their learning journey - Middle School.

MIDDLE SCHOOL (YEAR 7 TO 9)

Middle School consists of our Year 7 to Year 9 classes. During this stage of development students experience a variety of changes and a sense of togetherness and belonging is so important. In Middle School, the students still spend a majority of time with one teacher, allowing greater knowledge of the student and improved pastoral care.

Alongside the core curriculum students participate in a unique variety of subjects such as Wood Tech, Art, Food Tech, Media, Environmental Studies. Middle School is focused on building resilience in students as they progress through the years, while preparing them academically for Senior School.

SENIOR SCHOOL (YEAR 10 TO 12)

Senior School consists of our Year 10 to Year 12 classes. The earlier years of Senior School are spent preparing students for their Year 11 and 12 pathways, as well as life beyond school. Students can select from a wide range of electives and Year 10 students may have the opportunity to accelerate into a VCE subject.

Year 11 and 12 students are provided with tailored pathways, with transition into VCE or VCE Vocational Major, with options to further their studies by completing various VCE VET subjects or commence a University subject through Higher Education Learning.

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.

During warmer weather and on sports day, it is advisable that students apply sunscreen at home before attending school. This remains the parents/carer's and student's responsibility. Teachers will take sunscreen with them to sports events for regular reapplication throughout the day.

SUPERVISION & PEDESTRIAN CROSSINGS

BEFORE & AFTER SCHOOL SUPERVISION

Teachers do not commence yard duty until 8.20am. Students should not be dropped off prior to this time and remain the responsibility of their parents/carers. Similarly, it is the responsibility of parents/carers to pick up their children within 15 minutes of dismissal time, as teachers will only remain on duty until 3.45pm. Primary School students who have not been collected by 3.45pm will be taken to the [Out of School Hours Care](#) to ensure that they are being adequately supervised (charges may apply).

If a parent/carer of a Middle/Senior student has not arrived by 3.50pm, the student may go to Student Services to ask for their parent/carer to be called. Calls to parents/carers prior to this time will not be permitted. Should parents/carers be running late for any reason, we kindly request that you contact the School to inform us of this.

PEDESTRIAN CROSSINGS

Before and after school, a crossing attendant is on duty to assist students in safely crossing the car park. All persons on school grounds, whether on foot or in a vehicle, should follow the directions of the crossing attendants. Parents/carers have a duty to teach their children to use the crossing in the correct manner and set a good example by making use of the crossing themselves. Bicycles, scooters, and skateboards also need to be walked across the crossings.

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. Students are encouraged to wear their house colours on these days.

TIMETABLE

The School's timetable consists of six 50-minute periods per day (with some 45 minute periods in Primary School), on a 10-day cycle.

PRIMARY SCHOOL (Prep to Year 6)		
	START	FINISH
Devotions	8.45am	9.00am
<i>Changeover</i>	<i>9.00am</i>	<i>9.05am</i>
Period 1	9.05am	9.55am
<i>Changeover</i>	<i>9.55am</i>	<i>10.00am</i>
Period 2	10.00am	10.50am
<i>Recess</i>	<i>10.50am</i>	<i>11.10am</i>
Period 3	11.15am	12.05pm
<i>Changeover</i>	<i>12.05pm</i>	<i>12.10pm</i>
Period 4	12.10pm	1.00pm
<i>Lunch</i>	<i>1.00pm</i>	<i>1.40pm</i>
Period 5	1.45pm	2.30pm*
-	-	-
Period 6	2.30pm	3.15pm*

*45-minute period

MIDDLE & SENIOR SCHOOL (Year 7 to 12)		
	START	FINISH
Devotions	8.45am	9.00am
<i>Changeover</i>	<i>9.00am</i>	<i>9.05am</i>
Period 1	9.05am	9.55am
<i>Changeover</i>	<i>9.55am</i>	<i>10.00am</i>
Period 2	10.00am	10.50am
<i>Recess</i>	<i>10.50am</i>	<i>11.10am</i>
Period 3	11.15am	12.05pm
<i>Changeover</i>	<i>12.05pm</i>	<i>12.10pm</i>
Period 4	12.10pm	1.00pm
<i>Lunch</i>	<i>1.00pm</i>	<i>1.40pm</i>
Period 5	1.45pm	2.35pm
<i>Changeover</i>	<i>2.35pm</i>	<i>2.40pm</i>
Period 6	2.40pm	3.30pm

