



**Christway**  
College

Secondary  
**HANDBOOK**

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**2025**



**Christway**  
College

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***“Growing in Christ, Striving for Excellence, Influencing the World.”***

Christway College is a high quality, contemporary Christian school where we seek to honour God in all we do. It is our aim for all of the students entrusted to us to come to follow Jesus Christ and be secure in Him, to develop academic and life skills needed for a fruitful and meaningful life, and to grow in their capacity to show leadership and care for others, for themselves and for God's creation.

We welcome you and your child to Secondary School at Christway College. We look forward to working in partnership with you to ensure your child's time with us is as successful as possible. As parents/guardians, we hope that you will work closely with the teachers and staff as we seek to partner with you in seeing God's purposes and plans for your child become clearer as they continue to grow and mature in their time with us.

A student's journey through Christway College will provide them with a range of experiences to help prepare them with the Christian character and worldview to be able to truly “Influence the World”. This world does and will look increasingly different to the one that we, as parents, have grown up in. Hence our desire is to enable our students to develop the mindsets, knowledge and skills that are needed to thrive in these modern times.

Fundamental to this journey is our “Five Foundations of a Whole Child” framework – this reinforces our focus and desire to grow the “whole child”, Spiritually, Academically, Emotionally, Socially and Physically.

This Secondary Handbook has been put together for the express purpose of making the transition into Secondary school at Christway College as smooth as possible, for students and their parents. Most of this book is arranged in alphabetical order to help you find topics easily.

We are here to partner with you and help your child to grow and thrive and look forward to seeing where this journey leads for them.

## VISION AND MISSION

### The Vision of Christway College

*Growing in Christ, Striving for Excellence, Influencing the World.*

### The Mission of Christway College

Christway College is a high quality, contemporary Christian school where we honour God and put Jesus at the centre of all we do.

We produce students who have a strong Christian faith and the capability and desire to positively influence the world around them. We earnestly help and encourage our students to develop the skills and mindsets needed for a purposeful and meaningful life in a changing world, including an innovative and enterprising mindset, initiative, a strong work ethic, empathy and a growing capacity to lead and serve others.

Through our strategic programs and wide-ranging learning opportunities, our students grow and flourish through our, "Five foundations of a Whole Child" framework. That is, they will grow spiritually, academically, socially, emotionally, and physically. This is enhanced as they strive for excellence to develop and use their God-given passions and talents.

### The College Emblem



**The Motto:** Learning, Integrity, Vision draws attention to the Mission of the College

**Fish Dove:** Represents the blending of the Christian symbols for Jesus, the Saviour and for the Holy Spirit and is the original emblem of Kingston City Church

**Open Book:** Represents education and the Bible

**Flame:** Represents integrity, character and enthusiasm

**Southern Cross:** Represents Australia and the need to be responsible citizens

**The Broad Cross:** Represents Jesus who is the head of the family, church and College

## The Five Foundations of a Whole Child

These five foundations are derived from Mark 12: 28-31 and serve to remind us that children (and our school) are not simply brains to be filled or moulded but that education should be about growth in all areas or 'foundations'. Hence, we seek to help our children grow Spiritually, Academically, Socially, Emotionally and Physically.

All of our programs cover one or more of these foundations.

## Spiritual

The Spiritual foundation is based on our belief that all people are created by God for relationship with Him, as evidenced through a personal relationship with Jesus Christ. The 'fruit' of this relationship should be visible in our interactions with others.

## Social

We believe that God has created us as social beings who have a need to love and be loved, to belong in social groups and to feel connected to others in positive relationships. This is closely aligned with the Emotional foundation.

## Physical

The Physical foundation involves any activities that develop a child's ability to use and control their body in a coordinated and physical manner – leading to honouring God through expressing themselves in a physical way.

## Academic

The Academic foundation is based on the premise that everyone is enabled to achieve to the best of their ability in their academic studies, both in learning skills and knowledge, and in gaining understanding and wisdom.

## Emotional

We believe that emotional wellbeing involves being aware of your emotions, knowing and being able to use your strengths rather than just focusing on fixing problems or weaknesses, and being able to make positive choices and learn to be more in control of your emotions.



## College Strategic Priorities

Our College Strategic priorities are imbedded in our community engagement and teaching and learning programs.



