



Primary School

Parent Handbook



Vision, Mission and Core Values

VISION

Our Vision at Dale is to offer affordable, quality education within the framework of a Christ-Centred Biblical World View as we strive to equip our students with skills and strong values that encourages them to pursue excellence in all areas.

MISSION

Every student at Dale Christian College will clearly hear the claims of Christ on their life through management, curriculum and teaching practices and see the love of God at work in the College community.

CORE VALUES

At Dale Christian College, our focus is on digging wells of wisdom and truth instead of building fences of exclusion. As staff, we pledge to infuse Christian principles into our activities and educational approaches, aiming to illuminate Christ's light in our community by embodying our core values in practical ways.



Honouring God and the Bible

- We commit to centering our practices and teachings on a Christ-focused biblical worldview. Our reverence for God and His Word permeates our daily devotions and curriculum. We work towards cultivating a community that seeks to Glorify God in all things.
"Love the Lord your God with all your heart and with all your soul and with all your strength."
(Deuteronomy 6:5)



Respect: Others & Ourselves

- Respect is crucial in our college community, mirroring God's view of each individual as His beloved creation. Shown through courteous communication and acknowledging inherent value, we foster a Christ-centred, nurturing environment.
"So, in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets." (Matthew 7:12)



Stewardship & Responsibility

- We instill responsibility in our students through the care of College resources and personal belongings. Leadership roles and community service opportunities foster a sense of duty and environmental responsibility, aligning with our commitment to stewardship of God's creation.
"Whoever can be trusted with very little can also be trusted with much, and whoever is dishonest with very little will also be dishonest with much." (Luke 16:10)



Justice & Mercy

- Our College maintains just rules and consequences, echoing Jesus' teachings of justice and mercy. We inspire students to pursue fairness and exhibit compassion in their interactions, cultivating a community that values both justice and forgiveness. Students are encouraged to act justly, love mercy, and walk humbly with God.
"He has shown you, O mortal, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God." (Micah 6:8)



Pursuing Excellence

- At Dale Christian College, excellence transcends academics, focusing on personal growth in line with Christian teachings. We celebrate progress, embrace a growth mindset, and view mistakes as learning opportunities, encouraging efforts as if serving the Lord.
"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving."
(Colossians 3:23-24)

Our Shared Responsibilities

Dale Christian College is a complex interconnection of relationships built together for the ultimate benefit of students. This involves shared responsibilities and relationships between parents, teachers, administrative staff, students, and the church community. This also involves friends and the broader community. The key foundations of our community are a biblical approach that encourages and nurtures clarity, integrity, and mutual support.

In the complexity of this community there will be opportunity for misunderstanding or disagreement. In such circumstances we encourage members of the community to speak directly to the person this involves. If this fails to bring resolution, then the inclusion of other members of the community or church, empowered to positively solve the issue is encouraged. (*Matthew Chapter 18*).

In this context, members of our community should be aware of our shared responsibility to protect and encourage one another so together we build harmonious and positive relationships and reputations.

In choosing the method of communication, it is important to consider the effect on the recipient and the opportunity that they have for response to the communication. It is particularly important to avoid expressing in a public forum such as Facebook, TikTok, email or any other social media platform, matters that are more appropriately resolved privately and discretely.

Some handy hints:

- Do not act quickly if you are angry. Give a considered response when you are calmer.
- Anything posted on the internet is in the public domain and becomes out of your control. Please consult the College principal before uploading any material that identifies the College or individuals that are connected to the College in any way.
- We all make mistakes, and it helps to be forgiving when others make mistakes. Some scriptures that are helpful on these matters include:

A soft answer turns away wrath, but a harsh word stirs up anger. Proverbs 15:1 (NKJ)

And be kind to one another, tender-hearted, forgiving one another, just as God in Christ forgave you. Ephesians 4:32 (NKJ)

It's harder to make amends with an offended friend than to capture a fortified city. Arguments separate friends like a gate locked with iron bars. Proverbs 18:19 (NLT)

Dale Christian College is a child safe organisation and seeks to always uphold the National Principles for Child Safe Organisations (Australian Human Rights Commission) in order to create a culture, adopt strategies and take action to promote child wellbeing and prevent harm to children and young people.

Administration

Principal	:	Fourie Jordaan
Deputy Principal Primary School	:	Gary Mewhor
Street Address	:	150 Forrest Road, Armadale, WA 6112
Email Address	:	dale@dalecc.wa.edu.au
Website	:	www.dalecc.wa.edu.au
Phone Number	:	(08) 9497 1444
Office Hours	:	8:15am – 4:15pm

Term Dates

Term Dates are available in the newsletter, on our website and the Dale Christian College P&F Facebook page

College Hours and Break Times

Monday - Friday	
College gates open	8:00 am
College commences	8:30 am
Primary School Recess	10:20 am -10:30 am
Primary School Lunch	12:00 pm -12:50 pm

To ensure the safety of our students at all times, they should not arrive at school before 8:00am. Staff will only be on duty from 8:00am and our early room classes only open from 8:00am. Pre-Primary and Kindy students must be dropped off and collected from their respective classrooms.

If you need to collect your child from school before the end of the day, you will need to attend Student Services to sign them out and collect a leave pass to be handed to the classroom teacher.

Before and After School Care

Before and After School care for Kindy to Year 6 is provided by Little Learners Place OSH Club. Further information can be found in our newsletter. All enquiries should be directed to Little Learners Place OSH Club as these are arrangements external to the College.

Before School Hours	:	6:30 am -8:30 am
After School Hours	:	3:10 pm -18:00 pm
Email	:	dale.oshc@littlelearnersplace.com.au
Phone Number	:	(08) 9396 9316

Newsletter

The College newsletter is published every Wednesday and contains information about current and upcoming events happening at the College. The newsletter will also have important dates pertaining to the term.

Assemblies

Assemblies are generally held every second Wednesday at 2:30 pm for Years PP-6 Classes take it in turn to run and present assemblies. This gives students an opportunity to develop skills in public speaking and performing. Parents, grandparents, family and friends are welcome to attend. Assemblies are held to celebrate student achievements and give individual classes the opportunity to perform. Parents of students who are receiving awards at assembly will be notified via the newsletter or their classroom teacher.

Visitors/Volunteers

At Dale Christian College we require volunteer help in many areas. We welcome and value this assistance from the wider College community.

- All visitors/volunteers to the College are required to sign in and out at reception. An identification sticker will be issued clearly outlining you as a visitor/volunteer and is to be worn at all times while on College grounds.
- Volunteers assist and support College staff in the areas of camps, sport carnivals, excursions, the canteen, the uniform shop, and the library.
- In all cases, volunteers operate under the direction of qualified College staff.
- In general, the minimum age for volunteers is 18 years.
- In general, volunteers who work directly with students will be required to be practising Christians.
- All volunteers, including parents at overnight camps are required to complete a WWCC (Working With Children Check).
- Where parents are assisting, some examples are events, classes or camps, the Volunteer Guidelines and Confidentiality Declaration has to be read, signed, and returned to reception.

Legislative Context

The Working With Children Check (WWCC) is a compulsory screening strategy in Western Australia for people who engage in certain paid or unpaid work with children, described as “child-related work” under the [Working with Children \(Criminal Record Checking\) Act 2004](#).

Working with children Check cards are to be provided by anyone over the age of 18 who is not a parent of a student at the College.

Please visit the Working with Children website <https://workingwithchildren.wa.go.au> to download the relevant form or if you require further information. An application can also be obtained from an authorised Australia Post outlet.

Who Needs a Working With Children Check

Needs a WWCC	Does not need a WWCC
Parents volunteering on overnight camps	Parents volunteering at a school where their child is enrolled
Parents participating in student billeting programs	Visitors to schools that are not working (for example, people picking up children after school)
People volunteering on overnight camps	Volunteers under the age of 18 years
Volunteers participating in billeting programs	Students on unpaid placement who are under the age of 18 years
Volunteers whose duties of work involve, or are likely to involve contact with a child	Short-term visitors to Western Australia, only for 2 weeks after their arrival in WA and for no more than 2 weeks in a 12-month period
Grandparents volunteering in schools – unless they at law have responsibility for the long-term care, welfare and development, or the day-to-day care, welfare and development of the child	Employees at excursion venues who are not working specifically with children (for example, a café or gift shop attendant)
International visitors who want to volunteer at a school to work with children	Contractors working on school sites but do not require contact with children to do their job (for example, plumbers or electricians)
External providers providing a service to children on school premises (for example, a specialist sports coach, dance group or science presenter)	Employers of children, and people who work alongside children as fellow employees, unless otherwise doing child-related work
Contractors attending a particular school regularly who become known to the children and are considered to be part of the fabric of the school.	

