



Christway
College



Prep Handbook 2024

Growing In Christ | Striving for Excellence | Influencing the World

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Welcome to Wyndham Christian College



Dear Parents/Guardians

We take this opportunity to welcome you to the new school year and the wonderful and exciting learning opportunities for your child. Christway College has two Campuses, Kingston (25 years old) and Wyndham Vale (5 years old). Our two campuses work in union to build a great College.

Christway College staff are dedicated and highly professional; they are committed to providing a safe and stimulating learning environment for all students. The learning experiences are defined as explicit and systematic education programs, which promote skill development, knowledge capabilities, achievement, wellbeing and spirituality. We ensure that all students have the opportunity to be high potential learners and they experience optimal learning challenges. Our effective teaching and learning programs focus on differentiation and identify how all students can achieve mastery of the learning content.

We incorporate and identify the importance of deep learning capabilities, in which each student develops a toolkit of skills and knowledge. This will support the students to participate in this global and fast-moving world and develop 21st century skills, such as collaboration, communication, creativity, critical thinking, character and citizenship.

Central to our learning programs is our spiritual life and the focus on Christian living, values and biblical principles. These are the foundation in which we nurture our students to achieve their personal best. The College has a commitment to supporting the overall needs of students, their emotional, social, academic, physical and spiritual development. (Five Foundations for a Whole Child – page 2 and 7).

The Parent Handbook has been designed to provide relevant information on aspects of the teaching and learning programs, administration and day-to-day operation of the College. We embrace parent engagement as a partnership, in which we work together to support the needs of all students and their families.

We look forward to a successful and blessed school year.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Damian Higgins'.

Damian Higgins
Executive Principal

A handwritten signature in black ink, appearing to read 'Kerrie Neophytou'.

Kerrie Neophytou
Head of Campus

Five Foundations for a Whole Child



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

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, being able to make positive choices and learning 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; and
- ▶ 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 to each campus' policy and capacity
- ▶ 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.

Democratic Principles

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

- ▶ Elected Government
- ▶ The rule of law
- ▶ Equal rights for all before the law
- ▶ Freedom of religion
- ▶ Freedom of speech and association
- ▶ The values of openness and tolerance

Welcome To Prep

We are delighted that you have chosen Christway College for your child's educational journey and are looking forward to partnering with you on this voyage of discovery. Jeremiah 29:11 tells us that our Heavenly Father has a plan and a purpose for each of our lives and we are so excited and privileged to be able to partner with you and your child on this journey.

"Education is not the filling of a pail, but the lighting of a fire." – William Butler Yeats

The first year of school is so important and we understand that every parent wants only the best for their child. At Christway College, we offer a Christ-centred curriculum, focused on developing students spiritually, academically, socially, emotionally and physically.

With innovative programs that are both engaging and motivating, our students enjoy being part of a dynamic, enterprising Christian school. Our curriculum promotes a sense of God in all things and biblical perspectives are integrated throughout all curriculum areas. Priority is given to literacy and numeracy development, as these are the foundations upon which further learning is built. Our students learn through explicit teaching, play-based activities, investigations, questioning, hands-on approaches and from their peers.

We trust you and your child will enjoy your time with us at Wyndham and take the opportunity to be involved in our welcoming community and the activities that we offer.



Preparing Your Child For Prep

Preparation for starting Prep is for the whole family, not just the child. Factors such as changing morning routines, work times, organising the family, working out who will do drop-offs and pick-ups or organising after-school care may have to be sorted out. Be positive about the school experience!

The more that you read,
The more things you will know.
The more that you learn,
The more places you'll go!
Dr. Seuss

Below are some ideas to prepare your child for their journey through Prep and beyond:

Spiritual

It is our desire to see children grow in their understanding of and love for God. Each day your child will be involved in devotion and prayer times. We will also have weekly worship times. We encourage you to help your child learn memory verses so that they can share these with one another and encourage each other in their faith.

"But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." Galatians 5:22-23

Academic

All children learn and develop at different rates and commence school with varied knowledge and levels of ability. We encourage you to:

- ▶ Read regularly to your child and let them see you read for enjoyment.
- ▶ Provide your child with a rich background of nursery rhymes, stories and songs.
- ▶ Get your child to do jigsaw puzzles.
- ▶ Teach them the basic colours, shapes and numbers.
- ▶ Help them to recognise their name to identify belongings and start learning to hold a pencil.