### Strategic Goal One Church & College Unity

The College and Church is committed to being a Holy Spirit-led, united entity:

- ▶ existing and operating together as one community
- ▶ incorporating faith, discipleship, ministry, education and vocation.



### Strategic Goal Two Employer of Choice

To be the employer of choice in Christian schools:

- ▶ attracting and retaining high quality committed Christian staff
- ▶ a growing number of alumni who maintain connection with the community
- ▶ highly engaged volunteers.



### Strategic Goal Three Faith Formation

The College produces graduates who are:

- ▶ mature Christians
- ▶ well-equipped for ministry



### Strategic Goal Four Pedagogy & Offering

Excellence in Christ-centred teaching, producing quality graduates through:

- ▶ a clear, consistent teaching and learning framework across all ages and campuses
- ▶ higher administrative and educator standards, and levels of achievement;
- ▶ a greater education offering.



### Strategic Goal 5 Compliance & Wellbeing

Establish and Maintain a Biblically safe environment which is:

- ▶ impervious to external pressures
- ▶ recognised as somewhere that students are loved and cared for
- ▶ recognised as a leading school in wellbeing for staff and students.



### Strategic Goal 6 Marketing & Enrolments

We are the College of choice:

- ▶ attracting and retaining Christian students
- ▶ with Christian student waiting lists at every level; and
- ▶ well-known and highly regarded for our Christ-centred culture, education, faith and character in our students.



### Strategic Goal 7 Campuses & Sustainability

We are a multi-campus College with:

- ▶ a very well-managed, strong and sustainable financial model facilitating ongoing development and future campuses
- ▶ high quality infrastructure and facilities, equipped to facilitate and meet all Christian education pathways
- ▶ a third campus; and
- ▶ a model for new campuses to be deployed every 5-8 years.

## Absence

Absenteeism contributes significantly to student failure at school. Education is a sequential process and absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult. Parents have a responsibility to ensure that their children attend school regularly and are only absent if ill or if absolutely necessary.

IF YOUR CHILD IS ABSENT FROM COLLEGE:

- Parents/guardians should contact the College office by 9:00am, to report their child's absence either by phone or email. Alternatively, parents can send an attendance note through the Compass App or via the Compass web page, using the ADD and then 'Attendance Note', in their child's profile:
- Where possible, parents/guardians should inform the College in advance if a student is to be absent, including forward notice of any extended absences.
- Students should access work missed during their absence by viewing their SchoolBox class pages.

## Appointments

While Parent-Teacher interviews occur each semester, there may be a need to make an appointment to see a teacher at another time of the year. This may be initiated by you by sending an email to the teacher.

Please refer to the below inquiry flowchart:

Inquiry	Who to speak to
Academic Progress	Subject Teacher (First point of contact for most issues) Head of Academic Culture (Second point of contact for particular subjects and overall issues)
Pastoral and Behavioral Concerns (including uniform)	Home Group Teacher (First point of contact for most issues) Pastoral Care Coordinator (Unresolved issues) Head of Student Culture (Unresolved issues and serious concerns)
Subject Changes	Head of College Operations
Curriculum	Subject Teacher (First point of contact) Head of Academic Culture (Unresolved issues)
Teacher Concerns	Head of Student Culture (after speaking to teacher) Head of Campus (If still unresolved)
School Policies	Head of Campus

## Assemblies

Assemblies are an important time to recognise we are part of a larger community than our year level. It is a time for announcements and celebration and often involves recognition of student achievements. We have a weekly, morning Whole school assembly and a fortnightly Secondary school assembly. On the other mornings, students gather as a Homeroom, i.e. with just their year level. Students will often assist in leading devotions during the Homeroom times.

## Bell Times

8:45am	Homeroom/Assembly
9:00am	Period 1
9:50am	Period 2
10:40am	Recess
11:10am	Period 3
12:00pm	Period 4
12:50pm	Lunch
1:45pm	Period 5
2:35pm	Period 6
3:25pm	Dismissal from classrooms

## Breakages

Any items broken or damaged by students will need to be replaced. The discretion of the Executive Principal or Head of Campus will be applied regarding the proportion of the replacement value to be sought from the student concerned. In general, breakages resulting from negligence or irresponsible behaviour would require the student to pay the full replacement cost.