Student timetables are emailed to families at the start of the school year and/or distributed in class. Students requiring a new copy of their timetable can request one from [Student Services](#). Students with timetable clashes or queries should speak to their Homegroup teacher or Head of School.

UNIFORM

ALINTA UNIFORM

The School's uniforms are provided through Alinta Australia. 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/) (<https://www.alintaapparel.com.au/>). More information regarding Alinta can be found on the [School's website](#).

UNIFORM EXPECTATIONS

Students are expected to wear the correct uniform to school each day unless they have a note from a parent/carer, explaining the reason. This note should be handed to Student Services, 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.

PE uniform may only be worn on the days on which the student has a sport or physical education class. Students may travel to and from school in their sports uniform on these days.

Families are reminded to clearly name/label all of their child's uniform items to avoid them ending up in [lost property](#).

Please refer to the [School Uniform Policy](#) on the [School's website](#) for detailed information.

HATS

All students are required to wear the correct school hat during recess and lunchtimes whilst in summer uniform and at sporting events. Primary School students who fail to bring a hat to school during this time may be required to remain indoors within a supervised classroom setting. Middle and Senior School students without hats will be given a warning, limited to undercover areas for the day and will be requested to ensure they have their hat next time.

FREE DRESS/THEMED-DRESS DAYS

On special occasions, students may at times be invited to wear free dress or themed-dress items. On 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 inappropriate and unsuitable.

Whilst in free dress, students are still expected to wear suitable footwear whilst at school. Excessively high heels or thongs are not deemed as appropriate. Students who have sports or PE classes must wear runners and suitable sports clothing.

Even on free dress days, it is recommended that all outwear clothing is clearly named.

SECOND HAND UNIFORMS

Second hand uniforms (and books) can be sold and purchased via the Sustainable School Shop, a link to this can be found on the [School's website](#) or by going to sustainableschoolshop.com.au

Families can also buy, swap and sell second hand uniforms from the Pulse Facebook Page dedicated to second hand uniforms ([BHCS Uniform Buy Sell Swap](#)). This platform enables families to post for sale uniform items or source any second hand items that they may need. The Facebook group is managed by our Pulse team, on behalf of BHCS. For more information on [Pulse](#), see the relevant section of this handbook.

UPDATING DETAILS

Families 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/carers are unavailable. Advice of a change in family circumstances will allow the School to comply with the necessary legal.

All changes to personal information should be updated in Operoo, as well as requested in writing by emailing office@bhcs.vic.edu.au or accounts@bhcs.vic.edu.au, where relevant.

VISITORS

All visitors, including but not limited to parent volunteers, guest speakers, contractors, private music teachers, 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.

VOLUNTEERING

On occasion, parents/carers 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/carers will be required to have supplied the school with a valid [Working with Children Check](#), and in some circumstances may be required to sign a Code of Conduct and Confidentiality Agreement.

WITHDRAWING

See '[Enrolments, Withdrawals & Tours](#)'.

WORKING BEES

The School does not currently hold any formal working bees. Parents/carers 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

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/carers 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 workingwithchildren.vic.gov.au

ZOOM

Zoom is the School's preferred program for video conferencing, introduced as a result of extended Learn from Home periods. Zoom is an online video communications platform used to hold virtual meetings, in lieu of meeting face to face. The School will continue to use Zoom in a variety of ways, including for guest speakers in classes, selected information nights, online VCE classes, and Parent-Teacher Interviews.