"For the Lord gives wisdom; from his mouth comes knowledge and understanding" Proverbs 2:6



Preparing Your Child For Prep

Personal

Encourage your child's independence and personal development by teaching them to:

- ▶ Put their toys, pencils, clothes etc. away.
- ▶ Care for their personal belongings.
- ▶ Dress and undress themselves, including putting on and taking off jumpers, art smocks and shoes (if they can't tie shoelaces, we suggest shoes with velcro straps).
- ▶ Blow their own nose.
- ▶ Identify snack from lunch.
- ▶ Listen carefully to instructions for games and cleaning up requirements.
- ▶ Use and flush the toilet independently (it is important for boys to be shown how to use a urinal).
- ▶ Use taps to wash their hands, including the use of soap, and to understand good hygiene.
- ▶ Express needs and wants to adults so that they are understood.
- ▶ Explain to others the difficulties that they are having.
- ▶ Listen without interrupting.

Social and Emotional

Your child's social and emotional development is a vital part of their transition into school life. You can assist by giving your child opportunities to:

- ▶ Play co-operatively with other children.
- ▶ Share and take turns.
- ▶ Communicate clearly to peers and adults.
- ▶ Respect the property of others.
- ▶ Use self-control and patience.
- ▶ Be separated from you for periods of time e.g. going to a friend's or relative's house for a 'play date' and assuring them you will be back later.
- ▶ Not be excessively dependent on adults.
- ▶ Cope with correction.
- ▶ Give reasons for his or her actions.
- ▶ Assert him or herself appropriately.
- ▶ Express frustration and anger appropriately.
- ▶ Work and play independently.

For your child's safety, it is beneficial for them to know the following:

- ▶ Know and recognise their full name, address and phone number.
- ▶ Drop off and pick up arrangements, including after school care, if applicable.

Preparing Your Child For Prep



Physical

You can assist your child's physical development by encouraging them to:

- ▶ Use playground equipment safely.
- ▶ Zip and unzip as well as pack and unpack their bag.
- ▶ Open and close their lunch box and use their drink bottle.
- ▶ Unwrap their own food and peel fruit e.g. mandarins.
- ▶ Improve their hand eye coordination through activities such as painting, drawing, using scissors, colouring, building blocks, throwing, catching, bouncing and rolling different sized balls.
- ▶ Climb up and over climbing equipment.
- ▶ Turn a tap on and off.
- ▶ String beads and manipulate smaller objects.
- ▶ Run, climb, jump, hop and skip.
- ▶ Sit with their legs crossed when on the floor.
- ▶ Develop an independent toilet routine – flushing the toilet, washing hand.

In addition to these ideas, we will also supply a Countdown Calendar. We encourage you to place this on the fridge at home and have your child try to complete the set task for each day.

Preparing Your Child For Prep

Orientation and Transition Program

In addition to this Information Evening, your child is invited to attend an additional three orientation and transition sessions throughout Term 4. These sessions are planned to help create, in your child, an excitement for their school journey as well as afford them the opportunity to get to know their teachers and fellow students before the start of their journey with us at Christway College. Please refer to the 'Important Dates Calendar' distributed



The First Few Weeks Of School

Developing Routines

Establishing a regular morning routine will make life easier on you and your child. The following three steps should help to ease the separation process in the mornings for adults and students alike.

- ▶ **Step 1:** Prepare your child for the fact that you will be leaving and tell them that you will be returning later in the afternoon. This preparation should start days before Prep commences.
- ▶ **Step 2:** Encourage your child to walk to class, to carry their own bag and hang it up on the hook and to go out and play with their friends until they hear the bell go.
- ▶ **Step 3:** At this time, it is recommended that you say goodbye to your child and leave promptly and confidently.

Remember that establishing a calm routine for arriving at school will help ease your child's transition and put them in a positive frame of mind for the school day. You need to demonstrate confidence so that your child will feel confident.

The First Few Weeks Of School

Day One

Your child's first day of Prep will be an exciting one, an anxious one or maybe a little bit of both. The more positive and excited you are in front of your child, the more positive they will be towards this transition.

Prep students will begin the day in the Prep Classroom!