## Bullying

Bullying is considered a very serious matter. Parents are asked to notify the student's Pastoral Care Co-ordinator as soon as they are aware of any bullying issues. We will work with all parties to resolve issues promptly and effectively according to our 'Hi5' and 'Student Behaviour Management Procedures.



## Camps & Mission Trips

Our camps and mission trips program are a vital part of the development of the 'whole child' in each student's Christway College journey. They provide so many memorable shared experiences (think back to your own school years!). All students are expected to attend camps throughout Year 7 - 10 and are encouraged to attend the mission trips.



## Canteen

Canteen is available one day per week. A canteen price list will be sent home early in Term 1 and is available on the QKR app. Orders need to be placed by 9am the day before canteen is held, if using the QKR app, otherwise orders can be placed on the day, with food collected from the Salt Café.



## Chapel Services

Secondary chapel services are held once a week for all students from Years 7 to 12. The format of the chapel services is varied, but usually includes praise and worship (led by the student chapel band) and a message from a visiting speaker, student or staff member. All students are required to attend chapel.



## College Board

The College Board is responsible for the governance of the College. Their key responsibilities are to formulate College policies, oversee the finances of the College and set strategic goals and future directions for the College. They meet regularly through the year.

## Collecting Your Child During School Hours

If your child has an appointment and needs to be collected early from school, an advanced notification should be sent to the relevant teachers of subjects they will be missing and the College office.

When collecting your child during school hours, please come into the College office and then sign out your child using the Compass Kiosk. Students should not sign themselves out. If the appointment affects instrumental lessons, please follow their notification requirements.

## Contact Details

It is very important that parents notify the College office of any change in home address or telephone contact details. We also need to have your updated email address, as all College correspondence, including the e-newsletter, are emailed home.



## Communication to Parents from the College

Communication is a vital aspect of any school or other community of people. Problems can often be diagnosed as resulting from poor communication between the parties involved. With increased communication, fewer problems are likely to arise. The main source of communication from the College are email and our e-newsletter, the 'College Connection'. Please read it. The College Connection is emailed twice a term and is also placed on the College website. Please read all emails to stay informed and responded as needed.

## Communication

Parents are encouraged to communicate with teachers via email, write a note in the student's diary or telephone the College office. Parents may make an appointment with their child's subject teacher to help address any matters of concern or questions around student progress. It is expected that all communication is made in a respectful and God honouring tone and manner.

Teachers will aim to respond to emails within one working day but please do not expect teachers to be replying to emails after 5:00pm or on non-school days. Staff who work part time may take an extra day to respond.



## Compass

Parent/teacher conference bookings, excursion details and student information such as your child's attendance is communicated through Compass. It is a tool the College office uses for sending communication to parents specifically regarding the student.

Compass can be accessed via <https://heathertonchristiancollege-vic.compass.education> using your individual login details that will be provided to you by the College on commencement. If you misplace your login details, please contact the College office.

NOTE: All College events and dates appear in the Compass and SchoobBox Calendar, so please check this calendar weekly.

## SchoolBox

Christway's learning management system is SchoolBox. The Parent Portal is used to communicate information about such things as current College news items, assessments and student learning.

SchoolBox can be accessed via our College website or <https://heacc.schoolbox.cloud> using your individual login details that will be provided to you by the College on commencement. If you misplace your login details, please contact the College office.

## Complaints

Complaints may arise from time to time and we ask that, where appropriate, you first raise the matter directly with the relevant staff member. If that is not appropriate or you have raised this and the issue was not addressed to your satisfaction, you are able to contact the Head of Student Culture or Head of Campus.

Please see our College Grievance and Complaints Handling Policy which is located on the College website.

## Computers / Tablets / Internet

All students will be expected to sign a computer/internet use contract, whereby they guarantee that they will use the College computers, computer network and associated hardware and software responsibly and according to the contract. Failure to do so may involve students being banned from the use of these facilities for a period of time as well as receiving other appropriate consequences. Students in Secondary have an individual, school owned laptop, (the cost of which is added in College fees). Access to the College network is restricted to current students and monitored to ensure safe digital practices and usage is maintained.



## Democratic Principles

Christway College is committed to teach and model the principles and practices of Australian democracy.

