



**HILLSIDE**  
CHRISTIAN COLLEGE

# Parent Handbook 2023



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## INTRODUCTION

This 2023 Parent Handbook provides 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;
- Consent2GO;
- Newsletters;
- College webpage;
- Facebook site;
- 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 & 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 death, 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 - 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 (a ministry of HillSide Church)
Affiliations:	HillSide Church Christian Schools Australia (CSA) Association of Independent Schools of Western Australia (AISWA)

### OUR SCHOOL DAY (BELL TIMES)

	KINDERGARTEN	PRE-PRIMARY	PRIMARY (Y1-Y6)
FIRST SESSION:	8:40 a.m.	8:30 a.m.	8:30 a.m.
RECESS:	10:30 a.m.	10:30 a.m.	10:30 a.m.
SECOND SESSION:	11:10 a.m.	11:10 a.m.	10:55 a.m.
LUNCH:	12:45 p.m.	12:45 p.m.	12:45 p.m.
THIRD SESSION:	1:45 p.m.	1:45 p.m.	1:20 p.m.
END OF SCHOOL:	3:00 p.m.	3:10 p.m.	3:10 p.m.

	SECONDARY (Y7-Y12)
FORM CLASS	8:30 a.m.
PERIOD 1	8.40 a.m.
PERIOD 2	9.35 a.m.
RECESS:	10:30 a.m.
PERIOD 3	10:55 a.m.
PERIOD 4	11.50 a.m.
LUNCH:	12:45 p.m.
PERIOD 5	1:20 p.m.
PERIOD 6	2:15 p.m.
End of school:	3:10 p.m.



## KEY DATES 2023

Office opens for 2023:	Monday 16 <sup>th</sup> January
Teachers and assistants commence:	Monday 23 <sup>rd</sup> January
Office closes for 2023:	Wednesday 20 <sup>th</sup> December

## TERM DATES FOR STUDENTS 2023

TERM	FIRST DAY	LAST DAY
Term 1	Wednesday 1 <sup>st</sup> February	Thursday 6 <sup>th</sup> April
Term 2	Wednesday 26 <sup>th</sup> April	Friday 23 <sup>rd</sup> June
Term 3	Tuesday 18 <sup>th</sup> July	Friday 22 <sup>nd</sup> September
Term 4	Tuesday 10 <sup>th</sup> October	Friday 13 <sup>th</sup> October (Year 12) Friday 8 <sup>th</sup> December (Years K-11) Friday 15 <sup>th</sup> December (Teachers/Assistants)

## PUBLIC HOLIDAYS 2023

Australia Day	Thursday 26 <sup>th</sup> January (in school holiday period)
Labour Day:	Monday 6 <sup>th</sup> March
Good Friday:	Friday 7 <sup>th</sup> April (in school holiday period)
Easter Monday:	Monday 10 <sup>th</sup> April (in school holiday period)
ANZAC Day:	Tuesday 25 <sup>th</sup> April
Western Australia Day:	Monday 5 <sup>th</sup> June
King's Birthday:	Monday 25 <sup>th</sup> September (in school 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.

TERM 1	Monday 30 <sup>th</sup> – Tuesday 31 <sup>st</sup> January
TERM 2	Monday 24 <sup>th</sup> April
TERM 3	Monday 17 <sup>th</sup> July
TERM 4	Monday 9 <sup>th</sup> October

# OVERVIEW OF COLLEGE POLICIES & INFORMATION

## ASSEMBLIES

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**Primary assembly:** every second Wednesday 8.50 a.m. (even weeks) in the Performing Arts Centre.

**Secondary assembly:** every Friday before Chapel at 8.50 a.m. in the Performing Arts Centre.

## ASSESSMENT INFORMATION

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

**NAPLAN:** In Term One (Years 3, 5, 7 & 9).

**OLNA:** For Years 10-12 in March and September.

For Year 9 in Term 4

**EST:** Tasks for Year 12 General students in May.

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

**WACE:** Year 12 ATAR exams in October/November.

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.

## AISWA

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HillSide is an active member of the Association of Independent Schools of Western Australia (AISWA). This is a fraternal, professional association whereby the College can access services, advice and support.

## BEFORE & AFTER SCHOOL CARE (OSHC)

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Out of School Hours Care (OSHC) is offered between:

7.00a.m - 8.30 a.m.

3.00p.m. - 6.00 p.m.

Monday to Friday during school terms.

**VACATION CARE** is available as advertised. This facility is operated by HillSide itself, and is government approved. Children enrolled in school programmes (K-7) 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. No casual bookings are available. Bookings must be made one week ahead.