Parents/carers who are required to attend a Zoom do not need a Zoom account in order to access the meeting. A working camera attached to your computer is beneficial, but not essential. Some Zoom meetings may require a working microphone for the meeting to be able to take place.

Staff and students utilising Zoom for class purposes do so using their BHCS email accounts, which adds an additional layer of security, in line with the School's [Online Learning Policy](#).

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

COMMUNICATION PLATFORMS

APPENDIX 2

FLEXISCHOOLS

APPENDIX 3

FLEXISCHOOLS – CANTEEN ALLERGY ADVICE

APPENDIX 4

OPEROO AT BHCS

APPENDIX 5

BUSHFIRE MANAGEMENT PROCEDURE

APPENDIX 6

HEAD LICE MANAGEMENT

APPENDIX 1

COMMUNICATION PLATFORMS

ESSENTIAL COMMUNICATION TOOLS AND PLATFORMS

Here is a summary of the communication platforms we use at BHCS to keep you informed.



Operoo (formerly CareMonkey):

- Used for all permissions - camps / excursions / events
- Replaces paper forms
- Parent-led system / you create and maintain your information
- App. available for download onto phone / tablet, or can be viewed in your browser



Flexischools (formerly FlexiBuzz):

- Used for reminders, alerts, during emergencies and general information - eg. weekly newsletter & events
- App. available for download onto phone / tablet / PC



iNewsletter:

- Program used to distribute our weekly newsletter each Thursday during school terms - No app / PC download or login necessary, published via Flexischools, BHCS Website & Facebook
- Contains essential school information
- New families added to our subscription database



Email:

- School communication distributed via this platform
- Historically bigpond.com and hotmail.com addresses have had delivery issues



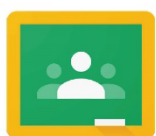
Social media:

- Visit our Facebook page at www.facebook.com/belgraveheightschristianschool
- Find us on Instagram @belgraveheightschristianschool
- Showcases stories and photos of current school life



Digital Screen (in Car Park):

- Updated regularly with important reminders and upcoming events
- May be used in an emergency to help communicate to school families (e.g. Code Red Day)



Google Classroom:

- Learning management system for Year 3 to Year 12 students
- Communication between teachers, students and parents regarding homework and assessment tasks
- Links directly with student's calendar and their email
- There is a mobile app available on the Google Play or iOS store
- Parents can sign up for daily or weekly updates

The above are a summary of our main communication platforms. Our various subschools may have more - which they will communicate with families separately.

APPENDIX 2

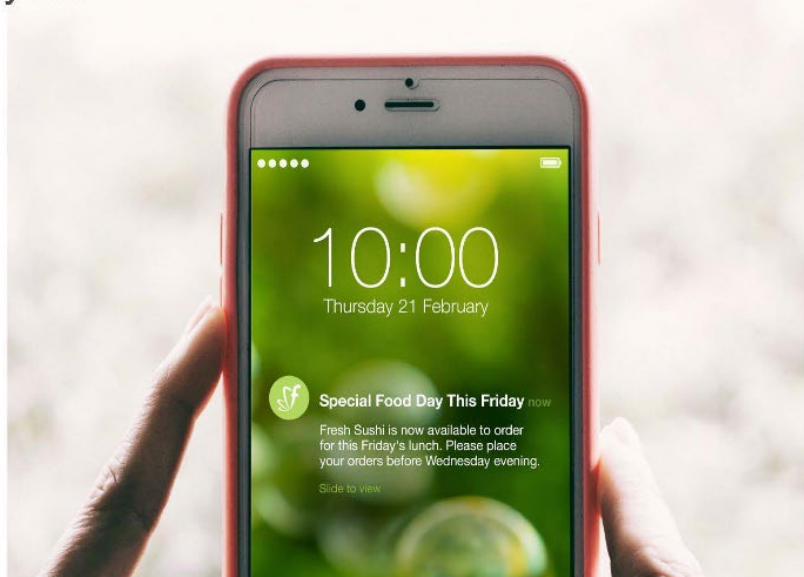
FLEXISCHOOLS

<http://www.flexischools.com.au>



Simplify your school life.

