



HILLSIDE  
CHRISTIAN COLLEGE



# PARENT INFORMATION HANDBOOK

## 2017

CELEBRATING 40 YEARS  
1977 - 2017

## INTRODUCTION

This 2017 Parent Handbook is a concise overview of school operations, policy and information. It contains both the philosophies and practices of the College. Parents should use this booklet for general information. It is the main summary of pertinent information, however, for more detailed information please see specific school policies and the school webpage. Regular checking of emails, the newsletter, SKOOLBAG app., and mail outs will also be helpful.

HillSide's underlying principles are well known, and have been implemented for many years, this booklet is relevant only for this year. 2017 is the College's 40<sup>th</sup> anniversary.

## SECTION ONE – OUR AIMS AND OBJECTIVES

**VISION** To positively transform lives, in our school, in Jesus' name.

Our vision is threefold:

**Transformation** – to bring abundant life in Jesus' name for every student and family in our care.

*Romans 12:2: "Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect."*

**Education** – effectively educating and supporting the students and families in our care, by applying successful professional, educational, and spiritual frameworks.

*Proverbs 22:6: "Train up a child in the way he should go, and when he is older he will not depart from it".*

**Strong Foundation** – to lay the foundation for a successful life in the gospel, work, and relationships. We want to see our students respectful citizens, and eager contributors in the context of a diverse modern world.

*Isaiah 54:13: All your children will be taught by the LORD, and great will be their peace.*

**Mission** - *Micah 6:8: "He has shown you, O man, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God."*

HillSide's purpose is to provide high quality, affordable Christian education for K-12 students in the local community and provide opportunities for families to learn in a peaceful, Christ-centred environment, where there is a sense of meaning and security. HillSide is a sanctuary where the Holy Spirit will be able to minister to all members of the school community. Our central focus is to educate students, who will be able to demonstrate and enjoy respect. This respect will be threefold: respect for God; respect for others; respect for self.

Our students should demonstrate good manners, be courteous and have the courage to make decisions, which are not necessarily popular, but moreover righteous. They should be more

confident and caring as a result of being active contributors within the HillSide community. Our students will have sense of fairness and justice. HillSide equips students to become effective life-long learners, with strong resiliency, flexibility and problem-solving ability.

## THE BELIEFS AND VALUES WE HOLD

HillSide holds the following Biblical principles as concepts, beliefs and values:

### Beliefs

- God is our Creator and sustains His creation by His power. The world did not evolve in a random way, or by chance, and thus the world has meaning and purpose;
- God created man and woman in His own image. Each person has equal value and significance despite age, race, wealth, ability, disability and gender;
- The world was made perfect, although sin entered the world through Adam and Eve's rebellion, and this sin corrupted the world and introduced suffering, death and imperfection;
- A person is saved by God's grace through faith in Jesus Christ, God's only Son, who existed from eternity, and who was born of the Virgin Mary, died for our sins, was raised from the dead, and sits at the right hand of the Father, and will return to receive His people and to judge the living and the dead;
- It is the work of the Holy Spirit to regenerate those who believe, creating in them the Fruits of His Spirit, endowing them with the spiritual gifts, and empowering them to serve God and their fellow man;
- God has called those whom He loves to be His people, to live lives worthy of their calling in love and unity with each other. The Christian classroom should be an expression of Godly worship and should be characterised by love and mercy, justice, obedience, and worship of God that is expressed in humble service to one another;
- God gave to people the responsibility to have dominion over the world. Each person has a responsibility to care for God's creation and His creatures and the privilege of enjoying His good creation. We should thus value beauty and creativity and reflect these values in our classrooms;
- God has revealed His will to people through the Bible, His authoritative and inerrant guide to how we should live a life of love and service to God and our neighbours;
- Each person has incredible worth and gifts that should be given the opportunity to develop in order to allow them to achieve their potential.

## SECTION TWO – ORGANISATIONAL STRUCTURE

### OVERVIEW OF HILLSIDE

HillSide Christian College was formerly Forrestfield Christian School. The College was established in 1977 with the intention of supporting families associated with the Forrestfield Community Church (now HillSide Church), and reflects similar values to those of the foundation families and Church. The opinion of many parents, at the time, was that their values and ethics were not being reflected sufficiently by the state education system, and so an independent Christian College in a single class was commenced.

By the mid-1980s the College had grown to about 150 children and operated adjacent to the Church. At this time, the Church was growing rapidly, and so the leadership of the College decided to relocate the College to its existing site with a view of expanding enrolment and services.

Over the years, the College has extended its invitation to children to join as long as they and their family affiliate with the ethos and direction of the College. Children are not excluded on the basis of academic performance alone. The College, however, reserves the right to enrol only those families it deems able to uphold the *Parent Declaration*, and which also actively maintain satisfactory enrolment conditions.

While the College has strong support and oversight from the HillSide Church, it is run by its own Board, and is independent of the church in general operations.