Upon arrival to the school, please sign in and then one of our staff members or student leaders will show you and your child to their classroom. When you reach the classroom, please help your child find their bag hook and their chair. During this time, parents will also be given the opportunity to take photos of their children in their new classroom. When it is time for parents to leave, please say goodbye in a cheerful manner. If you feel like you are going to cry, please try and wait until you are out of sight of your child as your emotions may evoke the same emotion in them. If your child begins to cry, give some positive reinforcement and then leave. Children generally settle very quickly once their parents leave for the day. Please rest assured that we will contact you if your child is distressed or has difficulty settling in. A morning tea will be provided for all Prep parents after this on Friday 2 February 2024 in the Church Hall.

This is an extremely exciting and special day for everyone, so please, **DON'T FORGET YOUR CAMERA!**

Morning Drop-off Protocols

In the mornings, if you arrive at school before the bell has gone during their first week of term, you are welcome to bring your child to the classroom to put their bags in their locker from where they will go and play in the yard. If you do wish to accompany your child to the classroom, you are required to sign in at the College office before entering the school and receive a visitor's sticker. This procedure has been put in place for the safety of our students. Staff need to know, at all times, who is on the property and what the purpose of the visit.

We encourage you to leave directly after this and not to stay in the playground as this is an important time for your child to build relationships with his/her peers. Once the music starts to play, the students will line up at the classroom and wait for their teacher to lead them to the classroom

This is done to help settle everyone down before the day starts and ensure that everyone is ready for the day. Please endeavour to have your child to school before the bell goes, so that they are part of this routine.

Should you arrive after the bell has gone, you will need to report to the College office from where one of the office staff will take your child to the classroom. This ensures that there is as little possible disruption to classes as possible.

What to Pack in your Child's School Bag

- ▶ Fruit break (a piece of fruit/vegetable)
- ▶ Snack (wrapped separately)
- ▶ Lunch (wrapped separately)
- ▶ Lunch box (named)
- ▶ Drink bottle (named)
- ▶ School bag (named)
- ▶ Art smock (named)
- ▶ Hat (named)
- ▶ SMILES

Other Information

- ▶ Long hair needs to be tied back.
- ▶ All clothing must be named.
- ▶ Your child will be brought out by their teacher to the designated area provided at the beginning of the year.
- ▶ Parents will be informed when specialist classes are scheduled.

Prep Entry Assessment

We do not run any Prep classes on Wednesdays for the first six weeks. Our experience is that initially student energy levels drain quickly, and they become extremely tired towards the end of the week. We find that one day's rest allows them to regain their energy and therefore make the rest of the week's learning more productive. In lieu of classes on this day, the Prep staff will conduct one on one assessments to ascertain each student's basic literacy and numeracy understanding which helps them to develop programs to suit the student's needs.

The children must attend and can be brought to school by a parent or carer. The children will receive one appointment time over one of these days. Appointment times will be distributed in December and will be scheduled between 9am to 3pm.



Learning and Growing at WCC

Buddies and Peer Supports Programs

Every Prep child will be matched with a Year 5 or 6 buddy. The Grade 6s and Preps meet together periodically for special 'buddy' activities. The Year 5 and 6 children really enjoy looking after their Prep buddies!

Prep Programs

English

The Program has a strong focus on providing explicit and systematic instruction in phonemic awareness, phonics, word knowledge, fluency and comprehension. This content is imbedded in the areas of Reading and Viewing, Writing, Speaking and Listening.

Integrated Studies

Our Integrated Topics cover: Science, Health, Engineering, DigiTech, Geography and History and students are given opportunities to explore the world around them via an Inquiry Unit process.

Mathematics

Children are encouraged to think mathematically about the real world, developing exploratory and problem solving skills. Skills are developed across Number and Algebra, Measurement, Space and Statistics. The proficiencies of understanding, fluency, problem-solving and reasoning are applied across all areas.

Specialist Subjects

Students will also begin taking classes in Physical Education, Art, Music, French, Library, Christian Life and Perceptual Motor Program (PMP).

Learning Assistants

To support student learning in the classroom, Christway College will provide Learning Assistants (LA). Support provided by an LA includes one-on-one assistance, small group withdrawal or general classroom support.

Student Wellbeing

Well-being Team

Our Wellbeing Team is based on a strengths-based approach to support students to become aware of their thoughts, strengths, goals, and to discover and utilise their God-given talents. Students learn to build resilience, improve their overall wellbeing, and make a difference in the world. Our Head of Student Wellbeing focuses on developing a proactive wellbeing team, which builds upon the culture of care and support within the school community.