BHCS is now using Flexischools to communicate important updates with you.



To get alerted on updates, simply download the **Flexischools App** and log in or register to create an account. Add your School and Group. Click on the search icon, enter your school name, select your school and year group, or groups relevant to you.

For Parent support, please see: <https://www.flexischools.com.au/support>

DOWNLOAD THE APP

[Google Play Store](#)

[Apple Store](#)

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

Flexischools – How to Subscribe / Unsubscribe to Class Communication Groups

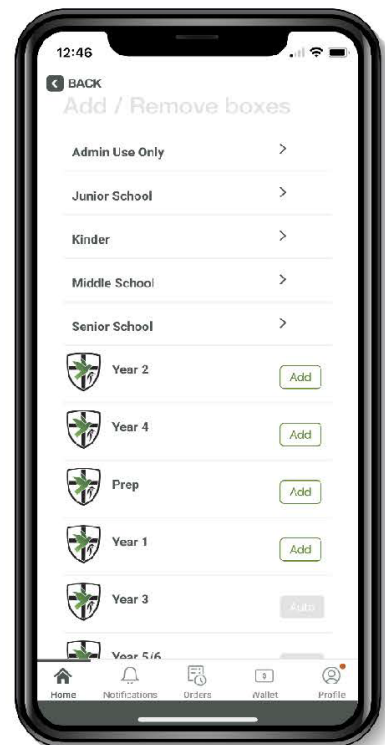
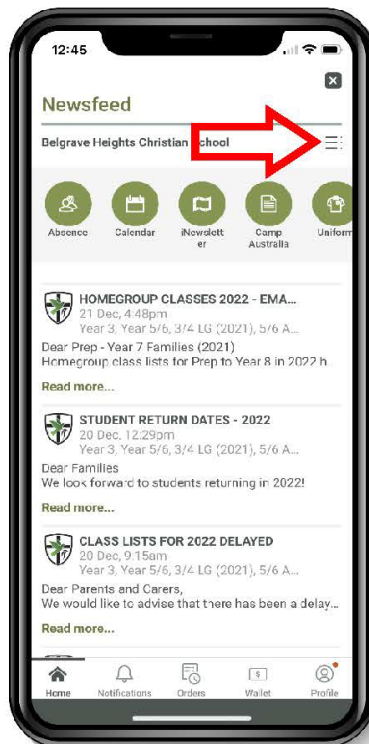
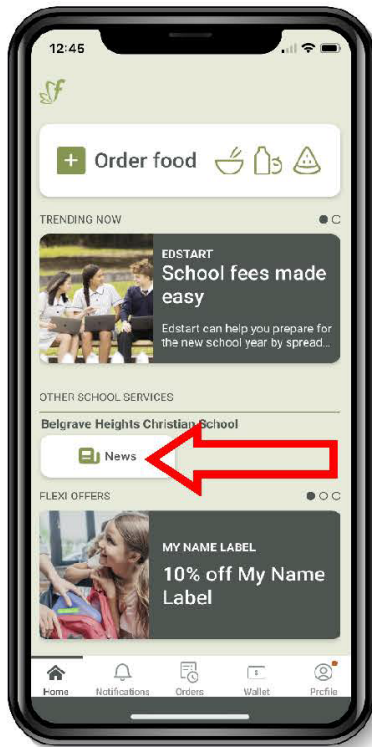
To ensure you receive accurate information for your student – you need to subscribe to their class groups within Flexischools.

