



Christway
College



Primary Handbook 2024

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Welcome to Christway 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.



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 Values

Learning, Integrity and Vision draw together the Mission of the College.

The College Emblem and Motto

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



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

Student Life A-Z

Absence

We encourage parents/guardians to ensure that any absences are for unavoidable reasons such as illness. To inform an absence, parents/guardians should access their Compass portal and report the absence. (Open browser/Click on student profile/Profile/Add/Attendance Note). If for any reason parents cannot access their Compass portal, they should leave a message on the attendance line on or email office@wyndhamcc.vic.edu.au. If a student is absent for more than 2 days, the College requests a medical certificate. Parents/Guardians must contact the College if they request extended leave (more than 5 days) for the student, they must complete an application form. Students who are unwell before school hours should remain at home for the day in the interest of themselves and others. Students who are unwell and present with vomiting and diarrhea are suggested to remain home for 24 hours or until fever-free for 24 hours without medication.

Appointments

While Parent-Teacher interviews occur each semester, there may be a need to make an appointment to see a teacher. This may be initiated by the parent via sending an email to the teacher. More serious concerns should be addressed with the Head of Primary, Courtney Hutton. Teachers will either contact parent directly or via the College office arranging a suitable appointment time.

Appointments with the Head of Campus should normally be sought, after any issue of concern has first been addressed with the classroom teacher, and then Head of Primary. If the above two people have been consulted and you feel that your concern has not been adequately addressed, please contact the Head of Campus via Rebecca McFarlane.

Assemblies

Assemblies are a time in which our community shares time of celebration, fellowship and worship.

The parents and grandparents are welcome to attend. The Primary assembly is scheduled at 8:50AM once a week in the Church Hall.

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.

Primary Timetable			
First bell	8:45am	Period 3	11:15 - 12:05pm
Homeroom / Pastoral	8:50 - 9:05am	Period 4	12:05 - 12:55pm
Period 1	9:05 - 9:55am	Lunch	12:55 - 1:40pm
Period 2	9:55 - 10:45am	Period 5	1:45 - 2:35pm
Recess	10:45 - 11:10am	Period 6	Prep to Year 2: 2:35 - 3:15pm
			Year 3 to Year 6: 2:35 - 3:25pm

Camps & Mission Trips

Our camps program are a vital part of the development of the 'whole child' in each student's journey. They provide many memorable shared experiences. They are a compulsory component of our programs that provide opportunities for independence, resilience and problem solving.

Canteen

Canteen orders are made via Subway every Thursday. The link is provided by the College and is the same throughout the year. Orders must be placed by Tuesday 5pm.

Chapel Services

The Primary school Chapel Services are held once a week for all students. The format of the chapel services is varied, but usually includes A biblical focus and message and worship. Chapel services are also reinforced by the teacher in Christian Studies. All students are required to attend chapel.

Collecting Your Child During School Hours

If your child has an appointment and needs to be collected early from school, an advanced notification must be sent to the relevant teachers and the office via: office@wyndhamcc.vic.edu.au. The email must include the adults' name who is collecting the student.

When collecting your child during school hours, please attend the College office and then sign out your child using the Compass Kiosk. If the appointment affects instrumental lessons, please follow their notification requirements.

Contact Details

It is very important that parents notify the College office of home address or telephone contact details. We must store updated email details, as all College correspondence, including the e-newsletter, are emailed.

Communication to Parents from the College

Communication is a vital aspect of any school or community of individuals. The main source of communication from the College is emails and the newsletter. It is important to keep up to date with College information.

Communication with Teachers & Heads of School

Parents are encouraged to communicate with teachers via email, or telephone the College office on 8470 0770. Parents may make an appointment with their child's classroom teacher and / or their Head of Primary 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

This is our College's electronic school management system. All student timetables, class works, key dates, events, Parent Teacher bookings and College information is accessed through Compass. Parents will be provided with login information before the student begins. For new students starting, parents will receive their login at the beginning of the school year.

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 Primary, or Head of Campus.

Alternatively, you can contact Rebecca McFarlane to forward the concern to Mr. Damian Higgins, the Executive Principal.

- ▶ Sending an email to office@wyndhamcc.vic.edu.au.
- ▶ Writing a letter to the College addressed to "The Complaints Manager"
- ▶ Telephoning the College on 8740 4770

The College Complaints Handling Policy is located on the College Website and Compass.