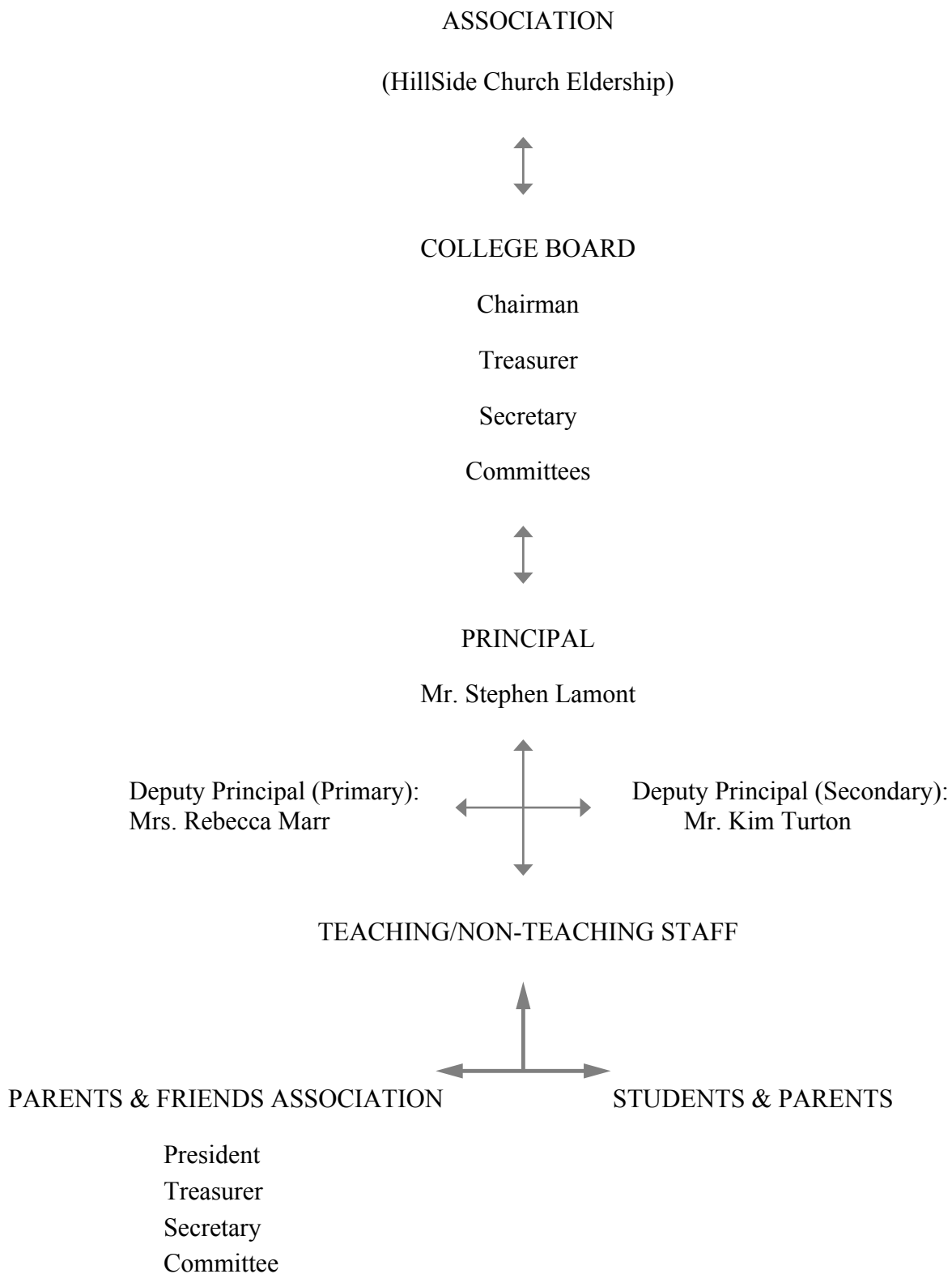
In 2017, the essential principles enunciated in 1977 are still being promoted. These principles include:

- To ensure that each child comes to a saving knowledge of Jesus Christ and becomes a more effective Christian witness;
- An emphasis on the individuality of the students and development of confidence and God-given talents;
- To promote self-discipline by training students to be consistent, appreciative, responsible and thorough in attitude, character and actions;
- To assist each student in seeking an individual purpose for life's service and necessary preparation for eternity, through emphasis on Biblical relevance;
- To help each child to learn how to live to honour the Lord by meeting their daily responsibilities;
- To produce academic excellence and a high standard of conduct at all times by all students.

It is important to note that the future of the College is not based on its past alone, but is also a representation of its future vision.

# ORGANISATIONAL STRUCTURE OF HILLSIDE CHRISTIAN COLLEGE 2017

HillSide Christian College Inc.



## SECTION THREE – COLLEGE DETAILS AT A GLANCE

Name of College: HillSide Christian College Inc.

Address: 336 Hawtin Road, Forrestfield, WA 6058

Telephone: (08) 9453 2644

Fax: (08) 9453 2464

Email: [admin@hillside.wa.edu.au](mailto:admin@hillside.wa.edu.au)

Website: [www.hillside.wa.edu.au](http://www.hillside.wa.edu.au)

Denomination: Evangelical Christian, non-denominational (owned by HillSide Church)

Affiliations: HillSide Church

Association of Independent Schools of Western Australia (AISWA)

Christian Schools Australia (CSA)

Times:

	Kindergarten	Primary (PP-Y6)	Secondary (Y7-Y12)
First session:	8:50 a.m.	8:40 a.m.	8:30 a.m.
Morning recess:	N/A	10:30 a.m.	10:30 a.m.
Second session:	N/A	10:55 a.m.	10:55 a.m.
Lunch:	N/A	12:35 p.m.	12:45 p.m.
Third session:	N/A	1:10 p.m.	1:20 p.m.
End of school:	3:00 p.m.	3:10 p.m.	3:10 p.m.

## Term Dates 2017:

Teachers commence:	Wednesday 25 <sup>th</sup> January
Office opens:	Wednesday 25 <sup>th</sup> January
First day of College for students:	Wednesday 1 <sup>st</sup> February
End Term One:	Friday 7 <sup>th</sup> April
Start Term Two:	Wednesday 26 <sup>th</sup> April
End Term Two:	Friday 30 <sup>th</sup> June
Start Term Three:	Wednesday 19 <sup>th</sup> July
End Term Three:	Friday 22 <sup>nd</sup> September
Start Term Four:	Tuesday 10 <sup>th</sup> October
End Term Four:	Friday 20 <sup>th</sup> October (Year 12) Friday 17 <sup>th</sup> November (Year 11) Friday 1 <sup>st</sup> December (Secondary) Wednesday 6 <sup>th</sup> December (Primary) Friday 8 <sup>th</sup> December (Staff)

## Public Holidays:

Australia Day	Thursday 26 <sup>th</sup> January (in holiday period)
Labour Day:	Monday 6 <sup>th</sup> March
Good Friday:	Friday 14 <sup>th</sup> April (in holiday period)
Easter Monday:	Monday 17 <sup>th</sup> April (in holiday period)
Anzac Day:	Tuesday 25 <sup>th</sup> April
Western Australia Day:	Monday 5 <sup>th</sup> June
Queen's Birthday	Monday 25 <sup>th</sup> September (in holiday period)

## Pupil Free Days (Professional Learning):

During the year, students do not attend some specific days so that staff can undertake planning and professional learning. These days are usually at the start of term.

The Pupil Free Days 2017 are:

<u>Term 1</u>	Wednesday 25 <sup>th</sup> January - Tuesday 31 <sup>st</sup> January, 2017 (excluding Australia Day public holiday 26 <sup>th</sup> January)
<u>Term 2</u>	Monday 24 <sup>th</sup> April, 2017 (Tuesday 25 <sup>th</sup> April is ANZAC Day, a public holiday)
<u>Term 3</u>	Monday 17 <sup>th</sup> and Tuesday 18 <sup>th</sup> July, 2017 (usually CSA Conference for staff)
<u>Term 4</u>	Monday 9 <sup>th</sup> October, 2017

## OVERVIEW OF COLLEGE POLICIES (A-Z):

### Assemblies:

Primary assembly: every second Wednesday 8.50 a.m. in the library.

Secondary assembly: every Friday after Chapel at 9.25 a.m. at HillSide Church.

### Assessment:

Pre-Primary - Year 12 students will undertake external testing throughout the year.

For example: NAPLAN in early Term Two (Year 3, 5, 7 & 9), *PIPS* (Pre-Primary) in February and November, WACE exams in October/November (Year 12). OLNAs for Years 10-12 in March and September. PAT tests are administered in Term 3 or 4 (Years 1-10).

Internal assessment is the most informative and valuable source of information about a student. Teachers maintain an ongoing record of student assessment using a variety of tools and they complement external measures.