STEP ONE – LOG INTO FLEXISCHOOLS

- Log into your Flexischools App using your personal login details
- If you do not have a Flexischools account please download the App from your App Store and follow the prompts to create an account. To access the Belgrave Heights Christian School Account – the password is [REDACTED]

STEP TWO – ADDING CLASS COMMUNICATION GROUPS

- Once logged in, click on the “News” button
- On the Newsfeed screen, click on the top right hand corner button
- Click on the relevant subschool and add/remove select the applicable homegroup
The password is [REDACTED]
- Please remember to subscribe to the Whole School (K-12) group too



APPENDIX 3

FLEXISCHOOLS – CANTEEN ALLERGY ADVICE

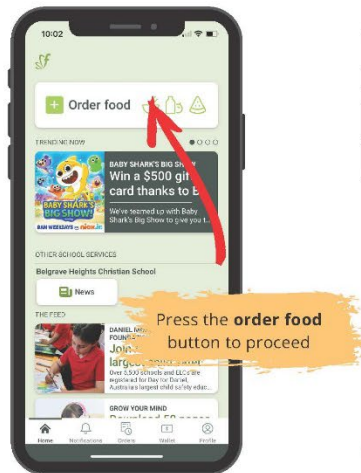
HOW-TO GUIDE

ALERTING THE CANTEEN TO A FOOD ALLERGY WHEN ORDERING A LUNCH ORDER VIA FLEXISCHOOLS

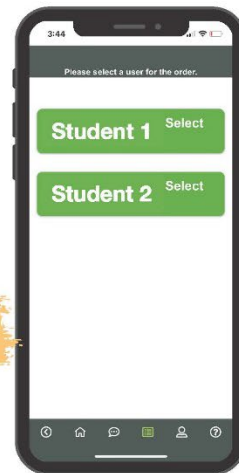
Step 1:
Log into the Flexischools app:



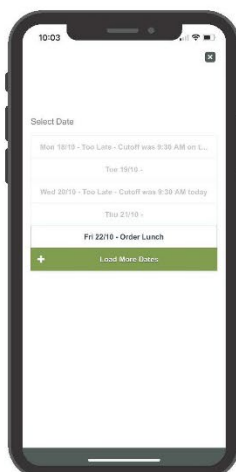
Step 2:
Press Order food button:



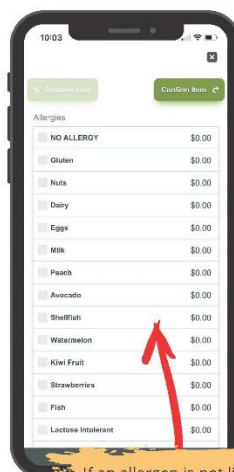
Step 3:
Select the child you are ordering lunch for. If you are new to Flexischools and have not created a student profile - you can do this via your account profile page:



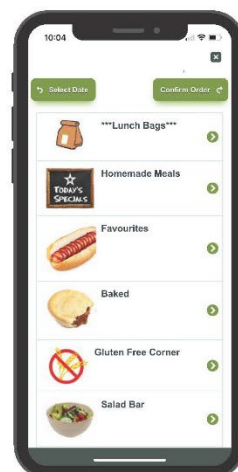
Step 4:
Select a date to order lunch:



Step 5:
A list of allergens will show on your screen. Select what is applicable and press confirm item to move to the next screen:



Step 6:
Place your order:



APPENDIX 4

OPEROO

www.operoo.com

operoo AT BHCS



WHAT IS OPEROO?

Operoo, formerly known as 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 Operoo using a PC, laptop, tablet or smartphone. You can simply log in at www.operoo.com or you can download the app on your smartphone or tablet. You can log in to Operoo 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 Operoo with a request to create an account. Just click the link in the email and follow the prompts.

WHERE CAN I GET MORE INFORMATION?