Student Life A-Z

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 Year 7 to 9 have an individual, school owned device, (the cost of which is added in College fees). Access to the College network is both restricted to current students and monitored to ensure safe digital practices and usage is maintained.

Diary

Students from Year 3 to Year 9 will receive a hard copy College diary. Compass 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 in Compass under Student Behaviour Management Procedures and on the College website.

E-Newsletter

The College e-newsletter, is a very important source of information and communication that is emailed home, also uploaded on Facebook. Please read the e-newsletter carefully and note any dates of forthcoming events. Note that we do not send home printed newsletters.

Excursions

Every Primary class is involved in an excursion program. Parents are advised of the details of the excursion via compass and email, usually sent home two weeks prior to the excursion. Excursion details or updates can be viewed in Compass Events. Parents will also be reminded to ensure their child's medical information and emergency contact details are up to date.

Please note: Students will need to wear full school uniform, however sports uniform for sport events. They are not permitted to wear casual clothing on excursions.

First Day of the Year

All Primary students will go directly to their class at 8:45am on the first day of the school year, with their school bags, for an initial welcome assembly.

They will receive communication in January on their homeroom teacher and classroom location. A locker is allocated to all students to store their belongings. Please ensure ALL items of clothing and belongings are clearly named.

This is a very exciting and special day we encourage parents to stay and chat with parents. Toddlers and babies are welcome.

Hats

A College hat must be worn by all students in Terms 1 and 4 during recess and lunch, when outside. This is important sunsmart practice the College reinforces.

Late Arrival

We encourage families to develop good morning routines to ensure students arrive before 8:45am. Students arriving after 8:45 are required to sign in at the Compass kiosk in the College office.

Changing Schools / Leaving the College

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. Lost property is located outside Building 1A.

Parental Assistance

All Primary parents are encouraged to be involved in some way in the life of the College. Some of the ways that parents may become involved in the College include: the PFA, classroom helpers, Father's and Mother's day stall, attending excursions, assisting with covering books, and working bees.

Please see the coordinator of these groups that are advertised in the College newsletter.

All parent helpers require a current Working With Children Check and complete an Induction session.

Student Life A-Z

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 (Chapel) 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. Mobile phones cannot be used at these times.

We expect that any interactions with teachers and other parents are conducted in a courteous, respectful and God honouring manner.

We request that parents abide by the carpark speed limit of 10km/h and follow parking restrictions on the College grounds.

Parents & Friends Association (PFA)

The PFA meets regularly and organises social and fundraising events in the College calendar. It also occasionally provides pastoral care, such as meals to College families in need.

Policies

The College Board has formulated and ratified a range of policies for the College. The policies may be viewed on the College website or by contacting the Head of Campus.

Celebration Night

Celebration Night is the highlight event of the school year where we have the opportunity to acknowledge the achievements of our students. 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 details are published in Term 4.

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.

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 College uses a system of Progressive Online Reporting (POR). 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.
- ▶ Timely 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 Schoolbox.

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

Student Life A-Z

Booklist

The Booklist is published in Term 4 for the following year and a hard copy may be found at our College office.

Student stationery should be named and all folders, pencil cases and exercise books should not contain any graffiti, stickers or pictures. Plain or modestly patterned self-adhesive covers are, of course, permitted.

Student Expectations

Students are expected to:

- ▶ care for their appearance and the property of others.
- ▶ build positive relationships with other students and their teachers.
- ▶ respect, support and create a positive learning environment for all students.
- ▶ be punctual for each period/lesson and line up outside the classroom.
- ▶ enter the classroom only when a teacher is present.
- ▶ be fully prepared with all learning materials required for that lesson.
- ▶ be polite and considerate to others.
- ▶ participate to the best of their ability in all learning activities.
- ▶ 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.
- ▶ 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 must be kept up to date by parents. Ongoing reminder emails are sent to parents to update records as required. Parents are responsible to provide annual Anaphylaxis, Allergy and Asthma Plans.

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.

Timetable

Each student's timetable is located in the Compass schedule and can also be viewed in Compass by parents. It would be wise to copy this into the school diary and a copy kept in the locker.

Uniforms

See page 33

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 visitor's book 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.

Website

The College's website can be found at <https://www.wyndhamcc.vic.edu.au/> and contains lots of useful information about the College.

Facebook

Christway College has a Facebook page which contains current day to day information relating to life at the College.

Looking Ahead To Christway College

Our heart is to educate, encourage and support your child through their learning journey and into their future.