## Diary

Students will have the option to receive a hard copy College diary. SchoolBox will provide information on all work tasks and due dates but it is important for students to use the diary to visually collate these tasks and key dates to assist them in being well organised.

## Discipline

A high standard of personal responsibility and behaviour is expected of students at Christway College. A more detailed explanation of our student behaviour management procedures can be found under 'Policies' on the College website.

## Email

To enhance communication between the College and home, parents are encouraged to email staff when appropriate. Please note, email should not be used for urgent or emotive matters. Please allow one or two working days for a staff member to respond to your email. Staff email addresses can be found on Compass. Staff are not expected to view or reply to emails after 5pm or on non-school days.



## E-Newsletter

The e-newsletter, the College Connection, is a very important source of information and communication and is emailed home twice a term. Please read the e-newsletter carefully and note any dates of forthcoming events.

Note that we do not send home printed newsletters. The e-newsletter is also available via the College website.

## Excursions

Parents are advised of the details of the excursion via email usually sent home two weeks prior to the excursion. Excursion details or updates can be viewed in the Compass Event



for that excursion, in your child's schedule. Parents will also be reminded to ensure their child's medical information and emergency contact details are up to date on Operoo (See "Student Health" section).

**Please note:** Students normally wear full school uniform on excursions but when students wear casual clothes on excursions, clothing should be modest, with jewellery and hair standards as per uniform requirements.



## Feedback

Families are encouraged to give feedback on how things are developing at the College. All comments are taken seriously, and it is the College's desire that parents feel that their concerns are heard, even if they do not always result in the parent's requested timing or action taking place. Parents are asked to keep the feedback flowing, including the positive stories. As it is so important to build the College community together.

## First Day of the Year

All Secondary students will meet in the main auditorium at 8:45am on the first day of the school year, with their school bags, for an initial welcome assembly.

Students will then move with their year level for an introductory Homeroom. A locker with a combination padlock will be allocated to all new students to store their belongings. Please ensure ALL items of clothing and belongings are clearly named.

This is a very exciting and special day for everyone so please feel free to stay for assembly. Toddlers and babies are welcome.

And importantly, remember to pick up your child at 3:25pm!

## Hats

An official College sun hat must be worn by all students in Terms 1 and 4 during recess and lunch, when outside. This is an important part of the students practicing healthy habits of caring for their skin.

## Christway Website

The College website can be found at [www.christway.vic.edu.au](http://www.christway.vic.edu.au) and contains lots of useful information about the College, including links to Compass, SchoolBox and other useful information.

## Homeroom

The first fifteen minutes of the day, on 3 days of the week, will be spent in Homerooms with Homeroom teachers. The class will participate in devotions, prayer and Bible reading. Homerooms are compulsory and students need to be punctual.



## Homework

A regular amount of time should be spent working on homework or studying subjects (to prepare for tests and examinations) with approximate daily guidelines given below:

Assignment work is set throughout the term, with teachers giving appropriate notice as to when the work is required to be submitted. Parents are encouraged to advise their child that, on nights when there is no specific homework to be completed, to work on assignments, general revision and reading. Doing this should help prevent any 'last minute panic' prior to due dates and should avoid homework piling up to one night.

The following is a guideline for homework time, although this will vary at different times throughout the year.

<b>Year 7</b>	1 hour
<b>Year 8</b>	1¼ hours
<b>Year 9</b>	1½ hours
<b>Year 10</b>	2 hours
<b>VCE</b>	More than 2 hours or as required.

As a general guideline, the amount of homework given in any subject will be proportional to the amount of time that subject occupies in the timetable. An exception will be French and Instrumental Music, where repeated practice is essential for mastery. Homework helps to reinforce concepts taught at school, and therefore, all students are expected to do any homework prescribed and to plan this homework in their diary. Any difficulties with the completion of any homework should be communicated to the teacher via email or the student diary. Students should not spend their entire homework time allocation on one subject at the expense of other subjects.



## Late Arrival

We encourage families to develop good morning routines to ensure students arrive before 8:45am. Students arriving late, between 8:45 and 9:00am, should proceed directly to homeroom or assembly. Students who arrive at school later than 9:00am are required to sign in at the Compass kiosk in the College office.

## Leaving the College / Changing Schools

If your child is changing schools and leaving the College at any stage through the year or for the beginning of the next school year, one term's written notice is required. In lieu of such notice, a term's fee is payable.

