



HILLSIDE
CHRISTIAN COLLEGE



Parent Information Handbook 2021

To knowledge, add wisdom

www.hillside.wa.edu.au



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INTRODUCTION



This 2021 Parent Handbook is a general overview of College operations, policy and information. It contains the main philosophies and practices of the College. Parents should use this handbook for basic information. More detailed information can be accessed through other College policies and specific handbooks. Parents are encouraged to access emails, SEQTA ENGAGE, newsletters, Skoolbag App., the College webpage and Facebook site, and hard copy mail outs. These communications provide relevant and timely information. The College *Term Planners*, are available on the SEQTA ENGAGE portal.



SECTION ONE - VISION & MISSION

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

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

HillSide's purpose is to provide high quality, affordable Christian education for K-12 students in the local community and provide 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; these decisions may not always be popular, but will be righteous. Students 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.

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."



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 or sex. 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 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 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 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 people 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 parents to enrol their children, provided they, and their family, affiliate with the Christian ethos and direction of the College. The College, however, reserves the right to enrol only those families deemed 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, as delegated by the HillSide Association, and is independent of the Church in general operations. Management of the College lies under the control of the Principal.

In 2021, the essential principles enunciated in 1977 are still being promoted. These principles include the following:

- That each child, and family, comes to a saving knowledge of Jesus Christ, and becomes an 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.



2021

Hillside Christian College Incorporated

ASSOCIATION

HillSide Church Eldership
Chairman – Senior Pastor Kerry Pearce



COLLEGE BOARD

Chairman – Mr. Devon Wynne
Treasurer
Secretary
Committees



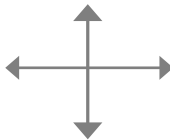
PRINCIPAL

Mr. Stephen Lamont

Business Manager
Jim Tsokos

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:	www.hillside.wa.edu.au
Denomination:	Evangelical Christian, non-denominational (owned by HillSide Church)
Affiliations:	HillSide Church Christian Schools Australia (CSA) Association of Independent Schools of Western Australia (AISWA)

TERM DATES 2021:

Office opens:	Wednesday 20 th January
Teachers commence:	Monday 25 th January
First day of College for students:	Monday 1 st February
End Term One:	Thursday 1 st April
Start Term Two:	Tuesday 20 th April
End Term Two:	Friday 25 th June
Start Term Three:	Tuesday 20 th July
End Term Three:	Friday 24 th September
Start Term Four:	Tuesday 12 th October
End Term Four:	Friday 15 th December (Year 12) Friday 10 th December (Secondary 7-11) Tuesday 14 th December (Primary K-6) Friday 17 th December (Teachers/Assistants)

PUBLIC HOLIDAYS 2021:

Australia Day	Tuesday 26 th January (in holiday period)
Labour Day:	Monday 1 st March
Good Friday:	Friday 2 nd April (school holidays begin)
Easter Monday:	Monday 5 th April (in holiday period)
ANZAC Day:	Monday 26 th April
Western Australia Day:	Monday 7 th June
Queen's Birthday	Monday 27 th 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 2021 are:

- Term 2** Monday 19th April, 2021
Term 3 Monday 19th July, 2021
Term 4 Monday 11th October, 2021

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	12:45 p.m.	12:45 p.m.
Third session:	N/A	1:20 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 (Years 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:

ATAR 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). Vacation Care is available as advertised, and is dependent on enrolment numbers. This facility is operated by HillSide itself, and is government approved. Children who are enrolled in school programmes (K-8) at HillSide Christian College

can enrol in this programme. The maximum number usually enrolled is 40 per session. It is a condition of enrolment in this programme that every child must be manageable in this setting.

Vacation Care programmes are available in every school holiday period. Please see the College's OSHC web page for details. The OSHC is closed for four weeks over the Christmas holiday period, as advertised. The Vacation Care hours are 7.30 a.m. – 5.30 p.m.

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 (08) 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.

Years 4-12 students will also have the *You Version Bible App* loaded onto their devices. This App. is also available from the App. stores.