Semester Reports provide the College with a holistic view of in-class assessment and allow the College to maintain an overview of student progress. The reports provide a useful comparison with the results of external assessment.

### Before & After School Care (Camp Australia):

Care is offered between 7.00-8.30 a.m. (9.00 a.m. for early childhood children) and between 3.10-6.00 p.m. (Monday to Friday only during term time) by Camp Australia. Children who are enrolled in school programmes (K-7) at HillSide Christian College can enrol in this programme. The maximum number usually enrolled is 26 per session. It is a condition of enrolment in this programme that every child must be manageable in this setting.

Please note: a separate enrolment application is required for children to participate in this programme because it is administered by Camp Australia.

Further details are available from the College office or directly through Camp Australia. ([www.campaustalia.com.au](http://www.campaustalia.com.au))

### Bibles:

Students are expected to purchase a Bible (CEV – Primary or NIV – High School). The Bibles are useful in Christian Education classes run by teachers and in devotions. NIV Bibles can be purchased through the College for \$20.00 until stocks run out. CEV is able to be purchased from Christian bookstores. It is important all students develop a love of God's Word.



### Bicycles:

Bicycles can be housed at the College, but children under 10 years have an immature sense of judging distance, therefore it may not always be safe for them to ride alone. It is recommended that parents ride with children under the age of 10.

Bicycle education may be provided during the year to primary students.

### Boundaries:

Students are not permitted to leave the College during the day without written advice from parents/carers, and without explicit Principal's permission. This includes permission to go home for lunch. Students are not permitted in the following areas:

- In classrooms without a teacher;
- In the bushland without a teacher;
- Near the carparks;
- In any building sites that might exist.

### Camps:

The Sydney/Canberra camp will be held for Years 6/7 in 2017. The cost is approximately \$1800. It is held between 19-26<sup>th</sup> August, 2017. Parents of students who are attending need to pay the regular deposits, and complete all paperwork required in order for their child to attend.

A Secondary camps are also planned throughout the year. Year 9 has a camp to Narrogin annually at the end of Term Two, and there is a Year 11/12 camp early in Term One. The cost of these camps are listed in the "School Fee" section at the rear of this document.

All camps are costed as additional items to charges and fees. These costs must be met by the parents before travelling to camp.

All camps are directed towards achieving specific learning outcomes, and are organised and conducted in accordance with the appropriate College policy.

### College Board:

HillSide Christian College is governed by a Board under the current chairmanship of Mr Devon Wynne (current October, 2016). The Board establishes the strategic directions of the College, but provides administration on specific matters from time to time and endorses College plans and activities. It provides the governance arrangements for the College.

Ordinary Board meetings are held on the fourth Thursday of each month. The A.G.M. is held in March by the Association (Church Elders), which oversees whole Church and School operations.

## Communication:

The College issues a fortnightly newsletter (even weeks) to update parents on forthcoming events, policy summaries, and ideas. The newsletters are available on the College “Skoolbag” app. or via the “Skoolbag” portal on the website [www.hillside.wa.edu.au](http://www.hillside.wa.edu.au).

The website is updated regularly and is becoming an increasingly important form communication between College and home.

The College also has an App. “Skoolbag”, which parents can download from iTunes or Google play store. The information on “Skoolbag” is also available via the “Skoolbag” portal on the website [www.hillside.wa.edu.au](http://www.hillside.wa.edu.au).

## Complaints Resolution:

From time to time, parents/carers may have a complaint about something that has happened in the College. In order to resolve the complaint where there is a positive outcome for all who are involved, and where individual relationships are placed on a strong footing, the following steps should be followed beginning at the lowest level of resolution. The following process can be found on the College website along with contact details:

*Step One:* Speak to the individual staff member concerned (the problem may be a simple misunderstanding).

*Step Two:* Speak to a Deputy Principal (depending on the nature of the complaint, you may be asked to put your complaint in writing).

*Step Three:* Speak or write to the Principal for more serious complaints or to resolve a disagreement or issue.

*Step Four:* Write to the Board Chairman (Board members may discuss the issue with College personnel and/or the complainant to bring about a resolution, or the matter may come before a Board meeting. They may also engage mediation or arbitration through mutual agreement).

*Step Five:* Write to the College Association (through the Senior Pastor – Kerry Pearce).

Furthermore, complaint resolution meetings may be a useful mediation strategy employed to address a matter at any point in the management process.

In general, resolving complaints at the lowest level possible is the most desirable outcome, and it is expected that all participants in complaint resolution enter into the process in good faith and with the benefit of student(s) and the College as a priority. It is important that parents understand their obligations under the Parent Declaration signed at enrolment as this forms the philosophical and contractual basis on which relationships between the College and parents occurs. The overriding principle is procedural fairness and a resolution to the issue.

The Complaints Management procedure is continuously displayed on the College website under the heading *College Policies*.

### Early Childhood:

The College has a 4-year old Kindergarten (three days per week) programme. The aims of Kindergarten are to introduce children to the College as a community, provide a Christian environment to young people, and to introduce young people to rich learning experiences especially in numeracy and literacy through inquiry learning play. The school actively implements the Early Years Learning Framework (EYLF). Pre-Primary is the first compulsory year of schooling, and is programmed through use of the Australian Curriculum.

### Emergency and Evacuation:

Students are advised about evacuation procedure by maps, and instructions are displayed at the exit of each room in the College.

Evacuation practices at the College are held once per year, and are signalled by a lengthy sounding of the bell/whistle or a broadcast being given over the phone system.

When a threat is made to a College building, primary students are required to assemble under the supervision of their teacher (at the time) in an area on the *College oval (Muster Point)* while Secondary and Early Childhood students should assemble on the *Secondary basketball court*. Attendance registers are taken by teachers to ensure that all students are present.

### Enrolment:

Intending applicants are expected to apply for enrolment into HillSide Christian College. Enrolment is not a right, and parents/students must ensure that they support the HillSide philosophy and ethics before being accepted. Below are general maximum class numbers (may vary slightly). HillSide is usually below Department of Education Services' (DES) maximum standards. Practically, HillSide has maintained lower class numbers where possible. The following class sizes are a general guide:

Kindergarten	1:10 Adult to Child ratio (minimum)
Pre-Primary	1:15 Adult to Child ratio (minimum)
Years 1-3:	24 students (DES standard 24)
Year 4:	28 students (DES standard 32)
Years 5-6:	31 students (DES standard 32)
Years 7-10:	29 students (DES standard 32)
Years 11-12	25 students (DES standard 25)

## Events:

These are published term by term in the Term Planners. The events can also be viewed on the College website and are available on the College ***Skoolbag*** app. and school ***Facebook*** page.