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. No casual bookings are available. Bookings must be made one week ahead.

Please note: a separate booking 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, or the College website. Childcare rebates are available for eligible families. The direct line to OSHC is 6143 1945, but this is to be used if the College office is closed.

## BIBLES

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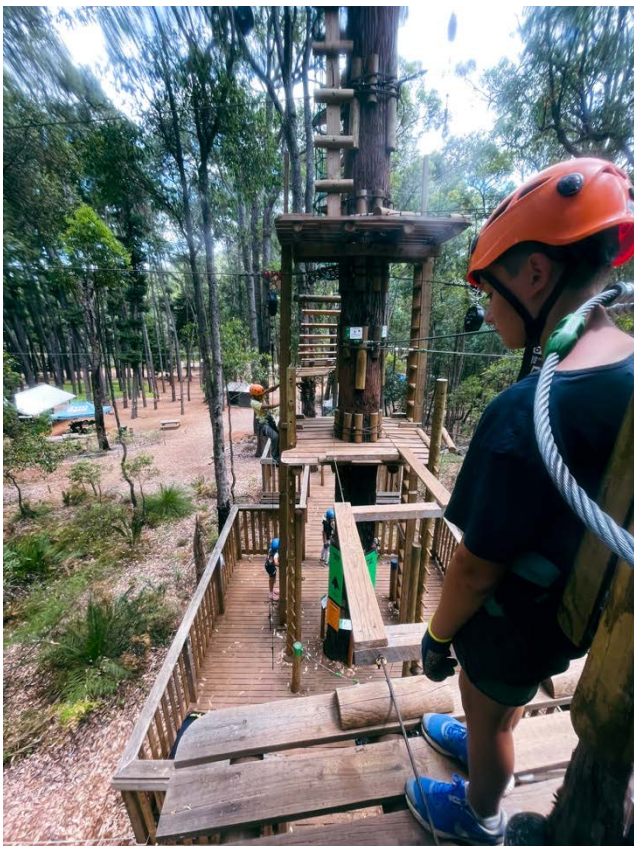
Students can purchase a Bible (CEV – Primary, or NIV – High School). The Bibles are useful in Christian Education classes conducted by teachers. NIV Bibles can be purchased through the College for \$20-

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

## BICYCLES/SCOOTERS

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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

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Students are not permitted to leave the College during the day without written permission from parents/carers, or without the Principal's explicit 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 site.

## CAMPS

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The Sydney/Canberra camp will be held for Years 6/7 in 2023. The cost will be approximately \$2200 per camper. It will be held between August 12-19, 2023. A camp payment plan and full payment of school fees is required and has been advertised.

Secondary camps are also planned throughout the year. Year 7 students have a three day orientation camp at the start of 2023; Year 9 students attend an annual camp to Bluff Knoll in Term Two; and there are Outdoor Education camps throughout 2023 for Years 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 in the term planner.

All camps are costed within subject charges and fees, except for the Sydney/Canberra camp. These costs must be met by 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 WA are compulsory.

## CANTEEN

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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 adhoc 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: [canteen@hillside.wa.edu.au](mailto:canteen@hillside.wa.edu.au)

## CHILD PROTECTION

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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](mailto:principal@hillside.wa.edu.au) or, alternatively, in relation to management, to the College Board at [board@hillside.wa.edu.au](mailto:board@hillside.wa.edu.au).

## CHAPLAINCY

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Chaplaincy is integral to the pastoral care programme. Our chaplains are Christian people who provide care and support for students, families and staff. Any requests for Chaplaincy services can be made via the class teacher, by email: [chaplaincy@hillside.wa.edu.au](mailto:chaplaincy@hillside.wa.edu.au) or by contacting the College office.

## CLASS SIZE

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Below are general class size guidelines. Some class sizes may vary based on situational needs as determined by the Principal:

**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:** 32 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)



## COMMUNICATION

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SEQTA ENGAGE is the main communication medium for parents. Students in high school are also able access SEQTA LEARN, which is a student portal. Email is the primary direct contact to parents. SEQTA's "Documents" section is used 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](mailto:portalhelp@hillside.wa.edu.au) or, alternatively, phone the office: 9453 2644.

Consent2GO is another general communication tool used by the College. This programme can be accessed through SEQTA ENGAGE and also has a free App. available for download from Apple or Google play store. Consent2GO works on most devices. It allows parents to provide permission, update family details and should be used by all members of the school community as a resource.

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 Facebook 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](mailto:admin@hillside.wa.edu.au) or phone the office: 9453 2644 in order to rectify the situation.