## Lost Property

Everything you bring or wear to school should be named. If it is and you lose it, there's a very good chance it will be returned to you. Lost property is located outside room F1. At the end of each year, unclaimed items in lost property are either donated to the second-hand uniform shop, donated elsewhere, or disposed of.

## Parental Assistance

All Secondary parents are encouraged to be involved in some way in the life of the College. Some of the ways that parents may get involved in the College include the PFA, College Board, being part of the Parents Prayer Group, attending camps and excursions, assisting with other various activities. Please see the coordinator of these groups that are advertised in the College Connections newsletter or speak to College office if you would like to get involved.

**All parent helpers require a current Working With Children Check with a copy given to the College office prior to assisting.**

## Parent Etiquette and Behaviour

The College greatly values relationships with its parents and actively encourages parental involvement in College activities. The College recognises that parents have the primary responsibility before God for the training and nurture of their children and seeks to support parents in this role.

Parents must ensure that, in line with our Child Safe policy, they do not go beyond the auditorium or College office without signing in, and this will only be allowed under special circumstances.

Parents are most welcome to attend chapel services and College assemblies, however, we ask to please refrain from talking to other parents while these events are in progress.

We want to partner with you in educating your child so ask that you speak positively of your child's teacher and seek clarification with them before reacting to things you may hear. We expect that any interactions with teachers and other parents are conducted in a courteous, respectful and God honouring manner – we are all working under God and working with the best intentions for our children.

Should you require an extended meeting time with a teacher, please make a booking for this, otherwise it is fine to talk briefly in the auditorium after school.

Please abide by the carpark speed limit of 10km/h, no right turn sign on to Kingston Road and any other parking restrictions on the college grounds.

## Parents & Friends Association (PFA)

The College has a Parents and Friends Association which we encourage and welcome all parents to be involved in. A part of the role of this group is fundraising to supplement College finances, along with community building.



## Policies

The College Board has formulated and ratified a range of policies for the College. Policies may be viewed on the College website.

## Prefects

A number of College Prefects are chosen from the Senior school each year. Prefects work alongside the College Captains in matters of leadership within the student body and have specific 'Portfolios' which may include: The Arts, Chapel & Worship, Missions, Student Wellbeing, Sustainability and Stewardship and Student Representative Council. Prefects are awarded a special band on their blazer that distinguishes them from other students. Prefects are elected annually by students and staff, based on their character, achievements and personal qualities.



## Presentation Night

Presentation Night is the highlight event of the school year where we have the opportunity to acknowledge the achievements of our students for that year. It is held at the end of the year (check Compass Calendar for the date) and all families are very welcome to attend. Ticketing is required and full details are published in Term 4. Enquire at the College office for further details as required.

## PR (Public Relations)

What parents say about the College, whether positive or negative, has a huge effect. We do encourage you to talk to others about your positive experiences at Christway College. Word of mouth is our major source of advertising and gaining new enrolments in the College. *(If there is something that is concerning you about any aspect of the College, please tell us about it and not others and we will endeavour to remedy the situation.)*

## Printing

Students can print at school from their device using their Compass student cards or a code provided to them by the IT department. Students are required to pay for all printing and can 'top up' their balance at the College office.

## Reports of Student Progress

Numerous studies have concluded that, in order to enhance a student's progress, feedback from teachers needs to be explicit, early and often. 'Informative feedback' has a great effect on student learning.

Thus, Christway uses a system of Progressive Online Reporting (POR) via GWCC6CL. POR is a form of continuous reporting, which means that students and parents are given meaningful feedback and receive assessment results regularly throughout the semester, rather than just at the end.

The benefits of Progressive Online Reporting include:

- » Students become more motivated to improve their grades if there is transparency over their achievements and areas for improvement as they keep moving through the semester. Not only does it allow students to constantly reflect on their progress and make improvements as they go, but parents are also more involved in their child's educational journey as they receive frequent updates on their progress.
- » Feedback – the progress report is issued when the task is completed and assessed, enabling the teacher, student and parent to identify, intervene and improve.
- » Greater accountability of students' work habits.
- » No surprise results coming home at the end of a semester. If there is a problem, parents are notified when it arises.
- » Regular dialogue between parents, teachers and students is promoted.
- » Access online anywhere via GWCC6CL.