Factions

Our factions are named after four significant mountains from the Bible. All students are allocated a faction upon enrolment.



Library

We are fortunate to have a spacious Library, which is available to all students. The library is resourced with quality fiction and non-fiction books which students are strongly encouraged to borrow. Each class has an allocated Library day in the timetable.

Canteen

Our canteen operates 5 days per week for recess and lunch. Volunteers are always welcome to help in the canteen. Students are able to purchase a variety of hot and cold foods. Our recess and lunch menu are prepared following the guidelines set by the Foodcore Nutrition Services Inc (Formerly WASCA) and adheres to the traffic light system for healthy food choices.

Recess is not available to Kindy and Pre-Primary students.

Orders can be placed at the canteen until 8:45 or by downloading the Flexischools app from App store or Google Play.

The Link will also be available on the Parent Orbit App.

Refer to Information and Brochures section to set up your Flexischools account.

Uniform Shop

All uniform items, including College and sports clothing, bags and hats are available from our uniform shop.

- Uniform orders can be placed by downloading the Flexischools app from the App store or Google Play.
- The Link will also be available on the Parent Orbit App.
- Refer to the Information and Brochures section to set up your Flexischools account.

Uniform Shop Operating Times

Monday - Friday	
Tuesday Morning	8:00 am – 11:00am
Thursday Morning	8:00 am – 11:00 am
Thursday Afternoon	14:00 pm – 16:00 pm

Enrolment

Please refer to the Information and Brochures section of this policy.

WHO DO I CONTACT FOR ...



General Enquiries	<p>Reception P: (08) 9497 1444 E: dale@dalecc.wa.edu.au</p>
Accounts	<p>P: (08) 9497 1444 E: accounts@dalecc.wa.edu.au</p>
Absentees	<p>If your child is absent from school, please submit the absence via the Parent Orbit App or alternatively SMS Student Services with their full name, class, date/s of absence and reason by 8:30am SMS: 0400 000 767 E: studentservices@dalecc.wa.edu.au</p>
Subject Matters/Teachers	<p>Please see your child's class Teacher. You can email the relevant teacher using the Parent Orbit App.</p>
Pastoral Care	<p>Pastoral Care Co-Ordinator: Linda Mackenzie P: (08) 9497 1444 E: pastoralcare@dalecc.wa.edu.au</p>
Appointment with Principal	<p>P: (08) 9497 1444 E: principalspa@dalecc.wa.edu.au</p>
Curriculum Related Queries	<p>Primary School Danielle Campbell (Kindy –Year 2) E: campbelld@dalecc.wa.edu.au Michael Mathew (Year 3 –Year 6) E: mathewsm@dalecc.wa.edu.au</p>
Enrolments	<p>P: (08) 9497 1444 E: enrolments@dalecc.wa.edu.au</p>
Canteen	<p>P: (08) 9497 1444 E: canteen@dalecc.wa.edu.au Monday-Friday, 8:10am-2:00pm</p>
Uniform Shop	<p>P: (08) 9497 1444 E: uniform@dalecc.wa.edu.au Tuesday, 8:00am-11:00am and Thursday, 8:00am-11:00am / 2:00pm-4:00pm</p>

1. Pastoral Care

Pastoral Care is a uniquely Christian concept, anchored in the metaphor that describes God's relationship to us. *"The Lord is my Shepherd; I shall not want"* (Psalm 23:1) Here the heart of Pastoral Care is revealed in the capacity to meet and sustain a person at their place of individual need and desire.

Shepherds lead, nurture and protect.

This understanding is enriched in the gospel story of the Shepherd of a hundred sheep who notices one missing, and searches until that one is restored to the flock. This reveals the real challenge of Pastoral Care which is to identify individual needs in the context of the many and provide that which is required to successfully establish each person in a vital relationship within the community.

People need Pastoral Care, especially in the critical years of their education and development from child through to adulthood. It has been a particular emphasis of our College to provide a vision that will faithfully direct young men and women to embrace Godly goals. We work diligently to provide a safe and nurturing community that encourages students to respect themselves and others. We understand that the ability to respond to an individual's educational, social, and emotional need should never be lost amongst the press of the ninety-nine. The goal of Pastoral Care is to provide the framework and encouragement that enables students to recognise and use their abilities with compassion, character, and confidence in their community. Dale Christian College recognises that every member of staff is a pastoral carer.

Specifically, our Pastoral Care team includes a Coordinator, Counsellor, Chaplain, and access to a School Psychologist. All staff members are committed to the challenge of providing care and building a community where students can grow and flourish.

The Pastoral Care team can be reached through reception or at: pastoralcaredcc@dalecc.wa.edu.au

Growing a Safe School

The National Safe School Framework incorporates existing good practice and provides an agreed national approach to help schools and communities to address the issues of bullying, harassment, violence, child abuse and neglect.

The Primary School is committed to the essential three elements of these recommendations to promote a healthy College model:

- Curriculum, teaching, and learning practices.
- College organisation, policy, and ethos; and
- College-home-community links.

'What is your approach to bullying behaviour?', is a commonly asked question in the context of school. The primary school has a plain and simple response which is, 'There is a zero-tolerance policy to bullying'. Bullying behaviour is not considered a natural part of healthy developing relationships in any context within the College community.







2. Parents

Change of Circumstances and Details

To ensure we can reach you in case of an emergency, it's important that we have your current address, telephone, and mobile numbers. Additionally, please keep us informed about any changes to your child's home arrangements, including attendance at After School Care, as well as any updates to medical information or family circumstances that might impact your child's behaviour. We kindly ask all parents either update the relevant details on the Parent Orbit App or notify the College in writing of any changes to address, home, work, medical, or personal details as soon as they occur.

If you don't have the Parent Orbit App, please send an email to dale@dalecc.wa.edu.au or complete the Personal Details Form available at reception.

The following details can be updated on the Parent Orbit App

Medical Details Tab General Medical Details Medical Conditions Immunisation Statement Medical Practitioner Details General Details Tab	 Medical Details
General Details Tab Photo Permissions MCEECDYA Details	 General Details
Address Details Tab Correspondence – Personal Details Emergency Contact Details 1 Emergency Contact Details 2 Emergency Contact Details 3	 Address details
Attendance Details Tab Type of Absence Reason for Absence Comment Instructions Upload Attachments	 Attendance

Family Crisis

In the event that a family should experience significant trauma of any sort, the staff would appreciate sufficient information to assist in monitoring students and offering Pastoral Care while at the College. Trauma will often have significant impact on student performance and behaviour. Information of a sensitive nature will be kept confidential.

Parent Involvement

We happily welcome all parents, grandparents, and family friends to participate in our daily program. If you are not a parent and would like to be involved, you will require a WWCC (Working With Children Check). Enquiries may be directed to www.workingwithchildren.wa.gov.au or your local Post Office. Volunteering is an invaluable time to share in your child's world. Parents are encouraged to become involved by undertaking tasks that may include preparing and collecting collage materials, sewing, playing a musical instrument, sharing vocational expertise, and participating in the program. Parents can provide us with valuable support by placing their name on the class roster.

Please read the Newsletter, calendars, parent notes and term planners, as most dates are set well in advance. These notes are an important tool of communication for the whole College. We welcome families to our assemblies and some other special functions held throughout the year. We would encourage you to be involved at any available opportunity.

Parent help on excursions (Please refer to Camps & Excursions P19)

We appreciate your help. Parent help on excursions, camps and in class activities is at the discretion of the teacher but for the benefit of all class members. During College events, alcohol is not to be consumed and smoking on College grounds or at College events is not permitted. In all public venues it is expected that adults participating in College activities will demonstrate behaviours in keeping with the College ethos of respect for others and self.

Only a set number of parents will be able to attend each excursion. This allows safety and organisation to be well managed. Parents who would like to attend are required to make a note when returning paperwork and they will be notified.