## COMPLAINTS RESOLUTION

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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). 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.

## CONSENT2GO

Consent2Go is the main communication medium for excursions and updating contact information. Consent2Go can be downloaded as an App. from the Android and Apple App. stores. Parents having difficulty can contact the College office on 9453 2644 for assistance.



## CHRISTIAN SCHOOLS AUSTRALIA

HillSide is an active member of Christian Schools Australia (CSA). This is a representative group of Christian schools that provides support and information.



## 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.

The device programme will involve (either) an iPad or Macbook (laptop) depending on the student's year group.

All students in Year 4-12 will receive a school device (iPad Years 4-9, Laptop Years 10-12) The device levy will be charged in school fees.

The following table show the finances involved

YEAR LEVEL	DEVICE	ANNUAL COST
4-9	iPad package	\$300
10 -12	Laptop package	\$600



## EARLY CHILDHOOD

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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 & EVACUATION

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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 (K-6) are required to assemble under the supervision of their teacher (at the time) in an area in the *Undercover Area (Muster Point)* while Secondary students (7-12) should assemble at the *Library*. In the case of fire, the central Muster Point for all students and staff will be the *new Arts Building*. Emergency attendance registers are taken by teachers to ensure that all students are present.

## ENROLMENT

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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 family desiring a Christian education for their child/ren.

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

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

## EVENTS

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These are published term-by-term in the Term Planners. The events can also be viewed on the College website and are available on **SEQTA ENGAGE**. These are also published in the newsletter when released or updated.

## EXCURSIONS & INCURSIONS

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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** – High School late Term 3 (faction) and Primary (early Term 4) including interschool and school carnival.

Primary and Secondary excursions and incursions are published separately.

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.

## FACTIONS

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The College has three Sports' Factions:

### ANDERSON

Pastor Fred & Mrs Betty Anderson

Pastor Fred & Betty were a driving force behind the establishment of the College. Pastor Fred was the Senior Pastor of HillSide at the time of inception of the College. God's original vision was laid on his heart and from that point the school was developed. Both Fred and Betty have been faithful advocates and supporters of the College over many years.



### MOORE

In honour of - Mike Moore

Mike was our groundsman who went to be with Jesus in 2016. It was agreed that his character and transformation of the grounds was good reason to acknowledge him with this honour. Mike worked for many years as a missionary and had a passion for the Lord. He worked tirelessly for the benefit of the children in designing and leading grounds and playground improvements.



### GRAHAM

In honour of - Malita Graham

Malita worked at HillSide for nearly 20 years in the early childhood area. She was a friend and colleague to many. Those who knew Malita will remember her as a prayerful and encouraging member of staff, who was passionate in sharing her faith. Malita went to be with the Lord in late 2018.



## HEALTHY FOOD

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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

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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 minutes/day

Year 4-7: 30-45 minutes/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

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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 currently 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

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The school *Fees and Charges* schedule for 2023 is available on the College 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, these provide the best resources and experiences for children. The College needs fees and charges paid in a timely manner.

## WITHDRAWAL NOTICE

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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 by email on [schoolfees@hillside.wa.edu.au](mailto:schoolfees@hillside.wa.edu.au) in the first instance, in the event of financial difficulties.

## FUTURE DEVELOPMENTS

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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 ready for use early in 2023. In 2023, the College also expects to start the planning and construction of additional infrastructure, including a new Pre-Primary classroom. The College Master Plan also includes provision for a new road system, sports' hall, new office, classrooms and staffroom.

## LEARNING AREAS K-12

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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 (Spanish) is offered between Years 1-10 (compulsory). Christian Education is also provided as a subject to all students, and integrated into subject content where appropriate. This effectively forms a ninth subject. The College's *Curriculum Plan* outlines subject information and implementation.

## LIBRARY

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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. This is available to download from SEQTA.

## LOCK DOWN

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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

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If a student has an ongoing illness or medical condition, parents are responsible for informing the College through the completion of either a Medical Form (available from the College office) or an entry via Consent2GO 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 by a parent for staff to administer medication.

If a student has a condition that requires a management plan because the illness is 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 are to incur this cost as per enrolment form.

## PERSONAL PRESENTATION

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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.

## PARENT ENQUIRIES

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Parents/carers are welcome to make enquiries 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 9453 2644.

