



HILLSIDE  
CHRISTIAN COLLEGE



# PARENT INFORMATION HANDBOOK

2019

PROVIDING CHRISTIAN EDUCATION  
SINCE 1977



## INTRODUCTION

This 2019 Parent Handbook is a general overview of school operations, policy and information. It contains both the main philosophies and practices of the College. Parents should use this Handbook for basic information. More detailed information can be found through accessing specific College policies and other specific handbooks. Parents are encouraged to access emails, the College newsletter, SKOOLBAG App., the College webpage and Facebook site, and hard copy mail outs; these communications provide relevant and timely information. The College *Term Planners* also provide an overview of dates and events.

## SECTION ONE - VISION & MISSION

HillSide's underlying principles are well known. The College was established in 1977, and its core values and beliefs remain in place.

### 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 as 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 providing opportunity for families to learn in a peaceful, Christ-centred environment, where there is meaning and security.*

HillSide is a sanctuary where the Holy Spirit is 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 demonstrate good manners and are courteous and compassionate towards all people. They are courageous in their decision making, those decisions may not always be popular, but will be righteous. They are more confident and caring as a result of being active contributors within, and outside of, the HillSide community.

Our students have an understanding of fairness, justice and wisdom, to know right from wrong.

Our College promotes and equips students to become effective life-long learners, with strong resilience, flexibility, and problem-solving ability.

## THE BELIEFS AND VALUES WE HOLD

HillSide holds the following Biblical principles as beliefs and values:

- 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. Marriage is between a man and woman;
- 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 founding 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, therefore an independent Christian College in a single classroom 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 had grown rapidly, 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. The College, however, reserves the right to enrol only those families it deems able to uphold and sign the *Parent Declaration* at enrolment. Parents and students must also actively maintain satisfactory enrolment conditions.

While the College has strong support and oversight from the HillSide Church, its governance is provided by the College Board, delegated by the Association, and is independent of the Church in general operations. Management of the College lies under the control of the Principal.

In 2019, the essential principles enunciated in 1977 are still being promoted. These principles include:

- To ensure that each child, and family, 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 2019

HillSide Christian College Incorporated

## ASSOCIATION

HillSide Church Eldership

Chairman – Senior Pastor Kerry Pearce



## COLLEGE BOARD

Chairman – Mr. Devon Wynne

Treasurer

Secretary

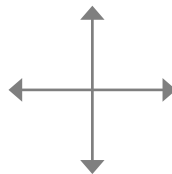
Committees



## PRINCIPAL

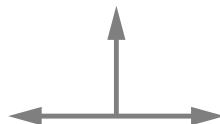
Mr. Stephen Lamont

Deputy Principal (Primary)  
Mrs. Rebecca Marr



Deputy Principal (Secondary)  
Mr. Kim Turton

## TEACHING/NON-TEACHING STAFF



PARENTS & FRIENDS ASSOCIATION

STUDENTS & PARENTS

President  
Treasurer  
Secretary  
Committee

## SECTION THREE - COLLEGE DETAILS AT A GLANCE

Name of College:	HillSide Christian College Incorporated
Address:	336 Hawtin Road, Forrestfield, WA 6058
Telephone:	(08) 9453 2644
Email:	admin@hillside.wa.edu.au
Website:	<a href="http://www.hillside.wa.edu.au">www.hillside.wa.edu.au</a>
Denomination:	Evangelical Christian, non-denominational (owned by HillSide Church)
Affiliations:	HillSide Church Association of Independent Schools of Western Australia (AISWA) Christian Schools Australia (CSA)

### Term Dates 2019:

Teachers commence:	Tuesday 29 <sup>th</sup> January
Office opens:	Wednesday 30 <sup>th</sup> January
First day of College for students:	Monday 4 <sup>th</sup> February
End Term One:	Friday 12 <sup>th</sup> April
Start Term Two:	Tuesday 30 <sup>th</sup> April
End Term Two:	Friday 5 <sup>th</sup> July
Start Term Three:	Tuesday 23 <sup>rd</sup> July
End Term Three:	Friday 27 <sup>th</sup> September
Start Term Four:	Tuesday 15 <sup>th</sup> October
End Term Four:	Friday 25 <sup>th</sup> October (Year 12) Friday 22 <sup>nd</sup> November (Year 11) Friday 6 <sup>th</sup> December (Secondary) Wednesday 11 <sup>th</sup> December (Primary) Friday 13 <sup>th</sup> December (Teaching staff)