When working with children on College activities, it is your right and responsibility to:

- be engaged in the student's education,
- assist the students and support the learning objective of the activity,
- feel safe and be treated with respect,
- use the language modelled in the classroom and appropriate for the age group of the children,
- work under the direction of the teacher,
- actively participate in supervision of the children,
- encourage and build up the child wherever possible,
- offer your full attention to the task - please check with the teacher before bringing younger children into the activity with you,
- respect the confidentiality of the information you come into contact with regarding children in the class,
- be mindful of dietary needs of children at the College,
- be aware and act in accordance with the medic alert treatment of children in your care. e.g. no excessive running for some, no rough play for others, heart conditions, no nuts in food.

Communicating with Teaching Staff

The college community acknowledges that when in the classroom, the main priority of the teacher is the students in their care. Parents should make an appointment with a teacher at a mutually agreeable time to discuss any matter in detail. Please avoid surprising teachers with unscheduled meetings in the morning. An appointment which enables a teacher to be prepared will contribute to a favourable outcome for all.

You are welcome to make an appointment to see the Pastoral Care Team or Coordinator to discuss concerns or to pass on encouragement. In most instances the classroom teacher will also contribute to this meeting. For information or issues related to specialist areas such as: Sport, Music, Performing Arts, Art or LOTE, an appointment can be made with the teacher or through reception.

If you have met with the coordinator and have ongoing concerns or questions, an appointment can be made through Reception to see the Principal, Deputy Principal or the Pastoral Care team. The Principal or Deputy Principal may be contacted through the College reception. A written account of these meetings will be taken.

Student Services

The role of Student Services is administrative and will act as an interface between students, parents, and the College for 'housekeeping' matters. All visitors to Reception or Student Services have a responsibility, however, to ensure that they demonstrate courtesy and respect toward the staff manning the desk.

Student Services can be contacted to:

- obtain late notes,
- sign students in and out of College for appointments,
- present medication for your child's needs,
- update medical and contact details,
- absentee notification.

- If students are unwell, they may be collected from Student Services.

Visiting Classrooms

Parents are not allowed to randomly visit classrooms unannounced during the school day. If a parent needs to forward a message to their child, please go through Student Services. Please remember to always knock and wait before entering classrooms.

Class Times Kindergarten to Year 6

8:30 – 8:50am	Form and Devotions	20
8:50 – 9:35am	Period 1	45
9:35 – 10:20am	Period 2	45
10:20 – 10:40am	Recess	20
10:40 – 11:25am	Period 3	45
11:25 – 12:10pm	Period 4	45
12:10 – 12:50pm	Lunch	40
12:50 – 1:00pm	USSR	10
1:00 – 2:00pm	Period 5	60
2:00 – 2:10pm	Crunch & Sip	10
2:10 – 3:10pm	Period 6	60
3:10	Home Time / Pick Up	

3. Children

Attendance

The School Education Act 1999 requires children of compulsory school age to attend school. When a child is unable to attend, legislation requires that parents/guardians forward notification providing reasonable cause for the absence of their child.

In the early years of school, many concepts, such as literacy and numeracy are taught in a sequence. This means that if your child is often absent from school, it can make it difficult to catch up later. Developing the habit of going to school every day is vitally important so your child does not miss out on important ideas, concepts, knowledge and skills they need for future learning.

Arrival at College

Students are expected to come directly to the College, arriving no earlier than 8:00am, when supervision by staff commences, and no later than 8:30 am. Students who arrive at College after 8:30am or are late to class must sign in at Student Services.

Late Arrival

Students are considered late arrivals if they arrive at school after 8:30 am.

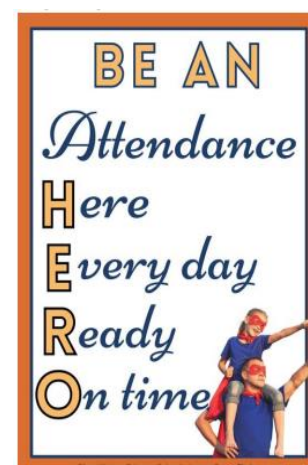
Late Arrival Procedure

Students will follow this procedure when arriving late to school.

Step 1: Students who are late must report to Student Services.

Step 2: Student Services will issue a late note.

Step 3: Students must present the late note when arriving to class. Students will not be allowed to enter any class unless they can show the teacher a late note issued.



Every minute counts!

Every minute counts!

8:25am	Your child has arrived in time to settle well and has the best start possible.
8:30am	Your child has arrived just after most children and will need to get organised quickly and enter the classroom quietly.
8:35am	Your child is late and has missed the beginning of the school day. Being late a few minutes can be unsettling for your child and they will have missed key messages from the teacher.
8:40 - 8:50am	Your child is disadvantaged having missed the morning routine and devotions.

Every day counts! (Attendance)

Regular absences of 1 or 2 days per week don't seem like much but:

When your child misses just....	that equals....	which is....	and over 13 years of school that is....
1 day each fortnight	20 days per year	4 weeks per year	Nearly 1 and ½ years
1 day each week	40 days per year	8 weeks per year	Nearly 2 and ½ years
2 days each week	80 days per year	8 weeks per year	Over 5 years
3 days each week	120 days per year	24 weeks per year	Nearly 8 years

All Day Absences:

When a student is absent, the College must be notified by 8:30am on the morning of the absence. This can be done via the following channels:

- Parent Orbit App
- Email Notification – studentservices@dalecc.wa.edu.au
- SMS Notification – 0428 431 926
- Contacting Reception – (08) 9497 1444

Important Information About Absence Notifications

To keep you informed about your child's attendance, our school uses two notification systems. Each school day, around 9:30 am, these systems will send a message if your child is marked absent without an explanation.

Notification System 1: Parent Orbit App

- If you have the Parent Orbit App, you'll receive a push notification.
- Please reply with your child's name and the reason for their absence.
- Once you provide this information, our school records will be updated automatically.

Notification System 2: SMS Messaging Service

- If you don't use the Parent Orbit App, you'll receive an SMS message.
- Reply to this message with your child's name and the reason for their absence.
- Your response will be recorded in our system.

Part Day Absences:

An App message, SMS message, phone call or email should be sent to student services advising that the child will be late and why. The parent should sign the student in when arriving at college late and an explanation should be given.

Notes:

- a) For any absence (e.g. 1 period or more), a parent is legally obliged to advise the College of the reason. This may be done via note, Parent Orbit App, SMS message, phone call or email.
- b) A student's unverified verbal explanation of an absence will NOT be accepted as a valid excuse. A written explanation must be provided via note, Parent Orbit App, SMS message, phone call or email.
- c) A valid reason for lateness may be, for example, traffic congestion (not on a daily basis), illness, or circumstances beyond one's control, to name a few. **Getting out of bed late is not a valid excuse.**

A letter outlining outstanding absences is periodically sent out to parents/guardians. **EACH absence needs to be explained, and the letter returned to Student Services as soon as possible.**

Dropping off and Collecting Kindy and Pre-Primary students

- Kindy and Pre-Primary children are to be dropped off and collected from their respective classes by an adult.
- Kindy and Pre-Primary children can only be left at their class when a staff member is in attendance.
- Written authorisation to the teacher in charge is required if anyone other than the parents or a guardian is bringing or collecting your child.
- If your child is upset and you decide to stay, you are very welcome, however, once you plan to leave, be decisive and do not linger. A quick kiss and hug 'goodbye' is appropriate. If your child does not settle, we will call to let

Government funding for all students is based upon an audit process that requires individual students to attend more than 90% of the school program. The program includes regular school days, compulsory sport carnivals, camps, and excursions. Parents are required to inform the College of every absence and provide reasonable explanations for the absence.

The following examples are not accepted by the government as a reasonable excuse for absence:

- Participating in a holiday the duration of which will be more than one whole week of the College term.
- Undertaking leisure/recreational activities during College hours (i.e. shopping, camping, fishing, visiting friends).

Please keep in mind that this applies to a total of 10% or more absences which might be accumulated throughout the year.

Parents/Guardians who need to take a student out of the College for an extended period of time during the school term are required to seek authorisation from the Principal at least 2 weeks prior to the intended absence. Parents need to indicate the dates, duration and reason for leave and have it noted prior to the leave being taken. (Please refer to our Extended Absences Policy)

If a student does not receive funding due to unreasonable absences, parents may be liable to the College for the lost funding which equates to the same fees as a full fee-paying student.

After-School Procedure

Purpose: To ensure the safety and well-being of students who are not collected by the end of the school day or after extracurricular activities.