## Excursions and Incursions:

The most common whole College excursions, and the time they take place, are:

- In-term swimming (Term One): Years PP-6 early in the term;
- Inter-College swimming carnival (late Term One);
- Inter-College basketball, netball, football and soccer events (usually Terms 2/3);
- Cross country running (mid-August);
- Athletics – mid-Term Three (faction) and inter-school (late Term Three). This may change when a decision is made about which Interschool competition the school will compete in.

Secondary events are published separately. A term planner is made available on our “Skoobag” bag app.

Individual class excursions are held to support learning programmes throughout the year. Common excursions include the Zoo (mainly early childhood), SciTech, AQWA, the Museum, Art Gallery, John Curtin library, and the Convention Centre.

From time to time, visitors come to the school to enrich the learning opportunities of students. These include farm animals (early childhood), guest speakers, sport clinics, circus, dance, Bible teachers, etc.

## Healthy Food:

Parents are encouraged to supply healthy and nutritious food for their children. Staying away from supplying children with confectionery, pastries, savoury snacks like chips, cakes, and sandwich fillings that have high sugar content like jam are ways in which you can reinforce a strong nutrition message.

Parents are asked however not to supply too much food to children as they do not always want to eat large lunches.

## Homework:

Homework is expected from all students to different extents. The following times for homework/study are given as a guide only:

Year 1-3	20 mins/day
Year 4-7	30-45 mins/day
Lower Secondary	60 mins per day (sometimes may be longer)

Upper Secondary      120-150 mins per day (sometimes may be longer)

Homework aims at reinforcing concepts that have been taught during College time, and to encourage young people to develop the discipline of studying at home, in order to view learning as not exclusive to a particular place.

### Fees:

The fees for students in 2017 are shown at the back of this booklet.

It should be noted that HillSide Christian College is an independent school, therefore it relies heavily upon the financial support from its families. Please ensure that your child's fees are paid promptly as shown on the fee schedule, because we want to provide the best in resources and experiences to your child and, to do that, we need your fees and charges.

*Please note: A full term's notice, in writing to the Principal, must be made before exiting the school, or an additional term's fees will be charged. Non-payment of fees can also result in enrolment being cancelled. Please contact Mrs Wendy Dyer, in the first instance, in the event of financial difficulties.*

### Future Developments:

HillSide Christian College is planning to increase its student enrolment. The College, therefore, has plans to grow. It aims to build new and improved facilities. Development however will be undertaken within the context of environmental sensitivity, and not to disturb the learning opportunities of students. The College develops in line with its Master Plan.

A new Science block commenced in 2016, and will be finalised in 2017. In 2015, the College completed a new car parking area, Secondary amphitheatre and ELC Nature playground improvements.

### Learning Areas:

HillSide Christian College offers a K-12 learning programme covering each of the eight key learning areas, which are described and interpreted through the Australian Curriculum, and made specific to the College, through its own planning documents. Languages (Japanese) is usually offered between PP-8 (compulsory). Christian Education is provided to all students, and is taught as a specific learning area, and also integrated into subject content where appropriate.

### Library:

The library helps to promote reading with all children, and is a place where books and reading are treasured. The library shares a building with the ICT suite. Students are able to borrow books throughout the year. Parents should note that any books which are lost or damaged need to be replaced with the cost being transferred to the parents' school fees.

### Lock Down:

If a situation emerges that is uncertain or dangerous for students, lock down will be implemented where students are locked in their classrooms until the situation is deemed to be safe. Information alerting staff members to this requirement will be given over the telephone broadcast facility.

Lock Down practices at the College are held once per year, and are signalled by a lengthy sounding of the bell/whistle or a broadcast being given over the phone system.

### Medical Issues:

If a student has an ongoing illness or medical condition, parents are responsible for informing the College through the completion of a *Medical Form* (available from the College office) if there is any medication required. A medical practitioner can indicate the nature of the illness and treatment that is required. Any changes to that information is the responsibility of the parents.

If a student has a short-term illness, the College must be informed and an office staff member will administer medication that may be required. A form will need to be completed.

If a student has a condition that requires a management plan because the illness can be of a serious or chronic nature, then parents, and the College will work together to develop the plan and it will be displayed in the staff room with copies given to personnel as required.

Students are not allowed to self-administer medication unless the circumstances are approved by the College Principal.

Medication will be kept in a locked store cupboard in the office.

Students who are sick are sent to the office with a Medical Form. A decision is then made to send the child home. A child with a head injury will almost certainly be sent home. When parents and emergency contacts cannot be contacted, the Principal, or his delegate, may take the child to a doctor or hospital.

### Ordering Lunches:

Lunches are available on Monday and Fridays from Subway. These are ordered from the College.

### Parent Inquiries:

Parents/carers are welcome to make inquiries of the College at any time in order to clarify or communicate with staff. An appointment should be made so that staff members can be available to see you. Please call (08) 9453 2644.

### Parents and Friends:

The HillSide P&F meets once each month and coordinates the fundraising aspects of the College.

## Personal Presentation:

Other than students wearing uniforms correctly, such as with shirts tucked in, the following points are made about personal presentation:

**LENGTH OF BOYS' HAIR:** the College expects male students to have well maintained, short haircut (short back and sides). Tails, hair past the collar, Mohawks, "rat's tail", colours (including streaks) are not allowed. No writing or markings made into hair. No shorter than No. 2. cut.

**GIRLS' HAIR:** long hair must be tied back with "scrunchies", or plain hair ties that are school colours i.e.: gold or blue.

**JEWELLERY:** This is not allowed apart from one earring in each ear for girls (sleepers or studs – not large hoops) and a chain with a cross for boys and girls (worn at their own risk). Earrings in boys are not allowed, and no other piercings are permitted in boys or girls other than what has been described above.

If you have any concerns over aspects of your child's presentation, please contact the College **before** you do anything that will affect your child's appearance at school.

## Photographs:

The date for photography will be decided early in 2017, and can include individual, family, class group and Year 6 and 12 graduation photographs.

## Physical Education (PE):

PE specialists coordinate these programmes and aims to introduce a variety of Phys. Ed. skills for all students and develop student fitness and interest in sport and active recreation. In the Primary School, Term One is committed to in-term swimming lessons and Term Three is the athletics' season (including some cross country running). Otherwise specialist sports are introduced to students and they can participate in various sporting carnivals. Secondary programmes are conducted around sports and skills training. HillSide is a member of WACSSA.

## Policies:

These are written in accordance with Board requirements, and within the context of various legislations, the School Curriculum & Standards Authority (SCSA) and Department of Education Services (DES) standards.

Each staff member has access to all school policy documents, and is expected to act in a way that shows compliance with policies. Parents are also obliged to observe all school policies as part of their enrolment pledge. Specific policies are available to parents upon request, and parent policy editions are made available during the year. Key policies are published on the school website.