### Public Holidays 2019:

Australia Day	Monday 28 <sup>th</sup> January (in holiday period)
Labour Day:	Monday 4 <sup>th</sup> March
Good Friday:	Friday 19 <sup>th</sup> April (in holiday period)
Easter Monday:	Monday 22 <sup>nd</sup> April (in holiday period)
Anzac Day:	Thursday 25 <sup>th</sup> April (in holiday period)
Western Australia Day:	Monday 3 <sup>rd</sup> June
Queen's Birthday	Monday 30 <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 2019 are:

<b>Term 1</b>	Tuesday 29 <sup>th</sup> January - Friday 1 <sup>st</sup> February, 2019
<b>Term 2</b>	Monday 29 <sup>th</sup> April, 2019
<b>Term 3</b>	Monday 22 <sup>nd</sup> July, 2019 (CSA Conference for staff)
<b>Term 4</b>	Monday 14 <sup>th</sup> October, 2019

## Bell Times (School Day):

	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.

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

### Assemblies:

Primary assembly: every second Wednesday 8.50 a.m. (even weeks) in the College library.

Secondary assembly: every Friday before Chapel at 8.50 a.m. at HillSide Church.

### Assessment:

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

NAPLAN: in early Term Two (Year 3, 5, 7 & 9)

OLNA: for Years 10-12 in March and September.

EST: Tasks for Year 12 General students in May.

PAT (ACER): Term Four Years Pre-Primary – Year 10.

WACE: exams in October/November (Year 12).

Internal assessment is the most informative and valuable source of information in relation to students. Teachers maintain an ongoing record of student assessment using a variety of tools and these complement external measures.

Semester Reports provide the College with teacher-based judgements for in-class assessments, 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 (Out of School Hours Care – OSHC):

Out of School Hours Care (OSHC) is offered between 7.00-8.30 a.m. (8.50 a.m. for early childhood children) and between 3.10-6.00 p.m. (Monday to Friday, only during school terms). This facility is operated by HillSide itself, and is government approved. Children who are enrolled in school programmes (K-7) at HillSide Christian College can enrol in this programme. The maximum number usually enrolled is 24 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 outside of school hours. The parent *Xplor* portal is used for all enrolments.

Further details are available from the College office 9453 2644. Childcare rebates are available for eligible families.

### Bibles:

Students are expected to purchase a Bible (CEV – Primary, or NIV – High School). The Bibles are useful in Christian Education classes conducted by teachers. 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;
- Outside of the school boundaries, including Walridge Village and Church;
- Near the carparks;
- In any building sites that might exist.

### Camps:

The Sydney/Canberra camp will be held for Years 6/7 in 2019. The cost is approximately \$2000 per camper. It is held between 17-24<sup>th</sup> August, 2019. Parents of students who are attending need to pay the regular deposits, and complete all paperwork required in order for their child to attend.

Secondary camps are also planned throughout the year. Year 9 students attend an annual camp to Narrogin. Students studying *Outdoor Education* may also have camps planned. The cost of these camps are listed in the “School Fees” 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.

### Canteen:

Lunches are available from the College canteen. The canteen will be a new facility from 2019. A healthy and interesting menu is provided at a low cost. Students may order directly from the canteen, paying with cash, or alternatively online ordering may be undertaken. Please note: online ordering attracts a surcharge.

Students may access the canteen for adhoc purchases at recess and lunchtime. Lunch orders, however, must be made by 9 a.m. on the morning of the lunch order. Lunch orders are collected and delivered to the classroom directly for all year levels.

The canteen can be contacted at: [canteen@hillside.wa.edu.au](mailto:canteen@hillside.wa.edu.au).

### College Board:

HillSide Christian College is governed by a Board, as delegated by the Association under terms of the College’s Constitution. Mr Devon Wynne is the current Board Chairman. The Board establishes the strategic directions of the College, and approves policy. It provides the governance arrangements for the College. The Board can be contacted at [board@hillside.wa.edu.au](mailto:board@hillside.wa.edu.au).



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

#### Communication:

“Skoolbag” is found on the College website and is an App. available for download to most devices. It is the main source of information for parents and families, and should be used by all members of the school community as a resource. The Skoolbag App. can be downloaded from iTunes or Google play store. The information on “Skoolbag” App. is also available via the “Skoolbag” portal on the website [www.hillside.wa.edu.au](http://www.hillside.wa.edu.au).