Orientation Day For New Students

Orientation Day will occur in Term 4. On this day students will meet with the Head of Primary, the classroom Teacher, the core and elective teachers, and their new classmates.

Orientation Day is an opportunity for students to become familiar with their peers and teachers, as well as familiarise themselves with their new environment. This visit is designed to answer the students' questions and dispel any fears about attending Primary School at Christway College.



Teaching And Learning

Philosophy of Teaching and Learning

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

“A Christian boy or girl can learn mathematics, for example, from a teacher who is not a Christian; and truth is truth however learned. But while truth is truth however learned, the bearing of truth, the meaning of truth, the purpose of truth, even in the sphere of mathematics, seem entirely different to the Christian from that which they seem to the non-Christian; and that is why a truly Christian education is possible only when Christian conviction underlies not a part but all, of the curriculum of the school.” – John Gresham Machen

We provide a comprehensive academic curriculum, based on the Australian Curriculum, delivered through authentic learning experiences by a staff who have a distinct, ‘Christ Centered’, background from which they approach their teaching. The Biblical Worldview is embedded in ALL subject areas and permeates throughout our community, creating an environment where everyone can feel successful. Teaching and learning at Christway College is based on the belief that we can make a difference to the day-to-day lives of all our uniquely gifted students.

We aim to produce graduates who are growing in their Christian faith and capable of positively influencing the world around them. We encourage them to develop the skills and mindsets needed for a purposeful and meaningful life in a changing world, including a strong work ethic, independence, empathy, initiative, an innovative and enterprising mindset and a growing capacity to lead and serve others.

Through our strategic programs and learning opportunities, we want our students to grow in line with our “Five Foundations of a Whole Child”. That is for them to grow spiritually, academically, socially, emotionally and physically. This will be enhanced as they strive for excellence to develop and use their God-given passions and talents.

“For we are God’s handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do.” – Ephesians 2:10 Jesus himself did not simply come to inform, He challenged individuals to transform and we are dedicated to follow His lead and build His kingdom. With this as our foundation, our school takes its responsibility of supporting parents in nurturing the character of each student seriously and endeavours to play a role in meeting the needs and aspirations of its students.

Partnering with our parents, we seek to provide an authentic Christian education, we seek to bring life to individual learning styles, developing each student’s God-given potential and igniting curiosity through a living curriculum and experiences that touch every aspect of their lives. We seek to equip students with strong ownership of their own biblical worldview to flourish, to shine for God, and who can make a positive, fruitful contribution to the community.



Learning Support

Learning Support

The Learning Support program is designed to provide additional support to cater for individual student needs. The Support team works with students in class and with withdrawal evidence-based programs.

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



Personalised Learning Plans (PLP)

Personalised Learning Plans are created for students who require individual support to support their ability to access the teaching and learning program. Student Support meetings (SSGs) are held with teachers, students, and families to discuss individual needs and support measures. All students who receive a PLP, will require their parents to attend a Student Support Group (SSG) meeting, in which the goals and support is discussed and explored.



Australian Curriculum

The Australian Curriculum is designed to help all young Australians to become successful learners, confident and creative individuals, and active and informed citizens. The three-dimensional design of the Prep to Year 10 Australian Curriculum recognises the importance of the 8 key learning areas, knowledge and skills and alongside 7 general capabilities and 3 cross-curriculum priorities.

Disciplinary knowledge, skills and understanding are described in the eight learning areas of the Australian Curriculum: English, Mathematics, Science, Health and Physical Education, Humanities and Social Sciences, The Arts, Technologies and Languages.

In the Australian Curriculum, general capabilities encompass knowledge, skills and behaviours. Students develop capability and the cross-curriculum priorities when they apply knowledge and skills confidently, effectively and appropriately in complex and changing circumstances, within their learning at school and in their lives outside school.

Key Learning Areas	General Capabilities
<ul style="list-style-type: none"> ▶ English ▶ Mathematics ▶ Science ▶ Christian Studies ▶ The Humanities and Social Science (HASS), includes 5 subjects: <ul style="list-style-type: none"> > HASS P – Year 6 and 7 > History Year 7 to 10 > Geography Year 7 to 10 > Civics and Citizenship Year 7 to 10 > Economics and Business Year 7 to 10 ▶ Technologies: <ul style="list-style-type: none"> > Design and Technologies (includes Food Technologies) > Digital Technologies ▶ Languages (French) ▶ Health and Physical Education ▶ The Arts <ul style="list-style-type: none"> > Dance, Drama, Media Arts, Music, and Visual Arts 	<ul style="list-style-type: none"> ▶ Literacy ▶ Numeracy ▶ Information and Communication Technology (ICT) capability ▶ Critical and creative thinking ▶ Personal and social capability ▶ Ethical understanding ▶ Intercultural understanding
	Cross-Curriculum Priorities
	<ul style="list-style-type: none"> ▶ Aboriginal and Torres Strait Islander histories and cultures ▶ Asia and Australia's engagement with Asia ▶ Sustainability