## Reporting:

- Parents receive formal student progress information through two written reports, one at the end of Semester One and one at the end of Semester Two. The report format complies with Commonwealth government requirements about plain language reporting and the use of letter grades (A-E);
- An information meeting for every class in the primary school is held in early Term One and all parents are invited to attend. The Secondary section has an information evening at the same time;
- An Interim Report regarding student *Effort and settling into College* is sent home at the end of Week Five, Term One (Primary) and at the end of Term One (Secondary). It is not a comprehensive academic report and only reports general progress;
- Teachers also send work home in work sample folders or portfolios or test books at the end of Terms Two and Four (Primary);
- Parent interviews will be held early in Term Two (Secondary) and Term Three (Primary) to allow discussion to take place in relation to student progress. Each respective section of the College will close at 2 p.m. on the appointed days;
- Open days are also held (Terms Two and/or Four)
- Parents are encouraged to contact the College if there is any concern in order to discuss student progress.

## Staff Handbook:

The *Staff Induction Handbook* outlines the precise procedures that are followed in the College. The information is available to parents upon request. It is revised each year.

## Staff meetings:

High School held every Monday from 3.20–4.20 p.m. Primary School held every Tuesday from 3.30–4.30 p.m. Parents are requested to be prompt in collecting children on staff meeting days and not to request interviews with staff members. That way we can get the meeting under way as soon as possible.

## Student Leave:

If a student needs to leave the College for an appointment during the day, the parents/carers should advise the class teacher in writing, and present to the front office to sign out the student.

If a student is to leave the College for an extended period such as a holiday with parents, the College should be advised in writing prior to the leave in order to maintain the student's enrolment at the College. The College may provide work for the student, while absent, at its discretion.



## Student Attendance:

- Attendance at school for children in Primary (PP – Y6) and Secondary College (Y7 – Y12) is *compulsory by law*;
- Students are expected to attend HillSide each school day;
- The College will record any student absence. Parents/carers must send a letter to the class teacher explaining the absence to the College upon the return of the student, or an email on the morning of the absence ([absent@hillside.wa.edu.au](mailto:absent@hillside.wa.edu.au)). A School Officer will contact parents in the event of an unexplained absence;
- The School Education Act (1999) requires that students, who are absent for **three consecutive days of more** because of illness, may be directed by the Principal to provide a medical certificate to explain the absence;
- Any student, who stops attending College for more than **three weeks** without explanation may have their enrolment cancelled, and their details will be sent to the Department of Education & Training for inclusion in the list of *Students Whose Whereabouts are Unknown*. For the child to re-enrol HillSide Christian College, a new enrolment process will need to be undertaken;
- Students, who have a poor or erratic attendance pattern, are less likely to succeed in learning areas than a student who attends on a regular basis;
- Students who stay up late, have an unhealthy diet, or have an unsettled home life are less likely to be alert at school, and are likely to stay away from school due to tiredness or illness;
- Parents are strongly urged not to take vacations during the term, however, if necessary, these are only approved by the Principal in writing.

Attendance at Kindergarten is not compulsory by law, but a student whose attendance in the early childhood section of the College is erratic may have their enrolment cancelled following consultation with the family.

## Substance Abuse:

Possession by students of prohibited drugs will result in immediate suspension, and possible exclusion. This includes tobacco or any illegal substance.

## Teacher Standards:

The *AITSL Teacher Standards* outlines a framework for professional practice. It is a standards continuum, which sets national professional benchmarks. Teachers use this document in Performance Management meetings with Line Managers to improve performance.

## Uniforms:

Blue and Yellow are the colours of HillSide Christian College. The uniform reflects these colours, and it is required that all students wear the uniform while at College, and at some after hours official College functions.

Please note uniform ordering, and the filling of orders is run by parent volunteers.

Uniforms must be paid for at the time they are collected.

P-12 students **must** wear the correct College uniform. It is a requirement of attending HillSide Christian College. No other clothing is permitted to cover or compromise the uniform. This includes leggings.

No substitute items should be worn. That is, similar colour, or similar items, cannot replace the school uniform unless they are identical in every way.

The College hat must be worn when students are outside.

The College stocks HillSide school bags, but the purchase of these is not compulsory.

Secondary uniform is set out at the rear of this handbook.

### Updating Enrolment:

At the end of first semester, students and families may be requested to have their enrolment details updated to ensure that current addresses, telephone numbers, contact people, medical details, and other information is correct for our files.

### Valuables at College:

Mobile Phones and other technological devices are not allowed to be used during the day. These must be handed into the office at the start of the day (for primary students), and collected at the end of the day. Secondary students may retain their mobile phones during the day, but may not use these during school time (8 a.m. to 3.10 p.m.) without Deputy Principal permission. There have been too many cases of the misuse of mobile phones at schools in recent years. Misuse of mobile phones or devices will be dealt with as a disciplinary issue, including suspension and confiscation.

### Volunteering:

Volunteering is an important aspect of student life, and parents are also asked to volunteer to support the College, such as through Busy Bees, and being a member of the Parents & Friends Association (P&F). Even as the College grows, the demand for volunteering will always be present.

We would love you to be a part of HillSide's school community through volunteering.

## SECTION FOUR – STUDENT CARE

Student care operates in a reactive (after the event) and proactive way (preventive strategies). The aims of our care of students are to:

1. Minimise student misbehaviour especially bullying by acting against specific incidents (reactively) and addressing the causes of the misbehaviour (proactively);
2. Create a culture of respect and care for one another where young people know what is appropriate behaviour;
3. Develop the leadership skills of students;
4. Honour God by representing His Word and ethics.

Students react to discipline in different ways, and we want to see a situation fixed, so that it will not happen again. Therefore, discipline is practised on a case-by-case basis (but within a clear framework of expectations of students), although within the context of the Biblical model of – *Acknowledgement of Error, Showing Repentance, Seeking Forgiveness, Making Restitution, and Moving on with greater self-discipline and improved Christian character*. The school's *Behaviour Management Policy* is available to parents directly from the front office or online.

### Reactive Student Care

Students behave according to College and classroom rules that are clearly described at the beginning of the year, and are displayed in each classroom and other places. Class and College rules are based on common sense, but centre around respect for self and others and looking for ways to be valued.

Classroom teachers administer the rules of their class according to a common sense approach and based on a sympathetic and sensitive understanding of each student's needs and background. Students who breach class rules are given a number of opportunities to remedy the situation and resume normal interaction within the class. Teachers may issue a behaviour form if rules have been transgressed or if inappropriate behaviour is repeated.

Students who continue to breach the rules without reason or effort to conform are sent to the office and are counselled by the Deputy Principal with other behaviour slips (or on diary/email). If misbehaviour continues, different coloured slips are issued that relate to more severe sanctions against the misbehaviour.

The accumulation of slips results in students receiving consequences, such as with periods of detention (possibly including Saturday mornings) and parents becoming involved. The recording of the slips assists teachers to look for patterns of misbehaviour and to develop programmes to encourage the student to improve behaviour. Ultimately, out-of-College suspension may be the result of ongoing misbehaviour. Students may have one period of out-of-College suspension. A second period may result in the student's enrolment being terminated by the College. This is necessary in order to maintain the good order of the College.