BICYCLES/ SCOOTERS:

Bicycles can be parked at the College when children ride to school. However, 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. Parents are reminded that helmets are compulsory, and that students need to dismount their cycles or scooters on school grounds and walk to and from the bicycle storage area.

BOUNDARIES:

Students are not permitted to leave the College during the day without written permission from parents/carers, or 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 or in the carparks;
- In any building sites that might exist.



CAMPS:

The Sydney/Canberra camp will be held for Years 6/7 in 2021. The cost is approximately \$2000 per camper. It will be held on 14-21 August, 2021. For current Year 6/7 students intending to travel on this camp, a camp payment plan and full payment of school fees is required.

Secondary camps are also planned throughout the year. Year 7 students have a three day orientation camp at the start of 2021; Year 9 students attend an annual camp to Narrogin in Term Two; and there are Outdoor Education camps throughout 2021 for Year 7-12 students studying this course. Camps that apply to a whole year group are advertised in the levy table. Camps that are based on a subject (e.g. Outdoor Education) are published and costed on the Booklist, as part of the subject fee.

All camps are costed within charges and fees, except for the Sydney/Canberra camp. These costs must be met by the parents. All camps are directed towards achieving specific learning outcomes, and are organised and conducted in accordance with the appropriate College policy. All camps within the state are compulsory.

CANTEEN:

Lunches are available from the College canteen. A healthy and interesting menu is provided at 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 small surcharge. Online ordering is available through Quickcliq. Parents wishing to create an online ordering account may do so at: <http://www.quickcliq.com.au>

Secondary students may access the canteen for ad hoc purchases at recess and lunchtime. Online orders, however, must be made by 8.30 a.m. on the morning of the lunch order. Lunch orders are collected and delivered to the classroom directly for all year levels within the Primary School.

The canteen also appreciates parent volunteers, therefore expressions of interest can be emailed to the Canteen coordinator.

The canteen can be contacted at:
canteen@hillside.wa.edu.au

CHILD PROTECTION:

HillSide Christian College is committed to the welfare of children and families. It has clear policies that provides a Child Safe framework. In particular, all staff sign a Code of Conduct that articulates and enforces appropriate relationships and behavioural protocols. Another chief policy of the College is the Child Protection Policy, which provides appropriate structures and mandatory reporting responsibilities. In the classrooms, all students K-10 undertake a Protective Behaviours' curriculum that encourages children to be appropriately assertive and equipped in communicating any issues or anxiety to a trusted network of adults. The Child Protection Policy is available on SEQTA ENGAGE.

Child protection requires that all community members are vigilant and committed to the welfare of children. Should any parent, staff or community member observe an inappropriate behaviour or problem, in terms of Child Protection, they are able to contact the Principal directly at principal@hillside.wa.edu.au or, alternatively, in relation to management, to the College Board at board@hillside.wa.edu.au.

CLASS SIZE:

Below are general maximum class numbers (may vary slightly). HillSide is usually below non-government schools' regulation standards. Practically, HillSide has maintained lower class numbers where possible. The following nominal class sizes are a general guide:

Kindergarten: 1:10 Adult to Child ratio (minimum). 30 students max. per teacher.

Pre-Primary: 1:15 Adult to Child ratio (minimum). 30 students max. per teacher.

Years 1-3: 24 students
(Non-government school standard = 24)

Year 4: 30 students
(Non-government school standard = 32)

Years 5-6: 31 students
(Non-government school standard = 32)

Years 7-10: 30 students
(Non-government school standard = 32)

Years 11-12: 25 students
(Non-government school standard = 25)

COLLEGE BOARD:

HillSide Christian College is governed by a Board, as delegated by the HillSide 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.

Ordinary Board meetings are held on the third Thursday of each month. The A.G.M. is held in March by the HillSide Association.



COMMUNICATION:

SEQTA ENGAGE is the main communication medium for parents. Students in high school are also able to access SEQTA LEARN, which is a student portal. Parents are encouraged to read *DireQt Messages* (internal email) and use SEQTA's "Documents" section to access College policies. SEQTA also provides parent access to:

- Semester Reports;
- Assessments (where applicable);
- Course Outlines and teaching schedules;
- Policies and procedures;
- Notices;
- Student information, including attendance, behaviour, etc.