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). Newsletters are also emailed directly to parents. The website is updated regularly and is becoming an increasingly important form of communication between College and home.

#### 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 and to facilitate a positive outcome for all those involved, 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).
- Step Five:* Write to the College Association (through the Senior Pastor – Kerry Pearce). Mediation or arbitration may be provided at this stage.

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 the 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 Skoolbag link on the College website. It is available in the Skoolbag App. under *Parent Information*, then *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 children to rich learning experiences, especially in numeracy, socialisation, and literacy through inquiry learning play. The school actively implements

SCSA's K-10 syllabus. Pre-Primary is the first compulsory year of schooling, and is programmed through use of SCSA's K-10 syllabus.

#### Emergency and Evacuation:

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

Evacuation and emergency practices at the College are held once per semester, and are signalled by a lengthy sounding of the bell/whistle and 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 at the *College Library*. In the case of fire, the central Muster Point for all students and staff will be the *College Library*. 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 fully support the HillSide philosophy and ethos before being accepted. HillSide welcomes applications from any supportive families.

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 maximum 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:	30 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 1): Years PP-6 mid Term 1;
- Inter-College swimming carnivals for primary and secondary (late Term 1);
- WACSSA basketball, netball, football and soccer events (usually Terms 2/3);
- Cross country running (mid-August) both Intraschool and Interschool;
- Athletics – late Term 3 (faction) and Inter-school (early Term 4).

Primary and Secondary events are published separately. A Term Planner is made available on our "Skoolbag" 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, 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, university placements, 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, are ways in which parents 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 school time, and to encourage young people to develop the discipline of studying at home.

### Fees:

The fees for students in 2019 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 children's school fees are paid promptly as shown on the fee schedule, because these provide the best in resources and experiences for children. The College needs fees and charges paid in a timely manner.

*Please note: A full term's notice, in writing to the Principal, must be made before exiting the school, or an additional term's tuition fees will be charged. Non-payment of fees can also result in enrolment being cancelled. Please contact our Accounts Officer [schoolfees@hillside.wa.edu.au](mailto:schoolfees@hillside.wa.edu.au), 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. The new College plan includes provision for an Arts' building, gymnasium, new office and staffroom, and additional general classrooms.

### 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 always offered between Years 1-8 (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.

### 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 the 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 usually 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.

### 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 (P&F):

The HillSide P&F meets once each month during school terms, and coordinates the fundraising aspects of the College. The current P&F President is Josie McAlees. She can be contacted via email at: [pandf@hillside.wa.edu.au](mailto:pandf@hillside.wa.edu.au).

### Personal Presentation:

Other than students wearing uniforms correctly, 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. Boys need to be clean shaven (if facial hair is present).

Girls' hair: long hair must be tied back with "scrunchies", or plain hair ties, that are school colours i.e.: gold or navy blue. No "prickle" cuts, or unusual stylings are permitted.

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.

#### Whole School Photographs:

The date for whole school photography will be decided early in 2019, 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 PE skills for all students, and develop student fitness and interest in sport and active recreation. In the primary section, 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, so 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 the College Board requirements, and within the context of various legislations, the School Curriculum & Standards Authority (SCSA) and Department of Education (DET) standards. HillSide is an independent school and therefore provides its own policy framework, which is in-line with good practice and school registration requirements. The College uses AISWA and CSA to advise it regarding formulation of policy frameworks.

Each staff member has access to all College policy documents, and is expected to act in a way that shows compliance with policies. Parents are also obliged to observe all College 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 Skoolbag App.

#### 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, therefore 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 these appointed days;
- Parents are encouraged to contact the College if there is any concern to discuss student progress.

### Staff Handbook:

The *Staff Handbook 2019* outlines the precise procedures that are followed in the College. The information is a summary of school operations. It is revised each year. Staff use this general guide, along with more specific policy information, to make decisions and operate effectively.

### Staff meetings:

Staff meetings are held Mondays from 3.30–4.30 p.m. in 2019 for both primary and secondary staff. Parents are requested to be prompt in collecting children Mondays, and not to request interviews with teachers on this day. By avoiding occupying teachers' time after school on Mondays, teachers are able to get respective meetings 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. This is agreed at enrolment. This is a K-12 requirement, unless an alternative programme is approved by the Principal;
- 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)), or via the Skoolbag App.. 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 or 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 at 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 liaison with the family.

### Substance Abuse:

Possession by students of prohibited drugs will result in immediate suspension, and probable expulsion. This includes tobacco, alcohol or illegal drugs.