Supervision:

- Students are supervised until 3:30pm.
- It is important that parents make every effort to collect their child before this time.

Procedure for Uncollected Students:

1. **3:10 pm - 3:30 pm:**
 - Students who are not picked up by 3:10pm will wait in the undercover area (circle) until 3:30pm.

2. **3:30 pm - 4:00 pm:**

- If not collected by 3:30pm, students will be accompanied to Student Services.
- Supervision will continue in Student Services until 4:00pm.

3. **After 4:00 pm:**

- If students are still not collected by 4:00pm, they will wait in reception.
- Efforts to contact the student's family or emergency contacts will be made.

Contact Procedures:

All processes must be followed to reach the student's family or emergency contacts if the student remains uncollected by 4:00pm.

Birthdays

Birthdays are important because they are shared with the whole group. Who is the oldest or youngest? How many are in the same month? These are important learning experiences. Parents are welcome to bring in a treat, but not lollies or gifts, on the day closest to the child's birthday. We ask that children's health needs are considered – We are an 'allergy aware' school (please refer to 7. Medical Requirements).

If you are arranging a party to celebrate your child's birthday, it would be appreciated if invitations could be posted to the children and not distributed at the College.

4. Teaching and Learning

Early Intervention Strategies

The current educational climate encourages early intervention and at this College that it is our Policy. If we perceive that your child is having difficulty reaching milestones in relation to speech, fine motor skills, gross motor skills, cooperative behaviour, social skills, or cognitive skills, we will contact you to discuss ways to further help your child.

Extensive testing and observation by the teacher will be completed and will highlight any needs in these areas. We rely heavily on the Pastoral Care Team and Lead Teachers for advice and additional testing. This can only happen with your permission, so it is vital that we have cooperation between us all for your child's advancement. They will need to be referred for extra one-on-one sessions by a specialist, either privately, through the Pastoral Care Team or through a Government agency. If issues with language, social skills, behaviour, and fine motor development are not dealt with, the problem may escalate with each progressive year. Early intervention is the key to helping your child thrive in a school environment.

If you are already aware that your child is experiencing difficulties in any area at all, you need to inform the teacher in writing and present any reports so that ongoing consultation can occur. This will help us understand and implement your child's learning at the appropriate developmental level.

Kindergarten Program

In Kindergarten we are engaged in using the new Early Years Learning Framework. This is a national framework to ensure quality educational programs. The five key goals are for the students to: build a strong identity, make a connection with their world, develop a strong sense of wellbeing, be confident in learning and communicate effectively. The early years are a time to:

- 'Belong' - to a family, a culture, and a community
- 'Be' - play, have fun, try new things, and enjoy
- 'Become' - the best they can be, learning all they can.

We work through play, building relationships with specialists, home, and College to watch progress and grow together. Our emphasis is on social skill building and confidence to begin the literacy and numeracy journey of school life.

Lower (PP, Years 1 and 2)

Work in Lower Primary is built on the foundations established in Kindergarten. There is a great emphasis placed on students becoming users of their own writing and reading to develop literacy. This is supported by a commitment to assist students on their own individual learning journey.

At this stage, children start to become aware of things beyond their own experience and take an interest in community, developing friendships and caring for those around them. Our themed topics, covering Science, History, Geography, Health, Art, and Technology, reflect these growing interests. Language skills are used and developed in connection with these themes. This makes the learning more integrated, realistic, and interesting for students. Specialist teachers begin in Year 1 with Music, Art, Sport and LOTE in Year 2.

Middle (Years 3 and 4)

In the Middle Primary, children begin to pull together the isolated foundation skills developed in Literacy and Mathematics and move to a more independent level of language that allows for the development of research skills and exploration of higher levels of content.

Children are given the opportunity to develop a deeper understanding of topics and explore interests in a more independent style of learning. They are given new challenges by way of different situations to apply their skills. The emergence of integrating IT skills in their learning becomes much more keenly focused.

Upper (Years 5 and 6)

Work in the Upper Primary is aimed at preparing students for leadership. High expectations are placed on the correct use of language in all its forms. Mathematics skills are honed to enable the students to cope with the much more difficult concepts of abstract thought and process found in Secondary Mathematics.

To support this time, small group instruction focused on developmental groups for Literacy and Numeracy allows confidence and knowledge to grow at a more individual pace.

IT skills are an integral component of the learning curriculum. Children are expected to work with a variety of programs and products as a normal part of the day's study.

Leadership skills and responsibilities in a team environment build the character of the students into discerning young people. They learn to cope with the pressures of peers' and others' expectations in a supported community. Children are expected to be able to work independently and take responsibility for their own learning.

Student Leaders (Prefects) are chosen from the Year 5 classes and presented with their badges at the end of year.

Student Leaders take on a variety of roles in the College and cover a few key areas:

- pastoral care of students in the lower grades
- Assist at formal events leadership of formal events
- community service
- assisting in sporting events
- values building
- Two Faction Captains elected from each Faction and their time of duty is the whole year.

Reporting

Reports on progress are issued on a regular basis

Term 1	Class Meeting – Parent Information Night
	Interim Report – Years 1 to 6
Term 2	Semester 1 Reports – Kindy to Year 6
Term 3	Parent Teacher Meetings PP to Year 6
	Kindy Learning Journey
Term 4	Semester 2 Reports – Kindy to Year 6
	Kindy and PP portfolios sent home

Please remember that you do not have to wait until interview times to talk to your child's teacher. Appointments may be made through Reception or with your class teacher, by way of the Student Diary. It is requested that an appointment is made for issues which require a detailed discussion. Please advise the reason for meeting when making appointments, so the teacher can give a considered response to your questions.

Portfolios

In Kindergarten and Pre-Primary, portfolios are an important tool used to report your child's progress across learning areas. They are available to be viewed throughout the year and will be sent home at the end of the Term 4. Please feel free to discuss your child's progress and development. Teachers will contact you for a formal interview if the need arises.

Assessment

In addition to the regular and ongoing assessment done by the classroom teacher, some standardised and other norm-referenced tests are used. These tests are used to inform our report writing and class handover. This enables teachers to quickly assess the needs of students entering the classrooms and gives them a base line from which to measure progress for the year.

Further assessments, by organisations beyond the College, may be required for some students. These needs will be discussed with parents before any outside organisation is approached.

Each year, students from Years 3 and 5 complete the National Assessment Program Literacy and Numeracy Assessment (NAPLAN). These papers are sent away to be marked and assessed. Parents receive individual information and results from these tests for each of their children during Term 3. There are a variety of assessments used throughout the year groups to better target learning.

Homework

Homework is considered to be an integral part of the child's education. It aims to establish good, regular study habits.

- In the early years (Kindergarten) there is no formal homework, reading books are introduced in Pre-Primary. Support programs may be required for some children which may include home activities.
- In the lower Primary School, homework will be of short duration (20 mins, four times per week) and consist mainly of oral reading to parents.
- In the middle Primary School, other activities may be added and about 25 to 30 minutes per day is expected over four days of the week.
- In the upper Primary School, a maximum of 45 minutes per day homework (over four days of the week) may be expected. It is at this level that projects may become part of homework.

- In the middle and upper Primary School, teachers will give their students guidance as to possible methods and organisation of the homework time.
- Homework is given and collected weekly. Occasionally work to be completed will be sent home. This will be recorded in student diaries.

It is requested that parents provide the necessary amount of supervision, and to ensure their children have a suitable place to do their homework, and that it is adequately completed. If parents know their child is regularly exceeding the class time limit, they should communicate with the class teacher.

Homework is given and checked weekly. Homework that is extra to the usual program will be noted in the diary. Parents need to check the work is being completed and returned. It is part of the policy of the College that children in PP to Year 6 complete homework in support of their classroom learning time.

5. Programs

Christian Living Program

Additional to the overall Christian ethos encouraged in the Primary School, specific times are set aside to learn directly from the Bible. The Bible is the Word of God. Through studying His Word, students can come to understand His plan for them and this world. They come to understand the need for Jesus and to appreciate the role He plays in restoring us to our Creator.

Each day contains a time for a short reading from the Bible. At this time, we also encourage the students to talk to God, through prayer, and to praise Him through song. More in-depth studies are also undertaken during the week when students study a particular theme, person, or book from the Bible.