Deputy Principal (Primary) typically manages the student discipline process in Primary school, and the Deputy Principal (Secondary) in the Secondary section of the school. Mr Lamont (Principal) will be involved in the absence of a Deputy, or at suspension level.

A detailed description of the student care process at HillSide Christian College is available on the College's website: [www.hillside.wa.edu.au](http://www.hillside.wa.edu.au)

## Proactive

The College attempts to develop the character of each student according to Biblical principles so that misbehaviour is minimised and students want to support one another and their College.

Merit certificates are distributed at each assembly to recognise achievement (for schoolwork and/or behaviour in the Primary School).

Individual teachers have their own classroom-based reward processes such as Treasure Chests, stickers, prizes, and other incentives like end of term treats (Primary).

In the Secondary College, Club and Culture and end-of-term rewards provide rewards for positive behaviour. Stamps in the diary are used to show positive behaviour.

Teachers work hard to foster strong relationships with students so that informal and formal counselling and mentorship can take place and a professional friendship is fostered.

The College Chaplains supports individual students to resolve their problems on a one-on-one or small group basis. The Chaplaincy is funded two days per week (0.4FTE). Parents are welcome to request the intervention of the Chaplain. Chaplaincy is a confidential service with teachers not being informed of the work of the Chaplains, unless it is deemed by the family to be desirable, or required by law.

A school psychologist from the AISWA's School Psychology Service supports the College to address various issues that affect individual students especially in intellectual assessment, behaviour strategies, and as a 'gatekeeper' to other support services. The psychologist comes out on a needs basis, and a referral form is required to be signed by parents/carers before the student can be interviewed by the psychologist.

The College is a member of the Dyslexia-SPELD Foundation. This organisation provides support to parents and teachers who need help in literacy areas.

External agencies, such as police, work with the College according to need, or as students are involved in various learning experiences.

## SECTION FIVE – COLLEGE PRIORITIES 2016-2018

HillSide Christian College has a College planning process that is inclusive of as many opinions as possible, including the wider community.

The College School Improvement Plan consists of:

- Context Statement – the history and demographic of the College as well as the performance indicators;
- Improvement Plan – which provides an overview of various initiatives that are not part of the Strategic Plan;
- Strategic Plan – that addresses the key priorities of the College Board;
- College budget;
- Operational Plans and Policies.

The College Strategic Plan 2016-2018 is available on the College Website. This plan is the definitive Board document, which articulates HillSide's *Vision, Mission and Strategic Priorities*. The College undertakes to direct its core emphases to five key areas. These are:

- A culture of continuous school improvement;
- A community built on Christ's teachings and love;
- A sustainable future for the College;
- An excellent teaching and learning programme;
- Healthy and well-balanced individuals.

To achieve these goals the College is analyzing and planning using the *National School Improvement Tool*, using the following criteria:

- An explicit improvement agenda;
- Analysis and discussion of data;
- A culture that promotes learning;
- Targeted use of school resources;
- An expert teaching team;
- Systematic curriculum delivery;
- Differentiated teaching and learning;
- Effective pedagogical practices;
- School community partnerships.

The College has just completed its Strategic Planning cycle. These outcomes included:

- Implementation and publication of the College's 3 Year Strategic Plan;
- Further develop to the secondary section of the College;
- Further development of ICT in the College;
- Commencing the new Master Plan (Phase 7) building programme (Science Block 2017);
- Curriculum development including the full implementation of the Australian Curricula and HillSide support curricula, as well as associated whole College resource improvement;
- Improving performance of the College and delivering quality service.

## SECTION SIX – COMMON ILLNESSES

In a close community like a College, communicable diseases will occur. Parents/carers are advised that *children who are sick should stay at home and not return until they have recovered*. We do not want to see the illness spread within the HillSide community.

The following notes describe some communicable diseases that may occur in HillSide Christian College:

- **Chicken Pox**  
A common, acute, viral infection. Symptoms include fever, fatigue and a widespread rash with small blisters that rupture to form crusts.  
Children should be excluded from College for at least a week after the rash forms. Immunisation is available for children over twelve months of age.
- **Conjunctivitis**  
A common, acute, viral or bacterial infection of the eyes. Symptoms include sore, itchy eyes and a discharge.  
Children should be excluded from College until the discharge from eyes has stopped or until three (3) days after the beginning of antibiotic treatment.
- **Diarrhoea**  
A range of common infections of the intestines. Symptoms include fever, vomiting, diarrhoea and stomach pains.  
Exclude from College until well and after the diarrhoea has ceased.
- **Hand, foot and mouth disease**  
A common, acute, viral infection. Symptoms include fever, blisters in the mouth and on hands and feet. This illness is no relation to the animal foot and mouth disease.  
  
Exclude until the blisters have formed crusts.
- **Head lice**  
A common parasitic infestation of the scalp. Symptoms include the presence of nits (eggs) and scratching.  
Exclude until treatment has commenced.
- **Hepatitis A**  
An acute, viral infection of the liver. Symptoms include malaise, stomach pain, loss of appetite, nausea, fever, jaundice, dark urine, pale faeces.  
Exclude until seven (7) days after onset of illness or jaundice.
- **Impetigo (College sores)**  
A common, acute bacterial infection of the skin. Symptoms include itchy scabs.  
Exclude until one day after treatment commences. Lesions on the skin should be covered with a water- proof dressing.

- Measles  
A highly infectious, uncommon, acute viral infection. Symptoms include lethargy, cough, sore and swollen eyes and nasal passages, fever, and rash.  
Exclude until well and for at least four (4) days after the onset of the rash.
- Mumps  
An uncommon, acute, viral infection. Symptoms include painful, swollen salivary glands, fever, headache, painful testicles or ovaries.  
Exclude until well and for at least nine (9) days after onset of symptoms.
- Ringworm  
A common fungal infection of the skin that usually affects the scalp, skin, fingers, toes, feet.  
Exclude until the day after treatment has commenced.
- Scabies  
An uncommon, acute, parasitic infection of the skin, caused by a mite which burrows beneath the surface of the skin. Symptoms include intense itching between the fingers or on the wrists, elbows, armpits, buttocks, etc.  
Exclude until the day after treatment has commenced.
- Warts  
A viral skin infection. Various types of wart infect different areas of the body, including the genital area, hands, knees and feet.  
Do not exclude children with warts.
- Hand, Foot & Mouth  
A common acute viral infection with the symptoms of fever, vesicles blisters in the mouth and on hands and feet. This infection is not related to Foot and Mouth disease that is found in animals. Children need to be excluded from College until the blisters have formed crusts. There is no immunisation available.