### 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:

Navy Blue, White and Gold are the colours of HillSide Christian College. The uniform reflects these colours, and it is required that all students wear the uniform while at school and also at some after-hours, official College functions. Please refer to the specific *Uniform Policy Booklet* for more detail.

Please note uniform ordering will be done online in 2019. The process will be communicated to parents via the Skoolbag App.

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.

The College hat must be worn when students are outside.

The College stocks HillSide school bags. The official College bag is now part of the Uniform Policy.

### 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. This can also be done via the Skoolbag App., or by contacting the College administration 9453 2644 or by email to: [admin@hillside.wa.edu.au](mailto:admin@hillside.wa.edu.au).

### 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, and may include suspension and/or 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.

HillSide encourages members of the College community to volunteer.

## 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 obeying His Word and ethics.

Students react to discipline in different ways. The College wants resolutions to issues, so that negative behaviour is reduced. Therefore, discipline is practised on a case-by-case basis within the context of the Biblical model – *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, and centre around respect for self and others.

Classroom teachers administer the rules of their class according to a common sense approach and based on an 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 notification to parents/students, if rules have been transgressed, or if inappropriate behaviour is exhibited.

Students who continue to breach the rules are sent to the office, and are counselled by the Deputy Principal with other behaviour slips (in diary/email). If misbehaviour continues, further notification 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, and parents becoming more 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. Out-of-College suspension will 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 section, 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/expulsion 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 Student Care

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 the 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, end-of-term rewards provide rewards for positive behaviour. Stamps in the diary, or written affirmations, 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. 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 help students 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 2019-2021

HillSide Christian College has a 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;
- Strategic Plan – that addresses the key priorities of the College Board;
- College budget;
- Operational Plans and Policies.

The College *Strategic Plan 2019-2021* 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:

- **Community:** a community built on Christ's teachings and love;
- **Future:** a sustainable future;
- **Excellence:** an excellent teaching and learning programme;
- **Balance:** 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.

## 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 (School 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. 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.

The Schools Health Nurse visits the College on a regular basis and conducts appropriate screening as well as checking students upon request from staff members or 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, immunisation for cervical cancer.

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:

- New Secondary Science block;
- Office/administration building at the front of the College;
- A spacious Library/ICT building;
- Kindergarten and Pre-primary centres;
- Classroom which are used as the Before and After School Care facility;
- Double Classrooms separated: ICT room and Japanese room
- All new general classrooms (all under 15 years old);
- Undercover area (Primary);
- A gazebo area for quiet activities;
- A large grass area between classrooms;
- Full sized basketball court and half court;
- A grass oval;
- Secondary classrooms; Hospitality, D&T, Manual Arts' shed and General purpose areas.
- 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.

## SECTION EIGHT - CONCLUSION

This booklet is not an exhaustive introduction to HillSide Christian College, and you may have other questions about the College and its operations.

It is important that there be regular communication between parents, and the College. You are invited to contact the College. 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 these changes can affect your child's behaviour and well-being.

The College wants to bring out the best in your child, and to do this within a Christian context. We also want to work in partnership with each family to deliver a quality Christian education. Most of all, we want your child to have a bright future, and know the love of Jesus in their life.

Regards,



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

October, 2018

# FEES AND CHARGES SCHEDULE

## 2019

The information in this schedule should be used by parents/carers to calculate total fees and charges for 2019. The total fees and charges consist of adding Tuition Fees (Part A) and Levies (Part B). The Payment Schedule is outlined in Part C and please be aware of the Exit Notice requirements. Please note the main components listed below in relation to fees and charges:

- Enrolment Application Fee
- Education Bond
- Part A - Tuition Fees
- Part B - Levies (Please use respective applicable Primary or Secondary table/s)
- Part C – Payment Schedule 2019
- Exit Notices – Cut-off dates 2019

**ENROLMENT APPLICATION FEE:**            \$100.00

Parents seeking to enrol their child/ren at HillSide Christian College shall make an application, and attend an interview as part of the enrolment procedure. A non-refundable enrolment application fee of \$100 is payable when an enrolment application form is submitted.

**EDUCATION BOND:**            \$500.00

A Family Educational Bond 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. In summary, the Bond is **not refundable** if:

- Any student leaves the College before starting Year One (having entered in Kindergarten or Pre-Primary years);
- There are outstanding fees or charges payable to the College;
- A family (student/s), pre-accepted for entry to the College, declines the position, and does not fill the enrolment.