The link for the SEQTA ENGAGE portal is:

<https://engage.hillside.wa.edu.au>

All parents need to access SEQTA ENGAGE in order to be informed about their child and College operations. Parents are issued a login at

enrolment, however, any parent unable to access the SEQTA portal should either email: portalhelp@hillside.wa.edu.au or, alternatively, phone the office: 9453 2644.

SKOOLBAG is another general communication tool used by the College. This App. is found on the College website, and is a free App. available for download from iTunes or Google play store. Skoolbag works on most devices. It is another source of information for parents and families, and should be used by all members of the school community as a resource. The information on “Skoolbag” App. is also available via the “Skoolbag” portal on the website www.hillside.wa.edu.au. SKOOLBAG will eventually be redundant as SEQTA becomes more understood and utilised.



The College issues a fortnightly newsletter (even weeks) to update parents on forthcoming events, policy summaries, and ideas. The newsletters distributed to families via SEQTA ENGAGE and email.

Facebook accounts are held by the College. The main College Facebook page is:

<https://www.facebook.com/hillsidechristiancollege1>

Other year-level, private Facebook pages exist for parents. These are accessible via membership only. Parents are invited to use these private class pages to communicate about events and needs related to their own child within the context of the class group.

Email and hard copy notices are also a key source of communication. Private information is sent via these mediums. Parents are asked to keep their contact details current in order to facilitate good communication.

The College issues multiple types of communication in order to make sure all stakeholders are informed. If a parent is unable to receive information, or they cannot access any communication medium, then they are asked to email: admin@hillside.wa.edu.au or phone the office: 9453 2644 in order to rectify the situation.

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 in line with law and the College policy framework.

The Complaints Management procedure is continuously displayed on SEQTA ENAGE. It is available on SEQTA ENGAGE under the *Documents* link.



DEVICE PROGRAMME (ICT):

The College utilises Information and Communication Technology (ICT) to enhance learning outcomes. ICT is an Australian Curriculum cross curriculum priority. This means that students need to be proficient in their use of ICT and that all subject should use ICT to enhance learning. In 2021, the College has moved to a new 1:1 Device programme to support these goals.

The device programme will involve (either) an iPad or Macbook (laptop) depending on the student's year group. The table below shows the plan for 2021 and beyond:

- The year levels: 4, 5, 6, 7 and 10 have the provision of a school-owned device that attracts an annual hire charge for three years;
- The device includes software, security, case (iPads only) and bag;
- Insurance is provided as part of the package;
- Newly enrolled students in any year (4-12) will also hire a device;
- Existing students (2021) in Years 8, 9, 11, 12 with a previously purchased device retain this device.

The following table shows the particulars involved:

<i>Year Level</i>	<i>Device</i>	<i>Annual Cost</i>	<i>Information</i>
4	iPad package	\$300 + ICT LEVY	New programme, annual cost paid
5	iPad package	\$300 + ICT LEVY	New programme, annual cost paid
6	iPad package	\$300 + ICT LEVY	New programme, annual cost paid
7	iPad package	\$300 + ICT LEVY	New programme, annual cost paid
8	iPad package	\$300 + ICT LEVY	Only applicable for students enrolled in 2021. Pre-existing students use current device
9	iPad package	\$300 + ICT LEVY	Only applicable for students enrolled in 2021. Pre-existing students use current device
10	Laptop package	\$600 + ICT LEVY	New programme, annual cost paid
11	Laptop package	\$600 + ICT LEVY	Only applicable for students enrolled in 2021. Pre-existing students use current device
12	Laptop package	\$600 + ICT LEVY	Only applicable for students enrolled in 2021. Pre-existing students use current device

Please note: in 2021 those students in Years 8, 9, 11 and 12 will retain their existing device and do not need to hire a new device from the school. Only students entering Years 4, 5, 6, 7 and 10 will be charged for and issued a new device (as shown in the table above). Newly enrolled students in all Years 4-12 will also participate the new programme as outlined above.