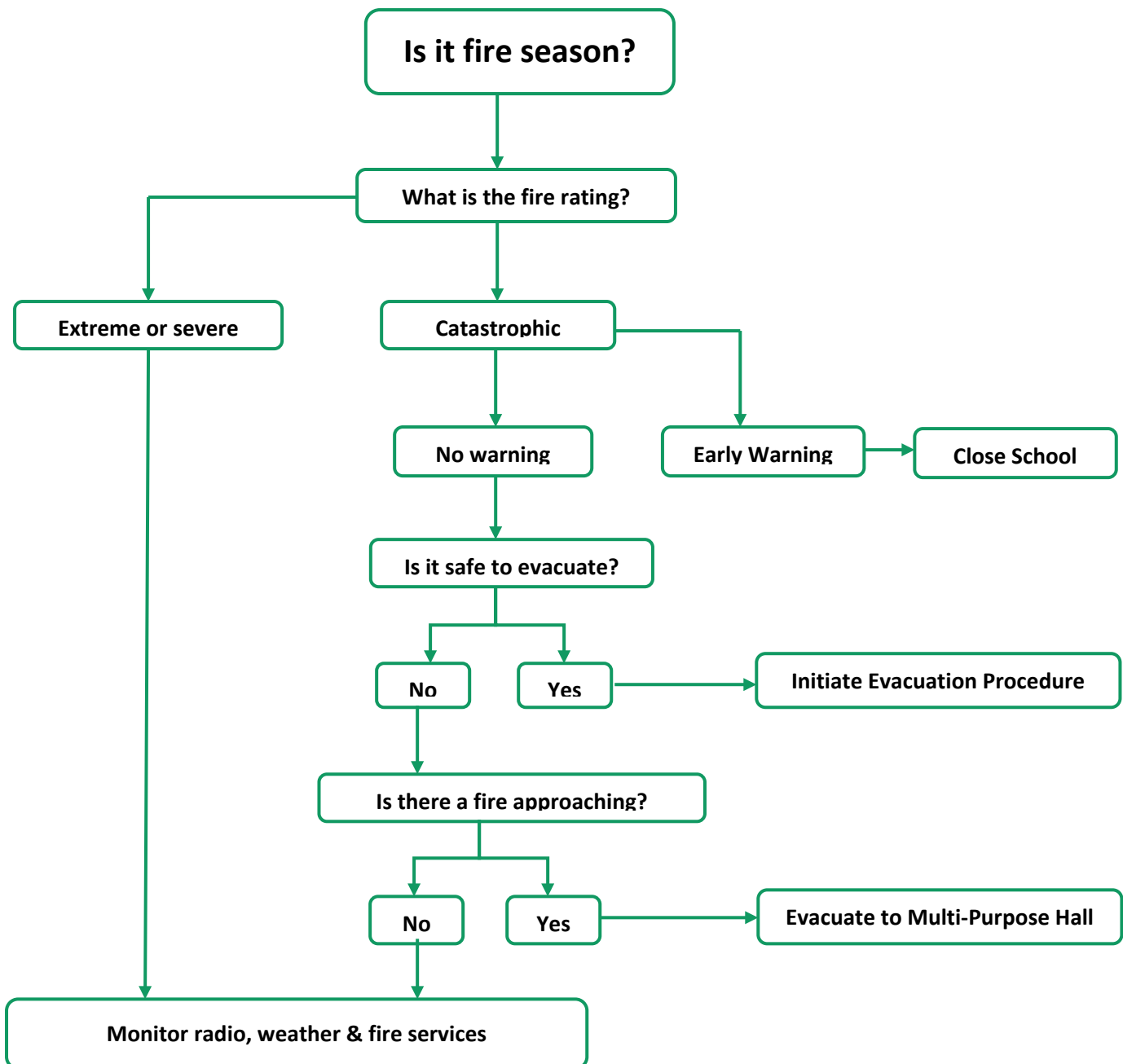
Head to www.operoo.com to learn more or have a look through the FAQs. You can also find an introduction to Operoo here: www.operoo.com/intro-for-parents/



APPENDIX 5

BUSHFIRE MANAGEMENT PROCEDURE

Belgrave Heights Christian School is in a risk area for bushfire and must following Mandatory State Guidelines to close on days that have been classed as **CATASTROPHIC**. 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.



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 Catastrophic 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/carers with up to four days' notice of closure by email, Flexischools and/or SMS of a potential day forecast to be Catastrophic. A Catastrophic 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 Catastrophic fire danger rating we will provide you with advice before the end of the school day.