## PARENTS & FRIENDS (P&F)

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The HillSide P&F meets twice per school term, and coordinates the fundraising aspects of the College. They can be contacted via email at: [pandf@hillside.wa.edu.au](mailto:pandf@hillside.wa.edu.au)

## PHOTOGRAPHS (WHOLE SCHOOL)

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The date for whole school photographs will be decided early in 2023, and can include individual, family, class group, and Year 6 and 12 graduation photographs. The date for the photographs will be in Term Two.

## PHYSICAL EDUCATION (PE)

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PE teachers 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/Four is the athletics' season (including 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

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These are written in accordance with the College Board requirements, and within the context of various legislation, 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

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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. Semester reports are made available on SEQTA in electronic form. 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 made available on SEQTA at the end of Term One. It is not a comprehensive academic report rather it only reports general progress;
- Primary teachers send work home in work sample folders or portfolios or test books at the end of Terms Two and Four;
- Parent interviews are 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;
- High School teachers release student assessments on SEQTA;
- Parents are encouraged to contact the College, if there is any concern, to discuss student progress.

## STAFF MEETINGS

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Staff meetings are held Mondays from 3.30–4.30 p.m. in 2023 for both primary and secondary staff. Parents are requested to be prompt in collecting their children on Mondays, and not to request interviews with teachers on this day. By avoiding teacher contact after school on Mondays, teachers are able to get respective meetings underway as soon as possible.

## STUDENT LEAVE

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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 Principal 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

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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 call the College office or send an email on the morning of the absence ([absent@hillside.wa.edu.au](mailto:absent@hillside.wa.edu.au)). A School Officer will contact parents in the event of an unexplained absence;
- The School Education Act (1999) requires that students, who are absent for **three consecutive days 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

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

## TEACHER STANDARDS

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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.

## TERM PLANNING

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Each school term a planner timetable is provided to the school community. This shows key events and activities. All families are encouraged to display this planner in a prominent place and refer regularly to it. The planner can be accessed on SEQTA and found under the Documents section.

## UNIFORMS

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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. 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

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During the school year, 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 will be done via Consent2GO or by contacting the College administration on 9453 2644 or by email to: [admin@hillside.wa.edu.au](mailto:admin@hillside.wa.edu.au)

## VALUABLES AT COLLEGE

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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's 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

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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). As the College grows, the demand for volunteering will always be present.

HillSide encourages members of the College community to volunteer, including in the canteen (refer to page 11).

## SECTION THREE - 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

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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 rewards (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.

The [Student Code of Conduct](#) sets out rights and responsibilities for each student. It is the product of work with student groups to provide a voice for the student body. The documents assists in providing a positive atmosphere at the College. This document is available via SEQTA.

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 seen 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

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Students behave according to College and classroom rules that are clearly articulated 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 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. 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 and LEARN *Documents* section.



## STUDENT CODE OF CONDUCT

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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 FOUR - 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 2023, 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;
- 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.

### COMMUNICABLE DISEASES

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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;

**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;

**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;

## SCHOOL HEALTH NURSE

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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).

For further information on other health conditions:  
<https://www.healthywa.wa.gov.au/Health-conditions>

## SCHOOL BASED IMMUNISATION

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

**YEAR 10:** Immunisation - Meningococcal

Forms will be sent home for parents to complete in both circumstances.

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 FIVE - 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 Bible Fellowship (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 2023, 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.