Learning Support/Enrichment Program

This program aims at providing support for students who experience difficulties in certain areas of their work and students who need enrichment and extension. Students may be withdrawn in small groups to work on programs aimed at developing literacy and numeracy skills. Our preferred strategy is to keep all students in the classroom and have them rotate through activities that are at different levels.

Acceleration and differentiation of curriculum is also available to children who present in the top 5% of academic excellence.

Languages Other Than English

Learning a second language can be extremely beneficial for students as it involves not only learning a language but also learning to appreciate other cultures. Learning a second language also helps students to understand the structures of language which may benefit them in their English studies.

Learning to communicate effectively with others is a vital part of loving our neighbour which we, as Christians, are called to do. As our neighbour may be near or far, we need to prepare students for this.

Technology Supporting Learning

A large range of software packages are used by the children to cater for students individual learning needs and stages of development. Digital cameras, scanners, iPads, and printers together with software packages mean students are able to design and demonstrate creativity. Students are given 'logins. The ICT program begins in kindergarten with programs best suited to developmental needs.

6. Behaviour Management Policy

The College promotes the value of respect. This means encouraging students to respond appropriately to requests from staff in the first instance. Respectful manners have benefits for the student and teacher. These benefits include healthier relationships and a positive learning environment. We ask that all parents engage with us in the process of building resilient and respectful students.

The consequences for inappropriate behaviour will be age and developmentally appropriate, and take into consideration the context of the situation, an individual child's circumstances, and their behavioural history. Consequences may include time out from the group, suspensions, and exclusion from the College.

Rules, Rewards and Consequences

The Behaviour Management Policy has three key characteristics. These are the prevention of inappropriate behaviour, the rewarding of positive behaviour, and the acknowledgement and correction of inappropriate behaviour. In this way, the policy addresses rules, rewards, consequences, and choices. The rules should be clearly stated and understood by all students; and apply to all Primary students, whether with a regular, specialist or relief teacher.

Class Behaviour

- Bags are left neatly outside the classroom unless the teacher instructs students to bring them inside.
- Line up outside the classroom in the morning and after each break or upon return from visiting specialist classes.
- Don't interrupt when someone else is talking.
- No fighting or swearing, only language appropriate to demonstrating a respectful attitude.
- No bullying behaviour.
- Students are not permitted to have mobile phones (out or on) or use Smartwatches during College hours.
- Electronic devices are not to be brought to the College.
- Chewing gum is not acceptable on College grounds or College events at any time.

Outside Behaviour

- Running is not permitted on brick paved areas or under verandas.
- Students are not permitted in classrooms without a supervising teacher.
- Students are required to sit and eat their food for the first ten minutes of recess and lunch breaks. Students will be supervised by the teacher(s) on duty.
- Food is not to be eaten on the oval.
- Students must only play in areas that have been designated to their year group(s).
- No hat, no play. Students are not permitted to play on grassed areas or other uncovered areas without a College hat.
- No playing on the playground equipment before or after school.

We choose to honour God, respect our environment, others, and ourselves.

Staff in the Primary School promote 'First Time Obedience'. This means encouraging students to respond appropriately to requests from staff in the first instance. 'First Time Obedience' has benefits for both the teacher and student – healthier relationships and a productive learning environment. In response, staff will strive for consistency and fairness by explaining the reasons behind the rules.

Affirming Appropriate Behaviour Kindergarten to Year 6

Students will be rewarded for positive behaviour. This may be in the form of verbal praise, certificates, and various tokens. Assemblies will continue to acknowledge both the academic achievements and good behavioural standards of select students.

At times, reward events will be organised for students in acknowledgement of consistent, appropriate behaviour and positive contribution to College life. The College will not commit to rewarding every act of good behaviour as this is the expected standard and may have some students performing purely for reward.

The Primary School recognises the differing developmental stages of students and that concrete rewards such as certificates and vouchers are appropriate in the Primary grades.

Yearly awards presented at the end of the year include effort, citizenship and academic awards and take the form of medallions and certificates. Specialist teachers also hand out awards for Year 1 to Year 6.

Classroom teachers will use the classroom systems of reward and acknowledgement.

Bus Behaviour

It is expected that all students travelling on buses will behave in a courteous and responsible manner at all times. As members of a Christian College, we are a witness to Christ in the community – all our actions reflect on Him. For their safety, students are expected to take the most direct bus route and the earliest available connection. Students are held accountable to the College for their behaviour while travelling unaccompanied to and from the College.

Similar courtesies are expected on other forms of public transport.

7. Medical Requirements

Allergies

For the safety and wellbeing of all students, Dale Christian College is an Allergy Aware school. Products that contain nuts (including Peanut Butter, Muesli Bars and Nutella) are not to be consumed for recess or lunch. This decision has been made to protect children with allergies. We appreciate your support and adherence to this policy.

Student Illness

- Sick students will either be brought to Student Services by the teacher concerned, or a note sent requesting Student Services staff to attend to the student if serious.
- College staff are not permitted to issue any prescription medication without prior written parental and doctor authorisation forms.
- Students showing symptoms of sickness should not be sent to school by their parents/guardians. **Students suffering from anything contagious such as conjunctivitis (pink eye) head lice, school sores, ringworm, chicken pox, measles, mumps, or rubella are prohibited from attending the College.**
- Students feeling ill during the day should report to Student Services so that appropriate action can be taken.
- If students become unfit to attend lessons whilst at school, arrangements for their return home will be made with parents.

WHEN THERE ARE CIRCUMSTANCES WHERE A PANDEMIC HAS BEEN DECLARED, IT IS IMPERATIVE THAT THE GOVERNMENT REGULATIONS BE ADHERED TO ABOVE ALL ELSE. The College will communicate these updates to the parents.

Administration of Medication

- **Medication Request for Short-Term Use:**

For prescribed drugs taken by a child for a short period of time (e.g., 1-14 days), parents must complete a Student Medication Request form.

Where possible, medication should be self-administered by the student with minimal assistance from a staff member.

- **Medication Request for Long-Term Use:**

For prescribed drugs taken by a child for a period greater than 14 days, parents must complete a Student Medication Request form (Appendix I) and provide instructions from the prescribing doctor (Appendix II). Medication should be self-administered where possible, or with minimal assistance from staff members.

A record of the administration must be entered into the college database if medication is taken in front of staff or with staff assistance.

A request/record of agreement needs to be made if the dose or medication type is altered or if the regime is restarted following the expiration of the order.

- **Emergency Medication and Action Plans**

Emergency Situations: For students with conditions such as allergies (e.g., peanut allergy, bee stings) where an emergency procedure may be necessary, a meeting involving the Principal, a staff member, and the parent must be organized.

An emergency action plan must be put in place, with all staff advised of the plan. The plan, along with the child's photo, will be placed in a prominent position. Staff will follow this plan in case of an emergency.

A request/record of agreement needs to be made if the dose or medication type is altered or if the regime is restarted following the expiration of the order.

College staff are not obligated to give injections, but the school nurse will demonstrate the use of epi-pens at the beginning of each year.

- **Schedule 8 Medication Management**

Controlled Drugs: All Schedule 8 medications, which are controlled drugs, must be dispensed and administered by Student Services when students arrive at school. These medications must be securely locked away at all other times to prevent unauthorized access.

Drugs for administration should be delivered to the school and kept in the care of the class teacher. All drugs must be in properly labelled containers. Unlabelled drugs will not be accepted.

Students are not permitted to have any medication or analgesics in their possession without permission from parents and the school.

College staff are not permitted to provide analgesics to students.

8. General

Camps and Excursions

Excursions are part of the College plan to provide students with a range of learning opportunities and are organised at the discretion of the classroom teacher.

As a general rule, each class may plan one excursion/incursion per semester. An excursion notice informing parents or guardians of specifics will be sent home in the lead-up to the excursion. We will send out a general permission form at the start of the year to cover all activities and the specific details will be communicated to you just prior to the activity.

A bus is usually hired to provide transportation for whole class trips. Teachers will ensure that diligent supervision is maintained throughout the excursion and that behaviour of the children is of a high standard. The ratio of adults to students will be no lower than 1:10. In special cases a higher ratio will be required.

Teachers will ensure that the College's First Aid Kit and a mobile phone are taken on all excursions.

Each year the Year 6 class takes a trip to Albany (depending on restrictions) which becomes part of the final Primary School year. This camp is separately funded by parents over and above College fees. Costings are announced a year prior to the event at a parent information evening.