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 for young people, and to introduce children to rich learning experiences, especially in numeracy, socialisation, and literacy through inquiry learning play. The College actively implements SCSA's K-10 syllabus. Kindergarten utilises the Early Years Learning Framework (EYLF). This includes three main outcomes: being, belonging and becoming. 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 procedures 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 (K-6) are required to assemble under the supervision of their teacher (at the time) in an area on the *College Oval* (*Muster Point*) while Secondary students (7-12) should assemble at the *College Library*. In the case of

fire, the central Muster Point for students and staff will be the *College Library* (*Secondary*) or *Undercover Area* (*Primary*). Emergency attendance registers are taken by teachers to ensure that all students are present.

ENROLMENT:

Intending applicants are required 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 desiring a Christian education for their child.

The enrolment process is found on the College website, at the following link:

<https://www.hillside.wa.edu.au/enrolments/enrolment-process/>

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 **SEQTA ENGAGE** and the *Skoolbag* App. These are also published in the newsletter when released or updated.

EXCURSIONS AND INCURSIONS:

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

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

Primary and Secondary excursions and incursions are published separately. A Term Planner is made available on **SEQTA ENGAGE** and the *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: 20-30 mins/day

Year 4-7: 30-45 mins/day

Lower Secondary:

60 mins per day (sometimes extended)

Upper Secondary:

120-150 mins per day (sometimes extended)

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.

IMMUNISATION:

The State government has increased requirements for immunisation. These changes are aimed at increasing the rates of immunisation for all children. HillSide supports all children being vaccinated and works with the Health Department in implementing ethical immunisation programmes. It is now law that no child may be enrolled in Kindergarten unless they have been fully immunised. Therefore, any request to enrol an unimmunised child into HillSide's Kindergarten programme will be declined.

HillSide does offer enrolment places to unimmunised children from Pre-Primary to Year 12, however, it does not encourage the non-immunisation of children. It is recognised that the law does not prevent enrolment on the basis of immunisation from Pre-Primary onwards, however, any unimmunised child will be excluded from school in the event of a notifiable disease. The Health Department now also requires full disclosure of student data in relation to immunisation status.

FEES:

The school *Fees and Charges'* schedule for 2021 is available on the school website.

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. Fees provide the best 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, 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. A new Arts' facility will be constructed in 2021. In 2021, the College also expects to start the planning and construction of an additional six classroom block in the high school area. The College Master Plan also includes provision for an Arts' facility, sports' hall, new office, classrooms and staffroom.

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 also provided as a subject to all students and integrated into subject content where appropriate. This forms effectively a ninth subject.

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 within the school grounds that is uncertain or dangerous for students, *Lock Down* will be implemented, where students are locked in their classrooms with staff until the situation is made safe. Information alerting staff members to this requirement will be given over the telephone broadcast facility. Lock Down practice at the College is 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 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 reached, the Principal, or his delegate, may take the child to a doctor or call an ambulance in extreme cases.



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.

PERSONAL PRESENTATION:

Other than students wearing uniforms correctly, the following points are made about personal presentation:

Boys' hair: The College expects male students to have a 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: 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, no other piercings are permitted in boys or girls other than what has been described above.

Makeup: Makeup is not permitted. Please refer to the College’s *Uniform Policy* for full details.

Year 12 students have special uniform provision based on their age, and the fact that it is their last official school year. These privileges are at the discretion of the Principal, and may be rescinded at any time. These uniform concessions are part of the graduation process and an acknowledgement of compliance shown over many years by the students in this year group.

If you have any concerns over aspects of your child’s presentation or uniform, 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 2021, and can include individual, family, class group, and Year 6 and 12 graduation photographs. The date for the photographs is usually in Term Two.

PHYSICAL EDUCATION (PE):

PE specialists coordinate these programmes and aim to introduce a variety of PE skills for all students, and develop fitness and interest in sport. 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 non-government school registration requirements. The College uses AISWA and CSA to advise it regarding formulation of policy frameworks.

Policies are available for parental access on SEQTA ENGAGE using the appointed login.

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.

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). The other important points about reporting are:

- 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 Behaviour is sent home at the end of Term One. 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 to allow discussion to take place in relation to student progress. Each respective section of the College will close early on this appointed day;

- Parents are encouraged to contact the College, if there is any concern, to discuss student progress.