Subject Allocation

	Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
English	9	9	9	9	8	8	8
Library	1	1	1	1	1	1	1
Mathematics	7	7	7	7	6	6	6
Integrated Studies (Inquiry)	5	6	6	6	6	6	6
Lifeskills/Health	1	1	1	1	1	1	1
Digital Technology	0	0	0	0	2	2	2
Language - French	1	1	1	1	1	1	1
Christian Studies	1	1	1	1	1	1	1
Chapel	1	1	1	1	1	1	1
Visual Arts	1	1	1	1	1	1	1
Music	1	1	1	1	1	1	1
Physical Education	1	1	1	1	1	1	1
Perceptual Motor Program	1	0	0	0	0	0	0
	30	30	30	30	30	30	30

Enrichment Programs

Homework

We believe that homework helps students by complementing and reinforcing classroom learning; fostering good habits of lifelong learning, self-discipline, concentration and study; providing an opportunity for students to be responsible for their own learning. The following homework times are suggested for each year level from Monday to Thursday:

Prep - Grade 1	10 minutes a night in Maths and English plus reading time
Grade 2 - 3	15 minutes a night in Maths and English plus reading time
Grade 4	20 minutes a night in Maths and English plus reading time
Grade 5	25 minutes a night in Maths and English plus reading time
Grade 6	30 minutes a night in Maths and English plus reading time

It is the responsibility of parents/guardians to support their children to complete the homework. If students have not completed homework by the due date, a suitable consequence will be issued by the teacher. If homework is not completed on a regular basis parents/guardian will be contacted by the teacher.

Example of a Typical Daily Routine in Early Years

(Please note that the some of the literacy sessions would be different in Middle and Upper Primary)

8:15 – 8:40	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 class with classroom 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 take a walk on the oval to enjoy a healthy snack (fruit or vegetable) from home.
10:00am	I Love Reading Activities	Children move into differentiated groups for literacy activities based on the I Love Reading Program. These activities include hands on learning to help students consolidate their knowledge and develop their creativity.
10:50am	Recess	Children have supervised free play time with their friends.
11:15am	Maths 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 Maths activities are also available during this time.
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 have supervised free play time with their friends.
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.
2:30pm	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 and home readers.
3:15pm	Home Time	The teachers accompany the students to the designated meeting/ departure area where they are collected by their parents/guardians. Students are not released until their parents/guardians collect them from the teacher.

Schoolbox

Schoolbox is software that facilitates the learning that takes place in the classroom, by providing teachers a modern learning platform to share teaching resources, assess and provide feedback for students and their parents. We encourage collaboration between students, and use personalised mechanisms to complement individual learning needs. It provides individualised timetables for students, as well as due dates and diary planning.

Reporting

At Christway College, reporting is a continuous, ongoing process consisting of a mix of verbal and written communications; families can expect:

- ▶ Continuous feedback in the form of written comments, rubrics, and grades
- ▶ Teacher phone calls, emails and meetings
- ▶ Parent-Teacher Interviews (Term 1 and Term 3)
- ▶ End of semester Reports (semester 1 and 2)
- ▶ Personalised Learning Plans (if required)
- ▶ Student Support Group Meetings (if required)

Device Program

One to One Devices

The students have access in the lower years to a school owned ipad. Year 3 to year 6 have access to a ThinkPad.



Extra-Curricular Opportunities

Student Leadership

The College has a Primary and Primary structure with Captains positions. The College will appoint Primary School Captains (P-6) and Secondary School Captains (Year 7-9).

As part of their role, Captains address families, students, and community members at special events such as Assemblies, Information Evenings, Chapel services or the opening of new buildings.

Four students will be appointed as House Captains, they work to promote participation in sporting and extra-curricular activities.

Captains and House Captains receive structured leadership training throughout the year.

Additionally, two volunteers from each class will be selected to represent their classmates as members of the Student Representative Council (SRC). The role of the SRC is to advocate for their fellow students to ensure that the school is a positive environment for all.