Prior to granting permission for any camps or excursions, parents will be provided with all relevant details. Please note that in the event of behavioural issues, students may be sent home at the parents' expense to ensure a positive experience for all.

Please see the Behaviour Management Policy and Excursion & Incursion Policy for more details.

Booklists/Stationery

Booklists are given to families at the end of the year and are available on our website. These items must be made available at the start of each year and replaced as the need arises.

Casual Dress Days – Mufti Days

Casual Dress Days are usually the last day of Terms 1, 2 and 3. A gold coin donation is requested, and the purpose of the funds raised on Casual Dress Day is at the discretion of the Principal.

Casual Dress Day guidelines

- dress is to be modest
- no skintight clothing, no tight Jeggings, jeans, or tights without a skirt over it
- no singlet or halter neck tops or dresses for girls
- no offensive slogans and/or images on any clothing
- no bare midriffs
- no thighs showing (skirts, dresses, and shorts to touch the knees)
- a little make-up and jewellery
- closed-in footwear is required
- no earrings for boys
- for Science, Home Economics and Technology, the student's hair is to be tied back, jewellery removed
- normal Physical Education uniform is required for Physical Education classes.

Incursions

In Kindergarten and PP incursions are favoured and children are enriched by programs that visit them in their familiar learning environments.

Incursions are also available to classes throughout the year. A large variety of guests are invited into the College to enrich programs during certain weeks of the year.

Money

Any money sent to the College with students must be in a sealed envelope and clearly marked with your name and destination e.g. Jones – College Fees, then handed in at Reception.

Mobile Telephones

Most older Primary students own or have access to a mobile telephone. Parents see this as a necessity in terms of safety/security considerations. However, the College's teaching and learning program must be free from the disruption that may be caused by unfettered access to a mobile telephone.

- Mobile telephones are attractive items and can be stolen or lost.
- Dale Christian College and staff are not responsible if a student's mobile telephone is stolen or lost.
- Students must be responsible for the safe keeping of their mobile telephone.
- A condition of students bringing a mobile telephone to Dale Christian College is that the mobile telephone must be switched off and not used for any purpose in classrooms during lessons.
- Students must also note that it is a criminal offence to use a mobile telephone to menace, harass or offend another person.
- If a student uses a mobile telephone in this way, it is likely to be referred to the police for action.

The following guidance is also issued to students on mobile telephones:

- If brought to the College, the telephone must be secured. The College is not liable if the telephone is damaged, lost or stolen.
- Mobile telephones are not to be used for the purposes of bullying other students or disrupting College operations.

- Photographs, videos, or audio soundtracks must not be taken nor made from mobile telephones - unless given permission by a teacher.
- Students are not allowed to use their mobile telephones while on the College campus from 8.30am to 3.10pm.
- If a student is found not following the guidelines or using their mobile phone during College hours, the student will be sent to Student Services, where their phone will be locked in a Salus phone locker pouch. They are permitted to keep the phone with them until the end of the day when Student Services will unlock the pouch.

Recess / Lunch

Children will be opening their own lunch boxes, so ensure the snaps are easily manipulated. We encourage healthy eating practices and ask for your support in this by not sending lollies, chocolates, or chips.

College Property

Defacing or damaging College property of any kind is unacceptable as it belongs collectively to our College community. Any wilful damage should be reported immediately, and the cost of damage will be charged to the student or their parents. At all times, College property should be treated with absolute care and respect. Graffiti is not tolerated.

The College is unable to take responsibility for student property that is brought to the College. It is the parents' responsibility to ensure that any items that are brought to the College are adequately insured (mobile phones and calculators). The College's Insurance Policy does not cover these items. No student is to interfere or tamper with teachers' or other students' property or equipment under any circumstances.

For this reason, students are discouraged from bringing valuable personal items to the College; however, if considered essential, they should be kept with the student (not left in bags). In exceptional circumstances, if a student needs to bring a considerable amount of money or a particularly valuable item to the College, it may be left at reception.

All personal property (calculators, books, pens etc) should be clearly labelled with the student's surname. Phones, gaming consoles or other electronic accessories may not be used during College time or at College events unless a student has received permission from a teacher.

Explosives, guns, knives, razor blades, cigarette lighters, matches, smoking implements, drugs (including tobacco and alcohol) are strictly prohibited.

Personal Toys

Personal toys are not required in Kindergarten or Pre-primary. Children are discouraged from bringing personal belongings unless requested to do so by the teacher. Pre-primary News Days will be assigned by teachers.

Telephone Calls

Students will only be permitted to make or receive phone calls under special circumstances as determined by the College. This must be done at Student Services.

Toileting

To attend Kindergarten it is preferred that your child be fully toilet trained. Kindergarten to Year 1 children should bring a spare set of clothes in their bag with them each day. Please refer to our Primary School Toileting Policy and Procedures.

Water Bottles

Children are encouraged to drink water throughout the day. Water bottles are kept in their bags. Drinks with high sugar contents are discouraged. Children should not share their water bottles.

9. Uniform

Please refer to the Primary School Uniform Policy

The proper wearing of the Dale Christian College uniform is compulsory from Kindergarten to Year 6. This responsibility is shared with parents and students. At the College we expect that students will at all times, including coming and going from the College, dress neatly and according to the compulsory uniform regulations.

Dale Christian College hats must be worn all year when outside, excluding undercover areas. Uniforms of poor repair need to be attended to or replaced promptly.

Please label all the student's items of clothing with their name or at least the Family's last name. That way it is easy to identify an item and return it.

The College tries to keep the uniform affordable. Therefore, there are some items you must purchase at the College Uniform Shop, i.e. Anything with a logo. Other items of clothing may be purchased elsewhere, on condition it is the correct colour and design.

Boys & Girls (Kindy – Year 6)	
Summer & Winter Uniform	College Polo Shirt
	Red Sport Shorts
	Faction Polo Shirts – To be worn on allocated Sport and Carnival Days (Ararat – Blue / Carmel – Yellow / Hermon – Green / Sinai – Red)
	White socks (crew or ankle-length, not low cut)
	Shock Absorbing Sports Shoes (Predominantly white preferred) Note: No Volley, OC's, Vans, skate shoes, or canvas casual shoes permitted
	Royal Blue College Tracksuit Pants
	Royal Blue College Jumper
	College Wide-Brimmed Hat
	College Backpack
	Red College Library Bag
	Blue Homework Bag
	CEV Bible (Yr 2-6)
Optional Items	Black or Navy Velcro sandals (Kindy and Pre-Primary only)
	Outdoor Winter Jacket (for rainy days)

Second-hand Uniforms

Second-hand items with the Dale Christian College logo can be purchased at the Uniform Shop as well as on our P&F Facebook page. Uniforms without a College logo may be purchased elsewhere. Please ensure that the second-hand clothing is of a good quality and well presented.

Second-hand Dale Christian School uniforms can be donated to the Uniform Shop, who will keep them in stock for if and when they are needed by any student.

Lost Uniforms and items

Lost property will be placed in the coloured bins outside Student Services. Parents and students are responsible for retrieving their items. **Student Services will not be sending any lost items to primary students' classes.**

Hair – Girls

- Shoulder length hair (or longer) should be pulled back or up in a style that takes it off the shoulders.
- Head bands, ribbons, hair clips and bobbles are to be plain white, navy blue or red.
- Hair is to be out of eyes or pinned back, i.e., Fringe not to be longer than the eyebrows.
- Hair must be in their own natural colour. Students are not allowed to have their hair coloured other than in their own natural tones.
- Highlights are not permitted.
- Bleached hair is not permitted.
- If girls are wearing braids, ensure no adornments are included and they have to be their own natural tones.
- No fad hairstyles eg mohawks, half shaved heads, mullets, etc. **If you are unsure if a particular style is permitted, please clarify with the Deputy/Principal or Pastoral Care Coordinator prior to getting your hair cut.**

Hair - Boys

- Hair is to be no longer than collar length and the fringe must be out of eyes and away from the ears and no longer than the eyebrows.
- Hair must be short, neat & tidy
- No facial hair is allowed.
- No fad hairstyles eg mohawks, half shaved heads, mullets, braids etc. **If you are unsure if a particular style is permitted, please clarify with the Deputy/Principal prior to getting your hair cut.**
- Hair must be in their own natural colour. Students are not allowed to have their hair coloured other than in their own natural tones.
- Boys are not to have ponytails, hairbuns or 'pinned-back' fringes.