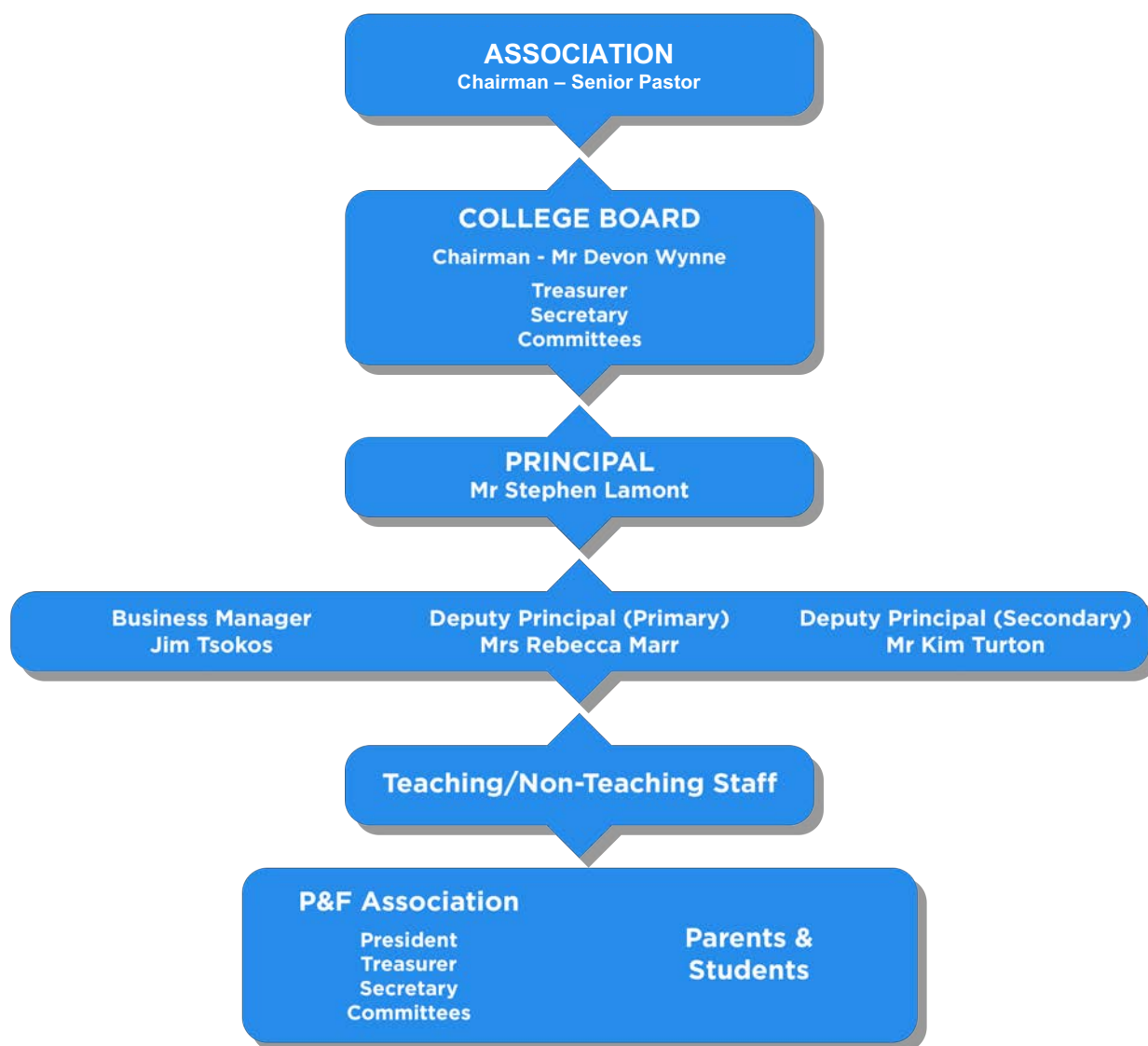
It is important to note that the future of the College is not based on its past alone, but is also a representation of its future.



# ORGANISATIONAL STRUCTURE OF HILLSIDE CHRISTIAN COLLEGE

2023

HillSide Christian College Incorporated



## 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](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 College Association.

## SECTION FIVE - COLLEGE PRIORITIES 2022-2027

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

The College [Strategic Plan 2022-2027](#) will be 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 six key areas. These are shown on the table adjacent.

To achieve these goals the College is analyzing and planning using the CSA's *School Improvement Tool*.

**CULTURE:** operations reflect Christ-centred learning.

**FORMATION:** Biblical literacy and gospel outworkings.

**COMMUNITY:** a community built on Christ's teachings and love.

**PEDAGOGY:** quality relationships, teaching practices and assessment.

**LEADERSHIP:** leading technical, educational, human, symbolic and cultural excellence.

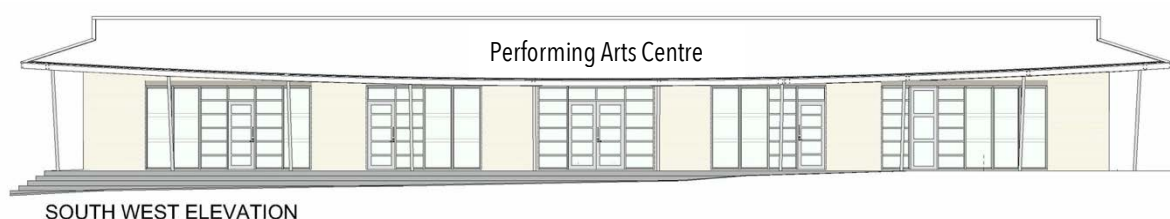
**CURRICULUM:** systematic delivery of curriculum through a Christian worldview.



## SECTION SEVEN - BUILDINGS AND GROUNDS

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

- New Arts' Building (2023);
- New Pre-Primary Build (2023/24);
- 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;
- 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.







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