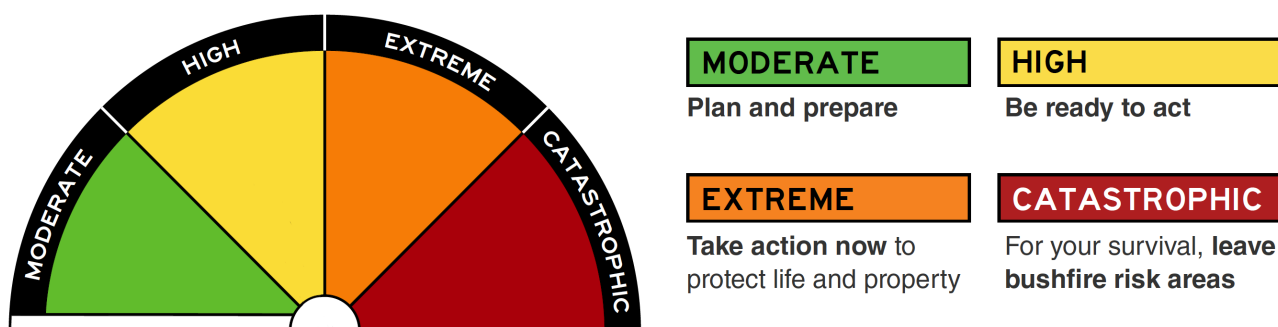
Once confirmed, the decision to close will not change, regardless of improvements in the weather forecast. This is to avoid confusion and help your family plan alternative care arrangements for your child. It is also important to note that:

- No staff will be on site on days where the School is closed due to a forecast Catastrophic day.
- Out-of-school-hours care will also be cancelled on these days
- School camps will be cancelled if a Catastrophic 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 days categorised as Catastrophic, 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 Catastrophic days are forecast, the safest option is to leave the night before or in the early morning of that 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/CARERS 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, Flexischools, 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.
- You can access more information about children's services closures on the Department of Education and Training website – see <http://www.education.vic.gov.au/about/programs/health/pages/closures.aspx>

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

- <https://emergency.vic.gov.au>
- Facebook ([facebook.com/cfavic](https://www.facebook.com/cfavic))
- Twitter (twitter.com/CFA_Updates)
- ABC local radio, Sky News and other emergency broadcasters

APPENDIX 6

HEAD LICE MANAGEMENT

Head lice are small, wingless insects that live, breed, and feed on the human scalp. They do not generally carry or transmit disease. Head lice have existed for millions of years and, in fact, predate human evolution.

Direct contact is required for transmission from person to person. Lice will crawl from head to head without discrimination.

Some people who have a head lice infestation do not itch. It is possible to have head lice and not feel the need to scratch your head. This means that absence of itch is not a reliable sign that you do not have head lice.

If you suspect someone might have been exposed to head lice you will need to closely inspect that person's hair and scalp.

So what are you looking for? Head lice eggs are oval, and the size of a pinhead. They are firmly attached to the hair shaft and cannot be brushed off.¹

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
- See www.betterhealth.vic.gov.au/health/conditionsandtreatments/head-lice-nits for more information

HEAD LICE AND EXCLUSION FROM SCHOOL

According to the Public Health and Wellbeing Regulations 2009, children with untreated head lice are not permitted to attend school or children's service centres. However, once treatment has started, they may attend, even if there are still some eggs present.

WHERE TO GET HELP

- Your GP (doctor)
- Pharmacist
- Dermatologist
- Local government health department
- Public Health, Department of Health, Victorian Government Tel. (03) 9096 0000

¹ <http://www.betterhealth.vic.gov.au/health/conditionsandtreatments/head-lice-nits>

BELGRAVE HEIGHTS CHRISTIAN SCHOOL
OF THE PRESBYTERIAN CHURCH OF VICTORIA INC. (A0016947K)



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