Music

Music is very popular at Christway College. This is taught as part of the curriculum but is also offered as an extra-curricular program at an additional cost. During school hours, students may study a wide variety of musical instruments in private or small group lessons, the instructor is fully qualified. Students who participate are withdrawn from class for 30 minutes each week to attend lessons in the music classroom.

Competitive Sport

Students from Year 5 to Year 9, have the opportunity to compete with the CSEN Western Region (Christian Schools Events Network) and other local competitions. The College also engages in regular interschool competitions with local Christian schools. The competition includes:

- ▶ Netball Victoria championship
- ▶ Victorian College Basketball
- ▶ Cross country CSEN
- ▶ CSEN Athletics
- ▶ CSEN Swimming
- ▶ Boys & Girls Volleyball
- ▶ Boys & Girls Netball
- ▶ Boys & Girls Basketball
- ▶ Boys & Girls AFL 9's
- ▶ Boys & Girls Badminton
- ▶ Boys & Girls Softball
- ▶ Boys & Girls Tennis

Sports Club & House Sport

The Sports Club caters for students who enjoy sports but are not part of a competitive team. This club support students to develop their sporting skills, fitness and health while enjoying an in-house sporting program. Additional to this, all students will engage in the House Cross Country & Athletics and may elect to be involved in competitions. High scoring students have the opportunity to compete at higher levels.

Extra-Curricular Opportunities

Clubs

The children have the opportunity to experience lunch time and after school clubs from Prep to Year 6, these include Chess, Ukulele, Crafts, Dance and Choir.

Choir

Students will gather each week to master their singing ability and learn to sing with others. Students will perform at assembly, worship, school events and inter-school choir competitions.



The House System at Christway College

Students at all grade levels are assigned to a house team upon commencement at Christway College. The structure of the house teams allows students to build friendships across year levels. The house teams offer students opportunities to seek positions of leadership, as well as developing relationship building and teamwork skills.

The four houses are Carmel, Zion, Tabor and Bethel, all of which are named after prominent places in the Bible.

Carmel (Green): Fruitful – God is Our Joy

Mount Carmel is a coastal mountain range in northern Israel stretching from the Mediterranean Sea towards the southeast. The word “Carmel” means ‘God’s vineyard’. According to the Old Testament, Elijah defeated the priests of Baal at Mount Carmel.

Zion (Red): Fortress – God is Our Shield

Mount Zion is a hill in Jerusalem just outside the walls of the Old City. The word Zion occurs over 150 times in the Bible. It essentially means ‘fortification’ and has the idea of being ‘raised up’ as a ‘monument.’

Tabor (Blue): Heights – God is Our Power

Mount Tabor is located in Lower Galilee, Israel. Mount Tabor is believed to be the place of the transfiguration of Jesus Christ, where Jesus began to radiate light and conversed with Moses and Elijah.

Bethel (Yellow): House of God – God is Our King

Bethel, ancient city of Palestine, is located just north of Jerusalem. Bethel means ‘house of God’. Bethel was important in Old Testament times and was frequently associated with Abraham and Jacob.

House Competitions

All students are given an opportunity to compete in and represent their house (Carmel, Zion, Tabor and Bethel) at four major house events each year:

Term 1: Cross Country

Term 2: House Athletics

Term 3: House Sports

Term 4: House Sports

Student Wellbeing

Well-being Team

Our Wellbeing Team is based on a strengths-based approach in wellbeing to support students to become aware of their thoughts, strengths, and goals, and to discover and utilise their God-given talents 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.

Positive Behaviour

Christway College utilises a positive and proactive behaviour management approach that emphasises prevention, support for students and focusing on the development of values, relationships and skill-building needed to behave positively.

A positive behaviour approach is demonstrated by:

- ▶ Explicit teaching and practice of expected behaviours
- ▶ Positive reinforcement for good behaviour
- ▶ Opportunities for students to express concerns and share their story
- ▶ Planned responses to inappropriate behaviour that include additional teaching and support

A proactive approach seeks to prevent behavioural incidences before they occur. At Christway College, our teachers build strong relationships with students and focus on the behaviour they want the students to model rather than what they don't want the student to do.

Bullying

Bullying is considered a very serious matter. Parents are asked to notify the relevant head of sub-school as soon as they are aware of any bullying issues. We will work with all parties to resolve issues promptly and effectively according to the 'Student Behaviour Management Procedures'.

What is Bullying?

Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious or hidden. Bullying of any form or for any reason can have long term effects on those involved.

Including bystanders.

There are many different types of bullying that can be experienced by children and adults alike, some are obvious to spot while others can be more subtle. The different types of bullying that we look at below are some of the ways that bullying could be happening.

Physical bullying

Physical bullying includes hitting, kicking, tripping, pinching and pushing or damaging property. Physical bullying causes both short term and long-term damage.

Verbal bullying

Verbal bullying includes name calling, insults, teasing, intimidation, homophobic or racist remarks, or verbal abuse. While verbal bullying can start off harmless, it can escalate to levels which start affecting the individual target.

Student Wellbeing

Social bullying

Social bullying, sometimes referred to as covert bullying, is often harder to recognise and can be carried out behind the bullied person's back. It is designed to harm someone's social reputation and/or cause humiliation. Social bullying includes:

- ▶ Lying and spreading rumours
- ▶ Negative facial or physical gestures, menacing or contemptuous looks
- ▶ Playing nasty jokes to embarrass and humiliate
- ▶ Mimicking unkindly
- ▶ Encouraging others to socially exclude someone
- ▶ Damaging someone's social reputation or social acceptance.

Cyber bullying

Cyber bullying can be overt or covert bullying behaviours using digital technologies, including hardware such as computers and smartphones, and software such as social media, instant messaging, texts, websites and other online platforms. Cyber bullying can happen at any time. It can be in public or in private and sometimes only known to the target and the person bullying.

Cyber bullying can include:

- ▶ abusive or hurtful texts, emails or posts, images or videos
- ▶ deliberately excluding others online
- ▶ nasty gossip or rumours
- ▶ imitating others online or using their login



First Aid and Medication

In circumstances where a student becomes unwell or suffers an injury during the school day, they are to inform the appropriate teacher, who will then send them to the College office for first aid treatment if necessary. Our first aid room is staffed by caring attendants who are qualified in workplace first aid.

Students are not permitted to phone their parents or guardians and request them to collect them from the College. This decision is to be made only by the teacher or first aid staff member. These staff, acting as “loco parentis”, will use their discretion as to whether the child should remain at school in the first aid room or whether the parent/guardian should be contacted, and arrangements made for the child to be taken home.

In the event that either parent/guardian cannot be contacted, first aid staff will contact an emergency carer; so it is important that their details are always kept up to date. Naturally all reasonable attempts will be made to contact one of the parents or guardians. It is expected that the request will be attended to immediately. It is the responsibility of the parents/ guardians to make alternative arrangements if they cannot personally come to the College and collect their child promptly. Any medical expense administered in relation to an illness and/or injuries suffered by a student whilst undertaking College activities, are not covered by the College. Parents/ guardians will need to claim any costs through Medicare or their private health insurance.

Please note that sometimes it is imperative that our teaching or first aid staff call an ambulance. The cost of this will be met by the family, so for this reason the College suggests that families consider taking out Ambulance Victoria membership. In the event of an emergency situation where an ambulance needs to be called, and a parent/guardian or emergency carer is unavailable, a staff member will accompany the child to the hospital in the ambulance.

Medication at School

According to regulations, first aid staff cannot administer medication to any child without written permission from their parents/guardians. If, upon doctor’s orders, ongoing medication is required whilst the child is at the College, a letter from the doctor explaining the dosage is required. The original packaging must be sighted by the first aid staff. The parents/guardians will also need to complete the appropriate medication permission form in the College office.

All medication will be held in the first aid room and be administered ONLY by the first aid staff. No medication is to be brought on to the College grounds by any student without our first aid staff being informed beforehand. In cases where a student is required to take some form of medication, either temporarily or regularly, it is important that the parent/guardian complete a Medication Request Form, these forms can be collected from the College office. These forms include the name of the medication, dosage required and time of administration. If deemed necessary, medication such as paracetamol or antihistamines may be administered to students, only if parental permission has been provided and is supplied by the parents. Student’s medication, such as Ventolin, will be sent on excursions with the class teacher.

Medical Action Plans

In cases where a student is known to suffer from a particular condition, such as epilepsy, allergies, asthma etc, it is essential that the parents/guardians complete an action plan which is available from the College office or a medical practitioner. If a parent/guardian suspects that their child has an allergy, it is encouraged that they visit their family doctor to gain diagnosis and create a plan moving forward.