Enrichment Programs

Swimming

Primary students from Prep to Year 6 take part in professionally coached swimming lessons. These lessons aim to improve students' knowledge of water safety and provide them with skills such as water control, breathing control, floating and kicking.

Instrumental Music Lessons

The College provides outsourced instrument tuition via a professional music service, for students in Piano and Guitar. These lessons are provided during school days on a rotational basis, with 16 lessons being provided each semester. Instrumental lessons are an additional cost and will be added to students' College fees. For more information about enrolling your child into this program, please contact the College office.

Example Of A Typical Prep School Day

Prep Timetable Example		
8:15am – 8:40am	Outside exploration and play	This is a time for children to prepare and get organised for the day. Encourage your child to organise their own belongings in the designated area. Once they are organised, they are able to enjoy outside play and are encouraged to interact with their peers during this time.
8:45am	Day Begins	Students line up with their classmates and head to the classroom with their teacher. Please be aware that late arrivals miss this very important part of the day, so please plan to be on time.
9:00am	Mat Time	This is when we mark the Roll and the first group session of the day starts. We discuss the daily routine, discuss the class calendar and prepare for the day.
9:10am	Literacy Session	For literacy, students participate in a range of activities to develop their abilities in reading, writing and handwriting.
9:50am	Fruit Break	Students come together on the carpet and enjoy a healthy snack (fruit or vegetable) from home.
10:00am	Literacy Session	Children move into differentiated groups for literacy activities based on the literacy program focus. These activities include hands on learning to help students consolidate their knowledge and develop their creativity.
10:50am	Recess	Children play in the Prep playground or in the yard.
11:15am	Mathematics Session	Children participate in a variety of activities to build on their knowledge of number and algebra, patterns, measurement, shape, location and transformation, and data representation. Online Mathematics activities are also available during this time.

Example Of A Typical Prep School Day

Prep Timetable Example		
12:50pm	Supervised Lunch	This is a relaxed time where children take turns to say grace, eat their lunch together and have an opportunity to engage in peer conversations.
1:00pm	Play Time	Children play in the Prep playground or in the yard.
1:45pm	Specialist Session	Students participate in a range of specialist lessons, these include: Art, Music, Physical Education, Perceptual Motor Programme or French with a specialist teacher.
2:35pm	Integrated Session	Over the course of the year, students explore a range of topics through investigative work and hands- on learning. Topics may include Community, Sustainability, Social Justice, Creativity, Identity, Change, Discovery and Connections.
3:05pm	Getting Ready to go Home	Before students are dismissed, they pack their belongings and clear up their space in the classroom, checking hats and bags.
3:15pm	Home Time	The teachers guide the students to the designated pick-up area and they are collected by their parents/ guardians Students are not released until their parents/guardians collect them from the teacher.



General College Information

Before & After School Supervision

The College grounds are supervised from 8:15 am and students/children must be collected by 3:45pm. If children are not collected by 3.45pm they are taken to the Their Care out of Hours School Program.

College Bus Service

At this stage the College does not have a bus service. As the College grows it is a service they will investigate further.

College Uniform

The uniform promotes pride, belonging and respect in the College. It increases student self-esteem and a sense of belonging. The uniform is attractive, long-wearing and eliminates competitiveness in dress. The wearing of the uniform at Christway College is compulsory.

Primary Girls Uniform	Primary Boys Uniform	Primary Sport Uniform
Summer		
<ul style="list-style-type: none"> ▶ Summer dress ▶ Navy or black sports underpants or fitted shorts ▶ Navy shorts/pants ▶ White short sleeved cotton shirt with school logo ▶ Plain white turn down ankle socks ▶ Black leather, lace-up shoes ▶ Maroon jumper with school logo ▶ Maroon slouch hat 	<ul style="list-style-type: none"> ▶ Navy shorts/pants ▶ White short sleeved cotton shirt with school logo ▶ Navy turn down ankle socks ▶ Black leather lace-up or Velcro shoes ▶ Maroon jumper with school logo ▶ Maroon slouch hat 	<ul style="list-style-type: none"> ▶ Navy interlock shorts ▶ Navy polo shirt with maroon sleeves school logo ▶ White sport socks ▶ Lace up or velcro sports sneakers (any colour)
Winter		
<ul style="list-style-type: none"> ▶ Check tunic ▶ White long -sleeved shirt with Peter Pan collar ▶ Navy tights or navy knee high socks ▶ Black leather lace-up shoes ▶ Maroon jumper with school logo ▶ College wet weather jacket or wind shield jacket 	<ul style="list-style-type: none"> ▶ Navy trousers ▶ White long-sleeved shirt with school logo ▶ Navy socks ▶ Black leather lace-up shoes ▶ Maroon jumper with school logo ▶ College wet weather jacket or windshield jacket 	<ul style="list-style-type: none"> ▶ Navy tracksuit and jumper with school logo ▶ Navy polo shirt with maroon sleeves and school logo ▶ White sport socks ▶ Lace up or velcro sports sneakers (any colour)