### **PART A - TUITION FEES 2019**

Annual Tuition Fees per child:

Year Level	First Child	Second Child	Third Child	Fourth Child +
Kindergarten	\$2,400	No discount applies		
Pre-Primary-Year 6 (Primary)	\$3,348	\$2,678	\$2,008	No fee
Years 7 - 12 (Secondary)	\$3,996	\$3,198	\$2,398	No fee

Please note: families with four or more children from Pre-Primary to Year 12 do not pay tuition fees for the fourth and other subsequent children. However, Kindergarten children do not attract a discount. Levies are applied to all students in all years at the College, and there is no discount for levies

## PART B - LEVIES

### EARLY LEARNING & PRIMARY LEVIES (Kindergarten to Year 6)

Levies are charged per student, and need to be added to Tuition Fees (PART A).

Year Level	Unit amount for Levies \$						
	General Amenities	Resources	Swimming	Booklist	ICT Levy	Total	Camps (additional)
4K	200	100		200	100	600	
PP	200	100	100	200	150	750	
1	200	100	100	200	150	750	
2	200	100	100	200	150	750	
3	200	100	100	200	150	750	
4	200	100	100	200	150	750	
5	200	100	100	200	150	750	
6	200	200	100	200	150	850	2000 (approx.)
Additional Building Fund (Tax Deductible – Voluntary)					200		

### PRIMARY FEES AND LEVIES NOTES

- All fees and levies are compulsory.
- The camp levy applies to the Year 6/7 2019 Sydney/Canberra camp and is charged separately. Initial instalments will be due in late 2018, with subsequent payments due throughout 2019.
- General Amenities** fee includes charges for copying, student insurance, bus use, Year Book, Christian Living programme, and other consumable items.
- 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.
- Year 6 **Resources** fee includes graduation dinner, leavers' shirt, and associated excursion.
- 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.
- After school clubs will be charged separately, and individually based on actual cost of provision. These are not included in this schedule.
- 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.
- 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).

## SECONDARY SCHOOL LEVIES (Years 7 – 12)

Levies are charged per student, and need to be added to Tuition Fees (PART A).

Year level	Levies unit amount \$				
	General Secondary Amenities Fee	Resources	ICT Levy	Total	Camps (additional)
7	300	300	200	800	2000 (approx.)
8	300	300	200	800	
9	300	300	200	800	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 FEE AND LEVIES NOTES

- All fees and levies are compulsory.
- Attendance on camps is compulsory (except Sydney/Canberra) and will be charged separately. It is a requirement in the enrolment agreement that all students participate in the full College curriculum.
- Year 7-12 students will purchase their own textbooks and most consumables from a booklist. The school will purchase some minor consumable items.
- General Amenities fee includes charges for copying, student insurance, bus use, Year Book, Christian Living programme, and other consumable items.
- 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 rewards.
- 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.
- After school clubs will be charged separately and individually based on actual cost of provision. These are not included in this schedule.
- 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 charged separately.
- Year 12 Formal (Ball) and Leavers Jacket will be charged separately.
- 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.
- Subject fees are payable for Years 7-10 undertaking specific option subjects. Please refer to the 2019 Booklist for these amounts.

## ICT PURCHASES

1. Students in Years 10-12 will be required to purchase a MAC laptop which is specified under College policy. This should be purchased through the College provider. Please refer to the specific information pack related to this initiative.
2. Students entering in Year 7 in 2019 will be required to purchase the College iPad. Please refer to the specific information pack related to this initiative. All students Years 7-9 need a College approved iPad purchased through the College provider.

## PART C PAYMENT SCHEDULE 2019

### FEES AND CHARGES PAYMENTS

There will be three payment options for paying College fees and charges in 2019:

#### 1. Full Year's Tuition Fees and Levies Payment:

Payment for the full year's tuition fees and levies (total) for Years Pre-Primary to Year 12 incurs a discount of 5% on the tuition fees (not applicable to any 'Levies', or Kindergarten Tuition Fees or Levies). This payment must be made before **1st March, 2019**.

#### 2. Term Payments:

Payable in four instalments as per dates, below.

Payment 1: Due by	1 <sup>st</sup> March, 2019
Payment 2: Due by	24 <sup>th</sup> May, 2019
Payment 3: Due by	16 <sup>th</sup> August, 2019
Payment 4: Due by	8 <sup>th</sup> November, 2019

It is important that parents, who wish to pay term-by-term, must meet payment timelines listed above. Parents, who are unable to meet the timeline, may be required to transfer to Direct Debit arrangements.