Once diagnosed, first aid staff MUST be supplied with instructions from the doctor on how best to care for their child. If a child has been diagnosed with a life-threatening allergy, it is VITAL that first aid staff are provided with an emergency medical kit, complete with the doctor’s written instructions on how best to deal with any reaction. Parents/guardians are to provide the College with an up to date action plan regarding the child’s medical condition. The College requires an Action Management plan from the family doctor to enable the correct procedure to be followed if an asthma attack or allergic reaction occurs. Valuable time may be lost in caring for a student if our first aid staff do not have the proper instructions. Parents/guardians must provide the College with a Ventolin spacer and Ventolin. Parents/guardians must provide the College with an EpiPen if the student is anaphylactic.

First Aid and Medication

Infectious/Contagious Diseases

All schools have a responsibility under the Public Health and Wellbeing Regulations 2009 to exclude students with infectious/contagious diseases from school.

Note: The regulations require the parent or guardian to inform the College as soon as practicable if the child is infected with any of the diseases listed in the table below or has been in contact with an infected person. It should be noted that in cases of diphtheria, typhoid and paratyphoid fever, exclusion and determination of recovery would be matters for the municipal medical officer of health.

It should be noted that during outbreaks of diseases described in the table below, Principals are to direct parents of students who are not immunised to keep their children at home for the recommended period.

Parents/guardians are asked to inform the College if their child is suffering from an infectious/contagious disease.

The following are some guidelines regarding infectious/contagious diseases:

Disease or condition	Exclusion from school	Exclusion of contacts
Chickenpox	Until fully recovered or at least one week after the eruption first appears	Not excluded
Conjunctivitis (acute infectious)	Until discharge from eyes has ceased	Not excluded
COVID-19	It is recommended that students who test positive stay home for 5 days.	Following the Education Department Recommendation
Giardiasis (Diarrhoea)	Until diarrhoea ceases	Not excluded
Hepatitis B	Until recovered from acute attack	Not excluded
Impetigo (schools sores)	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment has commenced and the sores on exposed surfaces such as scalp, face, hands, and legs are properly covered with occlusive dressings	Not excluded
Measles	Until at least five days from the appearance of rash or until receipt of a medical certificate of recovery from infection	Non-immunised contacts must be excluded for 13 days from the first day of appearance of rash in the last case unless immunised within 72 hours of first contact.
Mumps	Until fully recovered	Not excluded
Ringworm	Until appropriate treatment has commenced	Not excluded
Rotavirus (diarrhoea)	Until diarrhoea ceases	Not excluded
Rubella	Until fully recovered or at least five days after onset of rash	Not excluded
Scabies	Until appropriate treatment has commenced	Not excluded
Streptococcal Infection (incl. scarlet fever)	Until receipt of medical certificate of recovery from infection	Not excluded

First Aid and Medication

Immunisation Status

We are required by law to obtain information about the status of a child's immunisation. This does not mean all students must be immunised, but the College does need to know if the child has been immunised or not. A current immunisation status certificate **MUST** be submitted to the College on confirmation of a child's enrolment, regardless of the child's immunisation status. If a child's immunisation status certificate is not supplied, the student may be asked to not to attend school until their immunisation status can be confirmed. A copy of a child's immunisation record can be obtained from the Australian childhood immunisation register or from Medicare.

In the event of a disease outbreak, the students that are not immunised can be quickly identified via the immunisation status certificate and excluded from attending school until the risk of infection has passed.

Homeopathic treatment is not a legally recognised form of immunisation and cannot be listed on an immunisation status certificate.

SunSmart

Our SunSmart Policy has been developed to ensure that all students and staff attending Christway College are protected from skin damage caused by the harmful ultraviolet rays of the sun. It is to be implemented throughout the year but with particular emphasis in Terms 1 and 4. During Terms 1 and 4, students are required to wear College approved hats at recess and lunch time. This can also apply to other times when the students are outside for extended periods of time such as Physical Education or sports carnivals. Students are also encouraged to apply sunscreen before coming to school in the morning and re-apply if necessary, throughout the day.