College Uniform

Seasonal Changes in Uniform

Please note the following regarding seasonal changes in uniform:

- ▶ Terms 1 and 4: Official Summer uniform
- ▶ Terms 2 and 3: Official Winter uniform

**There is a 2-week cross-over at the beginning of Term 2 and 4, where students may wear winter or summer uniform. The students can not wear a mix of uniform, either one or the another, during the crossover period.*

Physical Education Uniforms

All students must wear the College sports uniform as specified when participating in all physical education (PE) activities. The sports footwear can be of any colour, however must be appropriate for sports.

When a student is representing the College in an external sporting event, the student will be advised and supplied a uniform specified by the College i.e. cricket whites, basketball singlet or netball dress.

Approved School Bags

The College school bag is a uniform requirement and no other school or sports bags are permitted.

Swimwear

Girls' swimwear must be a one-piece, modest cut of any colour. Boys must wear speedo style or board shorts of any colour. The students are encouraged to wear swimming caps and goggles.

Footwear

Approved Footwear



Not Approved Footwear



Rushfords Schoolwear

The uniform is purchased from Rushford Schoolwear.

1/13 Barnes Pl Werribee VIC 3030 | **Email:** rushfords@noone.com.au | **Phone:** 03 9741 3211 | **Fax:** 03 9741 3155

Business Hours: Monday to Friday 9:00am – 5:00pm | Saturday 9:00am – 1:00pm
Sunday and Public Holidays CLOSED

Key Dates

Upcoming Events

2023 Orientation dates	Date	Time
Information session	31 October 2023	5pm – 6:30pm
Prep orientation session 1	14 November 2023	4pm – 6pm
Prep orientation session 2	29 November 2023	4pm – 6pm
Prep orientation session 3	4 December 2023	9:30am – 12:30pm

2024 Transition Dates (No School For Prep Students)	
Wednesday 31 January 2024	The School Entry Assessment appointments will be scheduled during these dates. The children must attend and can be brought to school by a parent or carer. The children will receive one appointment time over one of these days. Appointment times will be distributed in December and will be scheduled from 9am to 3pm.
Wednesday 7 February 2024	
Wednesday 14 February 2024	
Wednesday 21 February 2024	
Wednesday 28 February 2024	
Wednesday 6 March 2024	

2023 Term Dates	Starting	Ending
Term 1	30 January (10am Start for Prep Students)	28 March
Easter	29 March	1 April
ANZAC Day	25 April	
Term 2	16 April	28 June
King's Birthday	10 June	
Term 3	17 July	20 September
Student free days	15 & 16 July and 30 August	
Term 4	7 October	6 December
Mid-term break	4 November	
Melbourne Cup	5 November	

Key Contacts

Key College Contacts

- ▶ Executive Principal Mr Damian Higgins
- ▶ Head of Campus (Wyndham) Ms Kerrie Neophytou
- ▶ Head of Campus (Heatherton) Mr Jason Burgess
- ▶ Head of Secondary Mr Steve Sobey
- ▶ Head of Primary Miss Courtney Hutton
- ▶ Head of Student Wellbeing Mr Cas Gemoh
- ▶ Head of Learning Support Mrs Liz Parker
- ▶ PA to Head of Campus (Wyndham) Mrs Rebecca McFarlane

Contact Information

- ▶ (03) 8740 4770
- ▶ office@wyndhamcc.vic.edu.au
- ▶ 418-438 Ballan Rd, Wyndham Vale, Victoria 3024





Christway
College