The Schools Health Nurse visits the College on a regular basis and conducts appropriate screening as well as checking students upon request from staff member of parents.

Kindergarten: Full health appraisal (students who miss out will be assessed in Pre-Primary).

Year 8: Immunisation – Hep B, whooping cough, tetanus, diphtheria, chicken pox, pertussis, tetanus, diphtheria, immunisation for cervical cancer, screening for ear health, talk about scoliosis

Parents of children who are taking medication are required to complete an advice form with the details of the condition, the medication, nature of administration, and possible side effects. The information forms are available from the office.

*Parents/carers should remember that the Health Nurse will check your child for any condition you are concerned about. Please let the Nurse or the College know as soon as you have a concern.*

## SECTION SEVEN – BUILDINGS AND GROUNDS

HillSide Christian College is going through a cycle of extensive grounds and buildings developments.

The College currently consists of:

- Office/administration house at the front of the College
  - Plenty of car parking
- A spacious Library/ICT building
- Kindergarten and Pre-primary centres
- Classrooms which are used as the *Camp Australia* Before and After School Care facility
- Double Classrooms separated:
  - ICT room
  - Japanese room
- All new general classrooms (all under 15 years old)
- Undercover area (Primary)
- A gazebo area for quiet activity
- A large grass area between classrooms
- Full sized Basketball court
- A grass oval
- Secondary classrooms
  - New Science Buildings (ready mid-2017)
  - Hospitality
  - D&T, Manual Arts shed
- Half-court Basketball court
- Two amphitheatres between the library and secondary classrooms
- House at the front of the College
- Five sets of toilets
- A sports store
- A gardening store shed

In 2016, a double secondary science block started construction with expected completion in May, 2017.



## SECTION EIGHT – CONCLUSION

This booklet is not an exhaustive introduction to HillSide Christian College, and you may have other questions about the life of your child at this College.

It is important that there be regular communication between parents, and the College. You are invited to contact the College especially the classroom or form teacher. Appointments are available by phoning (08) 9453 2644. These appointments can also take place by phone if appropriate.

Please keep us up to date about changes to your child's enrolment details such as contact numbers, medical details, and emergency contact people. Similarly, please inform us of any changes in your child's living circumstances in case those changes affect your child's behaviour.

The College wants to bring out the best in your child and to do that within a Christian context. We also want to work in line with the aspirations and beliefs of your family. Most of all, we want your child to look back on school days as being enjoyable and pointers towards a bright future.

Mr Stephen Lamont  
Principal  
B.A., M.Ed.

November, 2016

# FEES AND CHARGES 2017

The information below should be used by parents/carers to calculate total fees and charges for 2017. The total fees and charges consist of adding:

- Levies - see Primary or Secondary Levies' Table;
- Tuition fees.

## PRIMARY SCHOOL ANNUAL LEVIES

(charged per student and to be added to Tuition Fees)

YEAR LEVEL	UNIT AMOUNT \$						
	General Amenities Fee	Resources	Swimming	Booklist	ICT Levy	Total	Camps
3K	150	100	-	200	50	500	
4K	200	100	-	200	50	550	
PP	200	100	100	200	100	700	
1	200	100	100	200	100	700	
2	200	100	100	200	100	700	
3	200	100	100	200	100	700	
4	200	100	100	200	100	700	
5	200	100	100	200	100	700	
6	200	200	100	200	100	800	\$1800 APPROX
Additional Building Fund (Tax Deductible – Voluntary)					200		

## PRIMARY FEE NOTES

1. All fees and levies are compulsory, except items listed in the “camps” column which are charged separately.
2. General Amenities fee includes charges for copying, student insurance, bus use, Year Book, Christian Living programme, and other consumable items.
3. The **Resources** item allows teachers to conduct *some* excursions/incursions, or specific classroom activities without costing parents any extra. Class-based projects will constitute 50% of the amount. The other 50% of the Resources cost centre will be put towards a whole school project. Kindergarten resource fee does not include the whole school component contribution.
4. Year 6 **Resources** fee includes graduation dinner, leavers shirt, and associated excursion.
5. The Building Fund is tax deductible, and all families are encouraged to make this payment to assist the College to develop, and implement its future growth.
6. After school clubs will be charged separately, and individually based on actual cost of provision. These are not included in this schedule.

7. Payment of levies and tuition fees includes all books, excursions/incursions and consumables. No extra payments are required, except for after-school clubs and private music tuition (including instruments), which are voluntary and charged individually.
8. Refunds for levies are made on a pro-rata basis, with the exception of those good/services, which have already been consumed (e.g. swimming, booklist, ICT resources, student insurance).
9. Year 6/7 2017 camp deposits are collected on a published schedule. Failure to pay Term 1 and 2 fees by July 2017, including all outstanding fees prior will mean that a student will not be able to attend the camp.

## SECONDARY SCHOOL ANNUAL LEVIES

(charged per student and to be added to Tuition Fees)

YEAR LEVEL	UNIT AMOUNT \$				
	General Secondary Amenities Fee	Resources	ICT Levy	Total	Camps (additional)
7	300	300	100	700	1800
8	300	300	100	700	
9	300	300	100	700	250
10	300	300	100	700	
11	300	300	100	700	250
12	300	300	100	700	250
VET CHARGE - BUSINESS				200 (See booklist)	
VET CHARGE – TOURISM/HOSPITALITY				300 (See booklist)	
VET CHARGES – OTHER COURSES				200 (See booklist)	
WACE OUTDOOR EDUCATION				300 (See booklist)	
7-10 OPTIONS CHARGES				As set on the Year Level Booklist	
Additional Building Fund (Tax Deductible – Voluntary)				200	

## SECONDARY ANNUAL FEE NOTES

1. All fees and levies are compulsory, except items listed in the “camps” column which are charged separately.
2. Year 7-12 students will purchase their own textbooks and most consumables from a booklist. The school will purchase some minor consumable items.
3. The Building Fund is tax deductible, and all families are encouraged to make this payment to assist the College to develop and implement its future growth
4. The **Resources** item allows teachers to conduct *some* specific excursions/incursions, or specific classroom activities without costing parents any extra. This includes: sport, whole school initiatives, and Club and Culture.

5. After school clubs will be charged separately and individually based on actual cost of provision. These are not included in this schedule.
6. Payment of levies and tuition fees includes most excursions/incursions and consumables. However, other extra payments may be required, including: after-school clubs, private music tuition (including instruments), and some specific costed excursions, which are optional and charged individually.
7. Year 12 Formal (Ball) and Leavers Jacket will be charged separately.
8. Refunds for levies are made on a pro-rata basis, with the exception of those services, which have already been consumed (e.g. student insurance, ICT, etc.). Any refund will be calculated by the Business Manager.
9. Subject fees are payable for Years 7-10 students undertaking the following subjects :  
 Food & Technology \$100  
 Design & Technology \$100  
 Please refer to the current *Booklist* for these amounts.
10. Year 6/7 2017 camp deposits are collected on a published schedule. Failure to pay Term 1 and 2 fees by July 2017, including all outstanding fees prior will mean that a student will not be able to attend the camp.