General College Information

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 Sports Uniform
Summer		
<ul style="list-style-type: none"> ▶ Summer dress or Navy short/pants ▶ White short sleeved cotton shirt with school logo (if wearing grey shorts) ▶ Navy or black sports underpants or fitted shorts ▶ Plain white turn down ankle socks ▶ Black leather, lace-up shoes ▶ Maroon jumper with school logo ▶ Maroon slouch hat ▶ College Blazer 	<ul style="list-style-type: none"> ▶ Navy short/pants ▶ White short sleeved cotton shirt with school logo ▶ Navy turn down ankle socks ▶ Black leather lace-up shoes ▶ Maroon jumper with school logo ▶ Maroon slouch hat ▶ College Blazer 	<ul style="list-style-type: none"> ▶ Navy interlock shorts ▶ Navy polo shirt with maroon sleeves school logo ▶ White sports socks ▶ Lace up, sports sneakers (any colour)
Winter		
<ul style="list-style-type: none"> ▶ Check skirt, navy tights or navy knee high socks or Navy pants ▶ White long-sleeved shirt ▶ Tie ▶ Black leather lace-up shoes ▶ Maroon jumper with school logo ▶ College Blazer ▶ College wet weather jacket or wind shield jacket 	<ul style="list-style-type: none"> ▶ Navy trousers ▶ White long-sleeved shirt with school logo ▶ Tie ▶ Black leather lace-up shoes ▶ Maroon jumper with school logo ▶ Navy socks ▶ College Blazer ▶ 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 sports socks ▶ Lace up, 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 sport activities.

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.

Jewellery:	Girls: Watches and plain gold/silver studs or sleeper earrings may be worn Boys: Watches may be worn. No earrings are allowed No other visible jewellery is to be worn with the school uniform
Make-up and Nail Polish:	Make-up or coloured nail polish is not to be worn at school.
Girls' hair:	Shoulder length hair and longer needs to be tied back throughout the school day. Hair accessories are required to be in the college colours of maroon, navy, black and white. Hair needs to be a natural colour (eg. Not pink)
Boys' hair:	Must be neat, tidy and to sit above collar. No extreme styles (eg. Dyed hair, no shaved hair less than a No. 2 blade, 'cut in' sections, longer on one side shorter on the other etc). Hair needs to be a natural colour (eg. Not pink) Students are expected to be clean shaven prior to arriving at school.
Tattoos:	Tattoos are not permitted at the College. Please remove any temporary tattoos prior to attending school.
Hat:	It is compulsory to wear hats in the playground throughout Terms 1 and 4 for sun safety reasons.
Shoes:	Girls: black leather school shoes are the requirement for girls. Boys: may wear black leather school shoes or black boots (NO steel capped toes).
Coat:	Any style of coat in navy is acceptable to and from school. Scarves can be white, navy or maroon.
School Bag:	The Christway College backpack with school emblem and motto is part of the uniform.
Labeling:	All items of clothing needs to be clearly labelled with the child's name. This includes hats, coats, bags, etc.

NB: Nothing worn under the uniform is to be visible either through the fabric or at the neck/arm line.

We appreciate your diligence in maintaining College uniform and we will be advising you if unacceptable uniform items are worn.

At Christway College we like to see students taking care and pride in their appearance. We anticipate that all students will diligently attend to their personal grooming and that uniforms are clean and in good condition worn in the manner intended. We have set down some guidelines that need to be adhered to, to ensure a high standard is met. We do, however, understand that sometimes a situation may arise that will require special consideration. In this case we would appreciate you consulting the Head of Primary to discuss your special needs. The College expects that every effort is made to ensure that all students are in correct uniform. In cases where a student is out of uniform, a note from their parent/guardian must be provided, explaining the circumstances.

Out of Uniform Events

Students are permitted, on special event days, to wear casual clothes to school. In keeping with the College uniform policy, it is expected that students dress modestly, neatly and suitably to reflect the values of the Christian faith and the College.

The following are unacceptable:

- ▶ Revealing clothing
- ▶ Inappropriate footwear including high heels and thongs
- ▶ Make up and Jewellery
- ▶ Inappropriate language or pictures on clothing
- ▶ Untidy or coloured hair

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 & Contacts

Upcoming Events

2024 Orientation dates	Date	Time
Step-up day (2024 Prep to Year 9)	4 December 2023	9am – 1pm

Term Dates

2024 Term Dates	Starting	Ending
Term 1	30 January 2024	28 March 2024
Good Friday	29 March 2024	
Easter	31 March 2024	
Term 2	16 April 2024	28 June 2024
ANZAC Day	25 April 2024	
King's Birthday	Pupil Free day 7 June 2024	
Term 3	17 July 2024	20 September 2024
Student free days	15 & 16 July and 30 August 2024	
Term 4	10 October 2024	6 December 2024
Mid-term break	4 November 2024	
Melbourne Cup	5 November 2024	

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