#### 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 **8<sup>th</sup> November, 2019**. The Direct Debit payment needs to be calculated as the total 2019 fees/charges divided by the payment option increments selected. Three payment scenarios are:

Option 1:	Weekly – 40 Payments (with first payment due by 8 <sup>th</sup> February, 2019)
Option 2:	Fortnightly – 20 payments (with first payment due by 8 <sup>th</sup> February, 2019)
Option 3:	Monthly – 10 payments (February to November)

### ADDITIONAL FEES AND CHARGES INFORMATION

*Please note: 2019 Tuition fees and levies will be invoiced at the beginning of the school year. Tuition fees and levies may be paid using the options above, but the invoice will show the full year's amount.*

1. Students who enrol mid-year will usually pay pro rata levies. Some levies cannot be calculated using pro-rata e.g. insurances, swimming, etc.
2. Mid-term enrolments will pay the full term's tuition fee for that term. Tuition fees will be applied normally from that point forward.



3. The four-year-old Kindergarten 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.
4. Parents who have decided to send their child to Kindergarten, or any other school year, than offered, will be required to pay full fees because a part-time enrolment still takes a place that could be offered to a full time student.
5. Secondary students (Year 7-12) must purchase their own books according to a *Booklist* that is issued during Term Four of the previous year.
6. The calculation of fees, when a family has both 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.
7. Families with four or more children between the school years Pre-Primary to Year 12, will only pay Tuition Fees for a maximum of three children who are enrolled concurrently. Levies are still applicable to all children enrolled. Kindergarten is not discounted in any respect.
8. Families with outstanding fees beyond the payment date will have their circumstance reviewed by the College. In cases where the outstanding account is not being addressed effectively, as judged by the College, the enrolment may be terminated. Without payment, the matter will usually be referred to the College's debt collection agency. Associated additional charges may be payable by the family, including six percent interest on the outstanding debt and possible debt management fees.
9. Families eligible for Secondary Assistance through the Commonwealth Government Scheme are encouraged to make this payment available to the College. Those with an eligible concession card might be able to access these payments.

#### NOTICE OF WITHDRAWAL

*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 in writing to the Principal. Mid-term notice, which is received after the cut-off date, or notice received in the school term preceding exit, will attract full fees/charges for the subsequent school term.*

*For parents' convenience:*

- (a) A *Notice of Withdrawal Form* is available in hard copy from the school office, or, alternatively;
- (b) An email may be sent to the Principal: [admin@hillside.wa.edu.au](mailto:admin@hillside.wa.edu.au), stating the date, student/s name/s, and intention to exit.

#### Exit Notices

Cut off dates for notice of exit for the 2019 school year are:

##### Student Exit Date:

Not entering Term 1, 2019  
 Not entering Term 2, 2019  
 Not entering Term 3, 2019  
 Not entering Term 4, 2019  
 Not entering Term 1, 2020

##### Final Notice Date:

**21/9/2018** (Last Day Term 3, 2018)  
**7/12/2018** (Last Day Term 4, 2018)  
**12/4/2019** (Last Day Term 1, 2019)  
**5/7/2019** (Last Day Term 2, 2019)  
**27/9/2019** (Last Day Term 3, 2019)

## EFT INTO COLLEGE BANK ACCOUNT:

Payments may be made by EFT from your bank account into the College account. It is essential to put your 'Family Code' (seen on Family Fee Statement) in the payment reference section.  
School fees and charges account: (Family Code required as reference)

### EFT into the College School Fees & Charges account:

Bank: Westpac  
Acc Name: HillSide Christian College  
BSB: 036065  
Bank Account: 380512  
Branch: Kalamunda

### EFT into the College Building Fund (Tax Deductible - voluntary):

Bank: Westpac  
Acc Name: HillSide Christian College  
BSB: 036065  
Bank Account: 389488  
Branch: Kalamunda

### EFT into the College Scholarship Fund (Tax Deductible - voluntary):

Bank: Westpac  
Acc Name: HillSide Christian College  
BSB: 036065  
Bank Account: 405337  
Branch: Kalamunda



HILLSIDE  
CHRISTIAN COLLEGE

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TEL: (08) 9453 2644  
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A MINISTRY OF  
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**TO KNOWLEDGE, ADD WISDOM**  
ESTABLISHED 1977