Jewellery – Boys and Girls

- Medical Alert bracelets and necklaces are permitted where a care plan has been provided.
- Girls are permitted to wear one pair of studs or sleepers, (gold or silver) in their ears (one in each lower ear lobe).
- Girls can use clear piercing retainers to keep multiple piercings open.
- Boys are not permitted to wear earrings.
- Both boys and girls are permitted to wear a plain wristwatch, a Medic Alert bracelet or necklace if applicable.
- No other jewellery of any description is permitted.
- No body piercings including nose studs, fleshies or tattoos are allowed.

Make-Up, Hair Tints/Rinses and other – Boys and Girls

- No nail polish.
- No make-up.
- No fake eyelashes
- Natural nails only (i.e no fake, shellac, french, acrylic etc.)
- No tattoos are allowed.

Parents Complaints Procedure

The procedure here is clear; **first** go to the person with whom you have a concern.

“How should I complain?”

The first port of call if the matter involves a staff member or College community person, is to go to that person with your concern and attempt to resolve the matter at this level. Email directly to the staff member or a letter is appropriate.

As a matter of courtesy make an appointment to see the staff member. If you are a parent and phone to make the appointment, please understand that we generally don't interrupt teachers when they are in class with phone calls, so please don't be offended if the office staff offer to take a message or ask if the staff member can return the call. It is also helpful to give the person you are wishing to speak to an indication of what you wish to discuss so that they can inform the staff member.

You may feel that the issue needs to go to a senior staff member. The same applies as above.

“I don't want to complain as such, but there is something bothering me.”

Staff members are working towards the same purpose as yourself: the education and well-being of your child. Staff members want to hear your views and ideas. Contact a staff member, as above.

“I am not sure whether to complain or not.”

If you have a concern, as a parent you are entitled to raise it with the College. In doubt, remember we are here to help. Sometimes it is reassuring just to talk your concerns through with someone.

“What will happen next?”

If you raise something on the phone or in person, it may be resolved immediately and to your satisfaction. If you forward a complaint or suggestion in writing, the College will contact you within 2 working days to respond to your concerns and explain how the matter will proceed. In many cases the person will need to discuss the matter with a colleague and will consider it further before responding. You will be given a date by which time you will be given a response. If a detailed explanation of the issue is needed, a letter or report will be sent to you as quickly as possible. This letter will inform you of the outcome of the complaint. It will explain the conclusion, the reasons for it and any action taken or proposed.

“What happens about confidentiality?”

Your complaint or concern will be treated as confidential and treated with respect. Knowledge of the issue will remain limited to the Principal and to those directly involved. The Chairman of the College Board may also need to be informed in some matters. It is a college policy that complaints made by parents should not rebound adversely on their children. We cannot entirely rule out the need to make third parties outside the College aware of a complaint and possibly also the identities of those involved. This would only happen in a case where the child's safety is at risk or where it became necessary to refer a matter to the police or comply with mandatory reporting of sexual abuse. Parents would be advised accordingly to the nature of the incident and the individual circumstances.

“What if I am not satisfied with the outcome?”

We hope that you are satisfied with the outcome, or at least your concerns have been heard and fully considered. If you are not satisfied, the principal will offer to refer the matter to the Chairperson of the College Board. Alternatively, you may wish to write directly to the chairperson. This should be marked “confidential” and addressed to:

Board Chair
Dale Christian College WA
PO Box 273
Armadale WA 6992

Alternatively, an email can be sent to boardsecretary@dalecc.wa.edu.au

The Chairperson will call for a full report from the principal and will examine matters thoroughly within the Board before responding. The decision of the Board will be conveyed to you.

If the complaint is about the principal, you are welcome to contact the Board. The Chairperson will acknowledge the letter and seek to resolve the problem through the Board. The Chairperson will then get in touch with you as soon as possible.

NB – It should be noted that should you have a dispute as a parent with someone else's child you **may not under any circumstances**, approach the student directly and address the issue. Such matters **must always** be referred to the College management team.

The College recognises and acknowledges your entitlement to express your concerns and we hope to work with you in the best interests of the students in our care.

My child has left the College already, can I still make a complaint?

Yes. Complaints from former students and/or their guardians are accepted and dealt with in accordance with the standard despite enrolment having ceased.

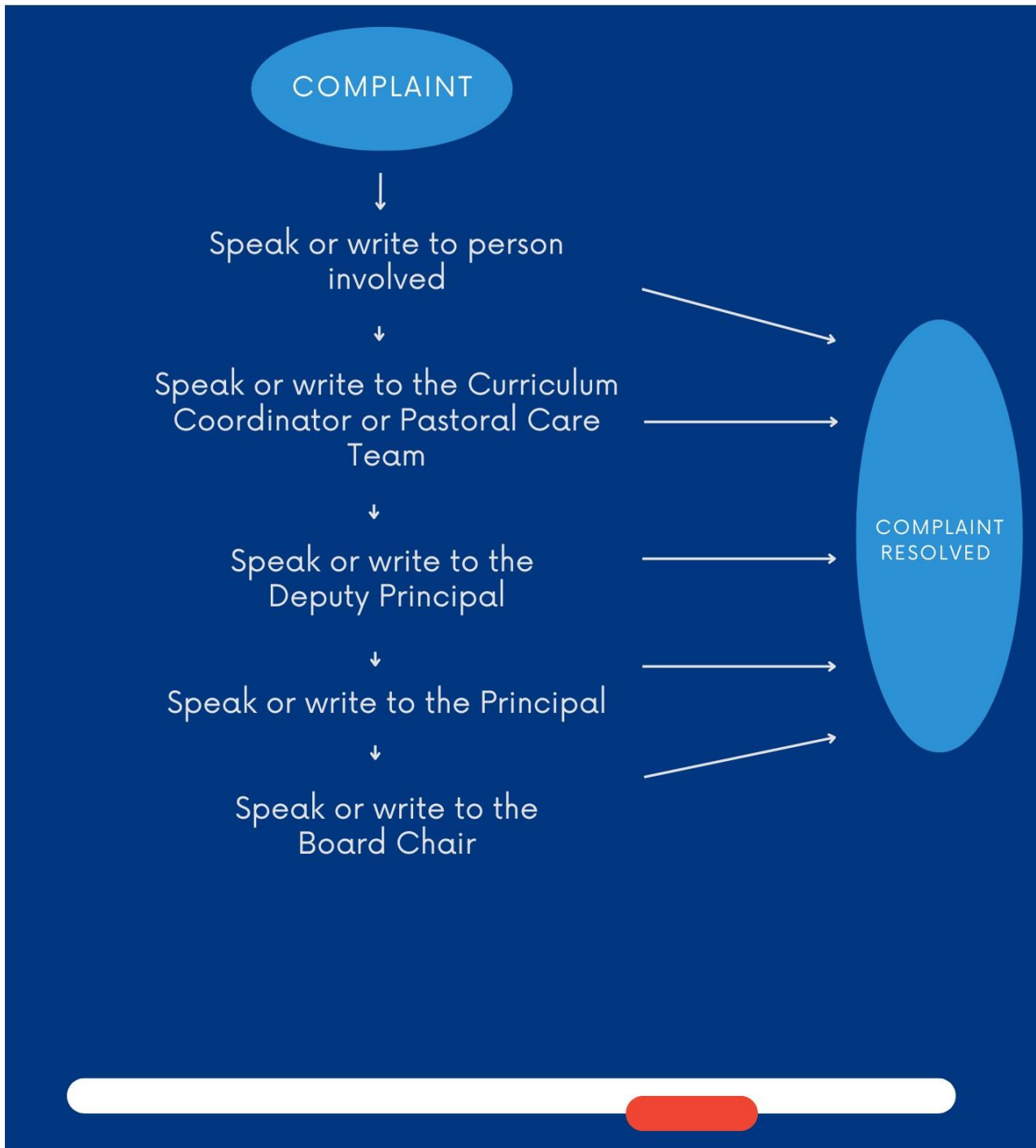
Exceptional Circumstances

In the event that a matter of serious incompetence or sexual misconduct is involved, the matter should be referred to the Principal immediately. In the event that such an issue involves the principal the matter should be referred directly to the College Board.