In addition to this, formal school reports are also provided at the end of the first and second semesters (June and December).

## Stationery List

HYV ghUhc bYfm gh'g'di V'jg\YX' ]b'HYfa '( 'Zc'f'h\Y'Zc''ck ]b[ 'mYUF' UbX' U'U'fX' Vc'dmia UmVY'Zci bX'U'hc'i f'7c''Y[ 'Y'c'Z]V''  
 Gh XYbh' ghUhc bYfm g\ci 'X' VY' bUa YX' UbX' U'' Zc'XYfgz' dYbW' WUgYg' UbX' YIYfVgY' Vcc\_g' g\ci 'X' bch' Vc'bU]b' Ubm [ fUZZ]h'z gh'W\_Yfg' cf' d]V'i fYg'' D'U]b' cf' a cXYghm dUHyfbYX' gY'Z U\X'Yg] Y' Vc'j Yfg' UFYz cZ Vc'i fgYz dYfa ]H'X'' : c'XYfgz'Vcc\_g'UbX' dYbW' WUgYg'a UmVY' W'Y'W\_YX' VmH'U'W'Yfg' UH' Ubm]ja Y''



## Student Chaplains & Wellbeing

College Chaplains and Wellbeing staff are an integral part of our College. They are involved in running Chapel and also provide emotional, social and spiritual support to students.

## Student Expectations

Students are expected to be:

- READY :**
- » be fully prepared with all learning materials required for that lesson.
  - » be punctual for each period/lesson and line up outside the classroom.
- RESPECTFUL :**
- » care for their own and other's property.
  - » build positive relationships with other students and their teachers.
  - » support and create a positive learning environment for all students.
  - » enter the classroom only when a teacher is present.
  - » be polite and considerate to others.
  - » be good stewards of the facilities, including taking care of furniture, fittings and leaving the classroom neat and tidy at the end of the lesson.
- RESPONSIVE :**
- » show initiative in their learning.
  - » engage in classroom discussion and collaboration work.
  - » participate to the best of their ability in all learning activities.
  - » follow all instructions issued by teachers, where safe to do so
  - » complete all work to the highest possible quality and by the due date.

## Student Health

All our student health records and emergency contact details are managed by a secure and private, online, parent controlled program called Operoo. New parents will receive an email requesting them to set up their child's profile and share it with Christway. Ongoing from there, Operoo will send out reminder emails to parents when updates are required, e.g., when a medical action plan has expired and a new one needs uploading. Other reminders throughout the year may be emailed as required, to check and update the details if necessary. It eliminates the need for you to complete medical forms every time your child goes on camp or excursion.

## Student Representative Council (SRC)

The Student Representative Council offers student representation on matters concerning the daily life of the College. Two representatives are chosen from each year level by students in that year. The SRC Prefects lead the SRC.

## Timetable

Each student's timetable is shown in their Compass & SchoolBox schedule and can also be viewed by parents. It would be wise for students to copy this into their school diary and also create a copy to keep for their locker. The timetable may undergo minor changes for the second semester.

## Uniforms

The College Uniform Policy (including hair, jewelery and make-up) must be strictly adhered to. If a student is out of uniform for any reason, an email or parent note by the student must be given to the Head of Student Culture. Please view the policy with its details on our College website.

## Visitors

In the interests of everyone's safety, no student is permitted to have visitors at the College at any time. Only visitors on legitimate business will be issued with a visitor's pass. Visitors to the College need to sign in at the Compass kiosk in the College office upon arrival.

A visitor's pass will not be issued to ex-students or friends of students for the purpose of socialising during recess and lunchtimes. These procedures have been put in place to ensure the safety and wellbeing of all students.

## Wet Days

If it is raining you may drop off your child at the front door under the canopy. On wet days, students will have access to undercover areas. This usually includes the gymnasium, library, corridors and Salt Café.



### Contact Details

316-322 Kingston Rd, Clarinda VIC 3169

Phone: (03) 8551 6650

Email: [kingston@christway.vic.edu.au](mailto:kingston@christway.vic.edu.au)

[www.christway.vic.edu.au](http://www.christway.vic.edu.au)





# Our **Vision**

Growing in Christ  
Striving for Excellence  
Influencing the World