## TUITION FEES 2017

**ENROLMENT FEE:** \$100.00

### **3 YEAR OLD KINDERGARTEN FEES (per child)**

	<b>Per Term</b>	<b>Per Year</b>
Two full days per week (if conducted)	\$813	\$3252

### **4 YEAR OLD KINDERGARTEN FEE (per child)**

	<b>Per Term</b>	<b>Per Year</b>
Three full days per week	\$563	\$2252

### **PRE-PRIMARY & PRIMARY COLLEGE**

	<b>Per Term</b>	<b>Per Year</b>	<b>with 5% discount</b>
With One Child	\$ 788	\$3152	\$2994
With Two Children	\$1418	\$5672	\$5388
With Three children or more	\$1890	\$7560	\$7182

### **SECONDARY COLLEGE**

	<b>Per Term</b>	<b>Per Year</b>	<b>with 5% discount</b>
With One Child	\$ 942	\$3768	\$3579
With Two Children	\$1698	\$6792	\$6452
With Three children or more	\$2262	\$9048	\$8595

A family **EDUCATION BOND** of \$500.00 is charged for entry into any year level of the College by new families. It is refundable when the last student in a family leaves the College if there are no outstanding fees. Please note: a student entering Kindergarten or Pre-Primary must transition into the primary section (Year 1) to be eligible for the refund of the Bond. The Bond is **not refundable** if the last student in the family leaves the College before starting Year 1.

## FEE PAYMENT

There will be three payment options in paying College fees in 2017:

### 1. Full Year's Fee Payment:

Payment for the full year's *combined* Tuition and Levies (total) incurs a discount of 5% on annual Tuition Fees (NB: discount does not apply to K-12 Levies or Kindergarten Tuition). This payment must be made before **3<sup>rd</sup> March 2017**.

### 2. Term Payment:

Payable in four instalments as per dates, below.

- Payment 1: Due before **3<sup>rd</sup> March**
- Payment 2: Due before **19<sup>th</sup> May**
- Payment 3: Due before **11<sup>th</sup> August**
- Payment 4: Due before **3<sup>rd</sup> November**

### 3. Direct Debit (Weekly/Fortnightly/Monthly) Payment:

Direct Debit payments including using B-Pay and PayWay. Direct Debit payments must, in total, be sufficient to clear total annual fees by **3<sup>rd</sup> November, 2017**. The Direct Debit payment needs to be calculated as the total 2017 fees/charges divided by the payment option increments selected. Three payment scenarios are:

- Option 1: Weekly – 40 Payments
- Option 2: Fortnightly – 20 payments
- Option 3: Monthly – 10 payments

## NOTES

*Please note: Tuition fees and levies will be invoiced at the beginning of the school year, reflecting the total cost for 2017. Tuition fees and levies may be paid using the options above, but the invoice will show the full year's amount.*

(a) Students who enrol mid-year will usually pay pro rata fees. However, fees payable will be set by the Business Manager. Some fees cannot be calculated using pro-rata e.g. insurances, etc.

(b) The three-year-old Kindergarten (if conducted) does not receive any government funding, and is included within the four year old programme. The four-year-old programme receives only state government funding. Therefore, parents must be aware that costs are somewhat more than those enrolled at Pre-Primary and other sections of the College.

(c) Secondary students (Year 7-12) must purchase their own books according to a *Booklist* that is issued during Term Four of the previous year.

(d) Parents who have decided to send their child to Kindergarten for less time than offered, will be required to pay the full fee because the part time child still takes a place that could be offered to a full time student.

(e) The calculation of fees when a family has secondary and primary students is discounted from the highest fee paying student to the lowest. Discounts for families with multiple children do not apply to Kindergarten (non-compulsory) year groups.

(f) Families with outstanding fees beyond the payment date may have their circumstance reviewed by the College. In cases where the outstanding account is not being addressed effectively, as judged by the College, an enrolment may be cancelled. Without payment the matter will usually be referred to the College's debt collection agency with associated interest fees (6%) payable.

(g) Families eligible for Secondary Assistance through the Commonwealth Government Scheme are encouraged to make this available to the school. Those with an eligible concession card might be able to access payments.

*(h) A full term's notice, in writing to the Principal, must be made before exiting the school, or an additional term's fees will be charged. For example, if a child is not returning for Term 4, then the last day of Term 2 (of the same school year) would be the final date for notice to be made to the Principal. Mid-term notice, which is received after the cut-off date, will attract full fees/charges for the subsequent school term.*

*For your convenience:*

(a) A Notice of Withdrawal Form is available from the school office;

(b) An email may be sent to the Principal using [admin@hillside.wa.edu.au](mailto:admin@hillside.wa.edu.au)

## Exit Notices – Cut-Off Dates 2017

Cut off dates for notice of exit for the 2017 school year are:

Student Exit Date	Final Notice Date
Not entering Term 1, 2017	23/9/2016 (Last Day Term 3, 2016)
Not entering Term 2, 2017	7/12/2016 (Last Day Term 4, 2016)
Not entering Term 3, 2017	7/ 4/2017 (Last Day Term 1, 2017)
Not entering Term 4, 2017	30/6/2017 (Last Day Term 2, 2017)



## How To Install Skoolbag On Your Smartphone

### For iPhone and iPad users:

1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. You will see your school appear, click "Get" then "install".
4. The app is FREE to download.
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you by tapping the on/off switch.



### For Android users:

You must first have signed up with a Google Account before installing the app.

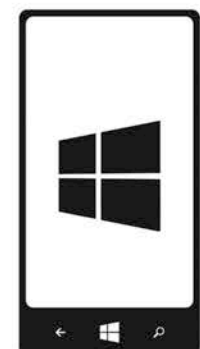
1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you by tapping the on/off switch.



Please Note: Some brands of Android phones need the setting in "Notification Manager" changed to "Allow" instead of "Notify" in order for the push notifications to work. The phone must also be running at least version 4 system software to run the app.

### For Windows 81 Phone and Windows 81 or 10 device users:

1. Go to the Windows Store on your 81 Windows Phone or Windows 81/10 Device
  2. Search for "Skoolbag" in the keyword app search
  3. Install the Skoolbag app
  4. Find your school either by using the keyword search or location service.
  5. Click the "Pin" icon to pin the school tile to your Windows Phone home screen.
  6. Click the "More" button on the bottom right of the App, then "Setup"
  7. Toggle the Push Categories that are applicable to you by tapping the on/off switch.
- Please Note: The Skoolbag Windows App is for 81 version Windows Phones, or Windows 81 and 10 devices.



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A MINISTRY OF  
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TO KNOWLEDGE, ADD WISDOM  
ESTABLISHED 1977