This does not in any way negate the responsibility we have to refer issues in the first instance to the person concerned. This avenue is only to be used where the sensitivity of the issue requires the direct involvement of a senior manager and should not be used as an excuse to circumvent the College Complaint Procedure. If such a breach of the policy occurs the individuals concerned will be referred back to the level where they departed with procedure.

In the event that a college staff member seeks to break with procedure, disciplinary action may be taken.

COMPLAINT PROCEDURE – PARENT



Ask for Help

Dale Christian College is committed to providing a child-safe environment which safe-guards all students. We are committed to promoting practices which provide for the safety, wellbeing and welfare of our children and young people.

1 Feeling ?

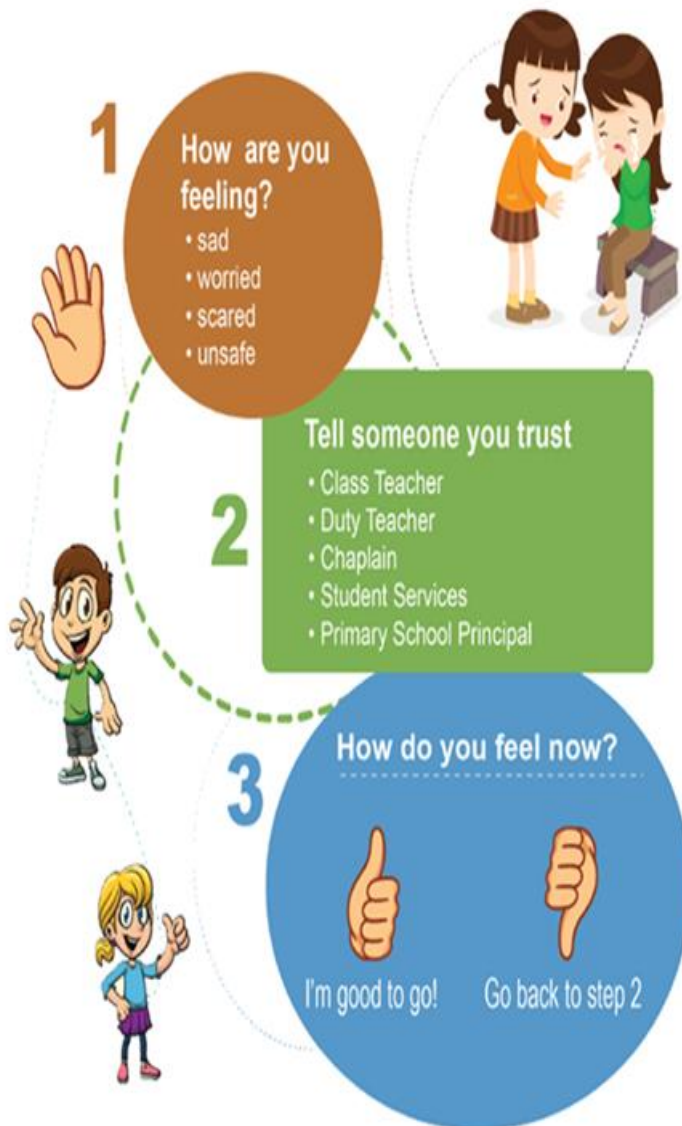


2 Tell



Tips for making a complaint

Dale Christian College is committed to providing a child-safe environment which safe-guards all students. We are committed to promoting practices which provide for the safety, wellbeing and welfare of our children and young people.



Information and Brochures

1. Map of Dale Christian College



2. Enrolment Process

Dale Christian College



Enrolling



The Journey towards education at Dale:

The information below aims to clearly explain how we approach enrolments here at Dale. We encourage families to complete an Application Form early to increase the likelihood of securing a place at the College.

Step 1: Application

If you wish to enrol a student at Dale, please complete the Application form which is included in the Enrolment Pack or can be found online, www.dalecc.wa.edu.au. On receipt of the Application Form, relevant documents and \$55 enrolment fee, student names are entered on a waitlist. **Returning ALL the required documents is an essential first step.**

Major Intakes are Year 7 and Kindergarten. Applications for entry in other years are welcome, however enrolment is dependant on available vacancies.

Step 2: Waitlist

The enrolment process operates from a waitlist. When a place becomes available, families are invited to progress toward enrolment according to the date we received the Application Form.

Waitlisted families will be rolled-over for enrolment in the following year/s until a place becomes available or they ask to be removed.

Step 3: Interview

When there is a vacancy, the Enrolments Officer will contact waitlist families to arrange a formal interview with the Principal. Following this successful interview, a place is offered to the student.

Step 4: Enrolment

Following the successful interview, a place is secured by the fee of \$500 bond paid to the college.

3. Facebook – Dale Christian College P&F Information Page

Dale Christian College uses our Facebook page to communicate information and items of interest to parents and carers.

This page is private for Parents and carers only.

Parents and carers have to request to join the page and meet the criteria before being accepted.

Link - <https://www.facebook.com/DaleChristianCollege>



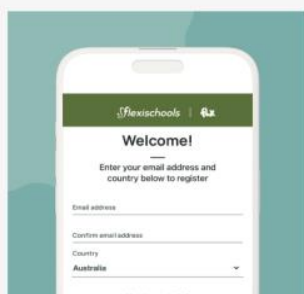
Dale Christian College - P&F Information Page >

4. Flexischools (Ordering Lunch or Purchasing Uniforms)

Download the Flexischools app from your App store or Google Play and get started. The link will also be available on your Parent Orbit App



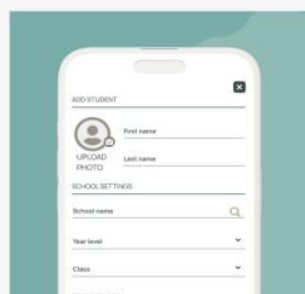
How to set up your Flexischools account



1. Register

Open your Flexischools app and click **Register**.

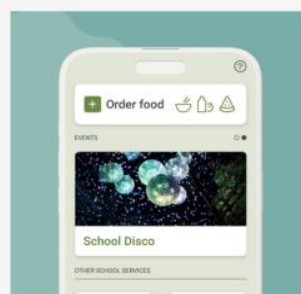
1. Submit your email to create an account.
2. In your inbox, open the registration email.
3. Click the link within and follow registration prompts in app.



2. Enter your child's details

Once your account is set up, log into your Flexischools app

1. Select **Profile** icon on the navigation bar.
2. Under **Students**, click **Add new**.
3. Enter your child's name, school, year level, and class. Click **Submit**.



3. Order and pay with ease!

Here's how to order food on Flexischools



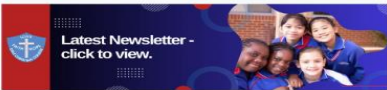
1. Click **Order food** – top of app home screen
2. Select the student you'd like to order for
3. Choose a service (e.g. lunch) and order date
4. Select any items you'd like to order
5. Once finished, click **View order**
6. Select **Checkout & pay** to place your order

5. Dale Christian College Parent Orbit App



We are thrilled to introduce Parent Orbit, our new app designed to keep you connected and actively engaged with your child's school experience. Parent Orbit not only provides real-time updates on school events and your child's academic progress, but it also empowers you to manage important information directly from your phone. Easily update your child's medical conditions, photo permissions, and general contact and emergency details. With Parent Orbit, staying informed and involved has never been easier.

The following features are available on the Parent Orbit App

<p>Medical Details Tab General Medical Details Medical Conditions Immunisation Statement Medical Practitioner Details</p>	 <p>Medical Details</p>
<p>General Details Tab Photo Permissions MCEECDYA Details</p>	 <p>General Details</p>
<p>Attendance Details Tab Type of Absence Reason for Absence Comment Instructions Upload Attachments</p>	 <p>Attendance</p>
<p>Address Details Tab Correspondence – Personal Details Emergency Contact Details 1 Emergency Contact Details 2 Emergency Contact Details 3</p>	 <p>Address details</p>
<p>Academic Reports Tab You can view your child's Academic reports</p>	 <p>Academic Reports</p>
<p>Email Class Teacher Tab You will have the option to email the relevant Teacher for your child</p>	 <p>Email Class Teachers</p>
<p>School Fees Account Tab You will be able to view your statement</p>	 <p>School Fees Account</p>
<p>School Calendar A comprehensive calendar of events, excursions, and important dates for the term</p>	 <p>School Calendar</p>
<p>Newsletter</p>	

References

AISWA

CSA

Quinns Baptist College



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