STAFF HANDBOOK:

The *Staff Handbook 2021* outlines the precise procedures that are followed in the College. The information is a summary of College 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 2021 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 absence 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:

Student attendance is a vital component to enhance educational outcomes. The following points are made for the benefit of parents:

- 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), 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 is performed online. The process is communicated to parents via the SEQTA ENGAGE and the Skoolbag App. The online link for PermaPleat uniform orders is:

<https://hillsidechristiancollege.permapleat.com.au/shop/>



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 College uniform.

The College hat must be worn when students are outside.

The official College school bag is part of the Uniform Policy.



UPDATING FAMILY DETAILS:

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 (08) 9453 2644 or by email to: 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 (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 (8.00 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 proactive way (preventive strategies) and reactive (after the event). The aims of our care of students are to:

- Minimise student misbehaviour especially bullying by addressing the causes of the misbehaviour (proactively) and acting against specific incidents (reactively);
- Create a culture of respect and care for one another where young people know what is appropriate behaviour;
- Prevent child abuse and all forms of violence. Any form of corporal punishment is prohibited at school;
- Develop the leadership skills of students;
- Honour God by obeying His Word and ethics.

Students react to discipline in different ways. The College wants resolution of 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 College's *Behaviour Management Policy* is available to parents directly from the front office or online.

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 Primary School assembly to recognise achievement (for schoolwork and/or positive behaviour).

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 with professional rapport fostered.

The College Chaplains support 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.

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. External suspension will be the outcome of ongoing misbehaviour. Students may have one period of external suspension. A second period may result in the student's enrolment being terminated by the College. This is necessary 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. The 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 SEQTA ENGAGE *Documents* section.



STUDENT CODE OF CONDUCT

As a Child Safe school, HillSide directs its effort towards supporting, protecting and educating all students. A key aspect of this is providing scope for students to have access to pastoral care, effective support, and to be heard. The *Student Code of Conduct* is a core document that encapsulates the intention and practice of the College. This Code outlines students' rights and responsibilities, and provides a framework for student engagement and support. Students are encouraged to report abuse, concerns or issues to support staff such as Deputy Principals, teachers and/or Chaplains.



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 *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 four key areas. These are:

1. Community: a community built on Christ's teachings and love;
2. Future: a sustainable future;
3. Excellence: an excellent teaching and learning programme;
4. 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
A culture that promotes learning
An expert teaching team
Differentiated teaching and learning
School community partnerships
Analysis and discussion of data
Targeted use of school resources
Systematic curriculum delivery
Effective pedagogical practices



SECTION SIX - COMMON ILLNESSES

In a close community like a College, communicable diseases can occur. Parents/carers are advised that *children who are sick should stay at home and not return until they have recovered*. Preventing the spread of illness within the HillSide community is a priority.

COVID-19 Hygiene and Prevention Measures

In 2021, the development and use of potential vaccines may well reduce the spread and severity of COVID-19. However, the College will be proactively and reactively ready to respond to further outbreaks or negative developments. Communication with families and stakeholders is key and is a part of the College's *Pandemic Response Policy*.

In summary, the following general measures remain in place as general strategies:

- Health WA COVID-19 advice to schools is followed implicitly until the pandemic is over;
- AISWA and CSA provide additional guidance and support to the College as required;
- High level hygiene practices remain in place and can be extended as required by the circumstance and Health WA advice;
- Sick children, parents, stakeholders and staff remain off-site;
- Some key hygiene measures involve social spacing, hand washing regimes, additional cleaning practices, restricted activities and face masks if required;
- The College will adapt and implement its COVID-19 plan based on government advice.

In terms of other communicable diseases, the following describes responses to specific diseases:

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 School 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. Please let the Nurse or the College know if you have a concern.

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

Year 8: Immunisation – Hepatitis B, whooping cough, tetanus, diphtheria, chicken pox, pertussis, tetanus, immunisation for cervical cancer.

Year 10: Meningococcal

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.



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;
- Classrooms which are used as the Out of School Hours Care (OSHC) facility;
- Double Classrooms separated;
- 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;
- 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.

January, 2021



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