

Secondary 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 encourage 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, Twitter, or email, 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 Secondary School	:	Karin Cowie
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	:	8:15 am – 4:15 pm

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
Secondary School Recess	11:00 am-11:25 am
Secondary School Lunch	13:05 pm – 13:30 pm

To ensure the safety of our students at all times, they should not arrive at College before 8:00am. Staff will only be on duty from 8:00 am.

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 or chapel service for Secondary are held each fortnight on a Wednesday morning from 8.30 am to 9.20 am.

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

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.

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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.

Canteen

Our canteen operates 5 days per week for recess and lunch. Volunteers are always welcome to help in the canteen. Our recess and lunch menu are prepared following the guidelines set by the Western Australian School Canteen Association (WASCA) and adheres to the traffic light system for healthy food choices.

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	Reception P: (08) 9497 1444 E: dale@dalecc.wa.edu.au
Accounts	P: (08) 9497 1444 E: accounts@dalecc.wa.edu.au
Absentees	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
Subject Matters/Teachers	Please see your child's class Teacher. You can email the relevant teacher using the Parent Orbit App.
Pastoral Care	Pastoral Care Co-Ordinator: Linda Mackenzie P: (08) 9497 1444 E: pastoralcare@dalecc.wa.edu.au
Appointment with Principal	P: (08) 9497 1444 E: principalspa@dalecc.wa.edu.au
Curriculum Related Queries	Secondary School Nicole Fenwick E: fenwickn@dalecc.wa.edu.au
Enrolments	P: (08) 9497 1444 E: enrolments@dalecc.wa.edu.au
Canteen	P: (08) 9497 1444 E: canteen@dalecc.wa.edu.au Monday-Friday, 8:10am-2:00pm
Uniform Shop	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

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.

Specifically, our Pastoral Care team includes a Coordinator, Counsellor, Chaplain, Special Needs Coordinator, Education Assistants and access to a School Psychologist and Secondary School staff members 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.

Counselling Team

The College provides a high level of care and support for those students who may be experiencing difficulties in relationships, family, and personal matters, or perhaps those needing to make important decisions and would benefit from talking it over with another person, or maybe to discuss an issue or concern.

The College has access to a school Psychologist and has a Counsellor and Chaplain on site on various days, available to assist students and families in these situations and to provide ongoing care and support as appropriate. All matters are treated with absolute respect, discretion, and confidentiality. It may be helpful for students to understand that to seek support and guidance in life is not a sign of weakness, but rather maturity and courage. The progress of all new students is reviewed by the Principal/Deputy Principal at a brief interview a short time after commencement. The Student Counsellor also works with small groups to discuss various topical issues, to conduct workshops and other training. The Psychologist is available to conduct psychological assessments and liaise with external specialists.

Students in Need

In all areas, staff are committed to the short term and long-term well-being of all students in their care. Should you have a problem or desire specific help in any area, please feel free to discuss the matter with staff.

2. Parents

2.1 Student Services

The role of Student Services is administrative and will act as an interface between students, parents, and the College for 'housekeeping' matters.

Student Services can be contacted to:

- retrieve confiscated items
- retrieve lost property
- obtain late notes
- sign students in and out of the College for appointments
- present medication for your child's needs where necessary
- obtain copies of forms and letters given during class
- update medical and contact details
- absentee notification.

If students are unwell, they need be collected from Student Services. Student Services is designed as a service to all students and families in the College. 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.

2.2 Communication with the College

At our College, effective communication with parents and guardians is a top priority. We encourage open dialogue and have established several methods for you to connect us:

- **Parent Orbit App:** This app allows parents and guardians to communicate directly with their child's teachers.
- **Email:** You can reach us at dale@dalecc.wa.edu.au.
- **Telephone:** For immediate concerns, please call us at (08) 9497 1444.
- **Timely Responses:** We appreciate your prompt responses to communications from the College.
- **Parent/Teacher Interviews:** We strongly encourage attendance at these interviews to discuss your child's progress.

For specific concerns:

- **Pastoral Issues:** Please contact your child's Form teacher as your first point of contact.
- **Academic Concerns:** You can email the relevant teacher through the Parent Orbit App.





We value your partnership in supporting your child's education and well-being.

2.3 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, as well as any updates to medical information or family circumstances that might impact your child's behaviour. We kindly ask all parents either updated 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

<p>Medical Details Tab General Medical Details Medical Conditions Immunisation Statement Medical Practitioner Details General Details Tab</p>	 <p>Medical Details</p>
<p>General Details Tab Photo Permissions MCEECDYA Details</p>	 <p>General Details</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>Attendance Details Tab Type of Absence Reason for Absence Comment Instructions Upload Attachments</p>	 <p>Attendance</p>

2.4 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.

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. If 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.

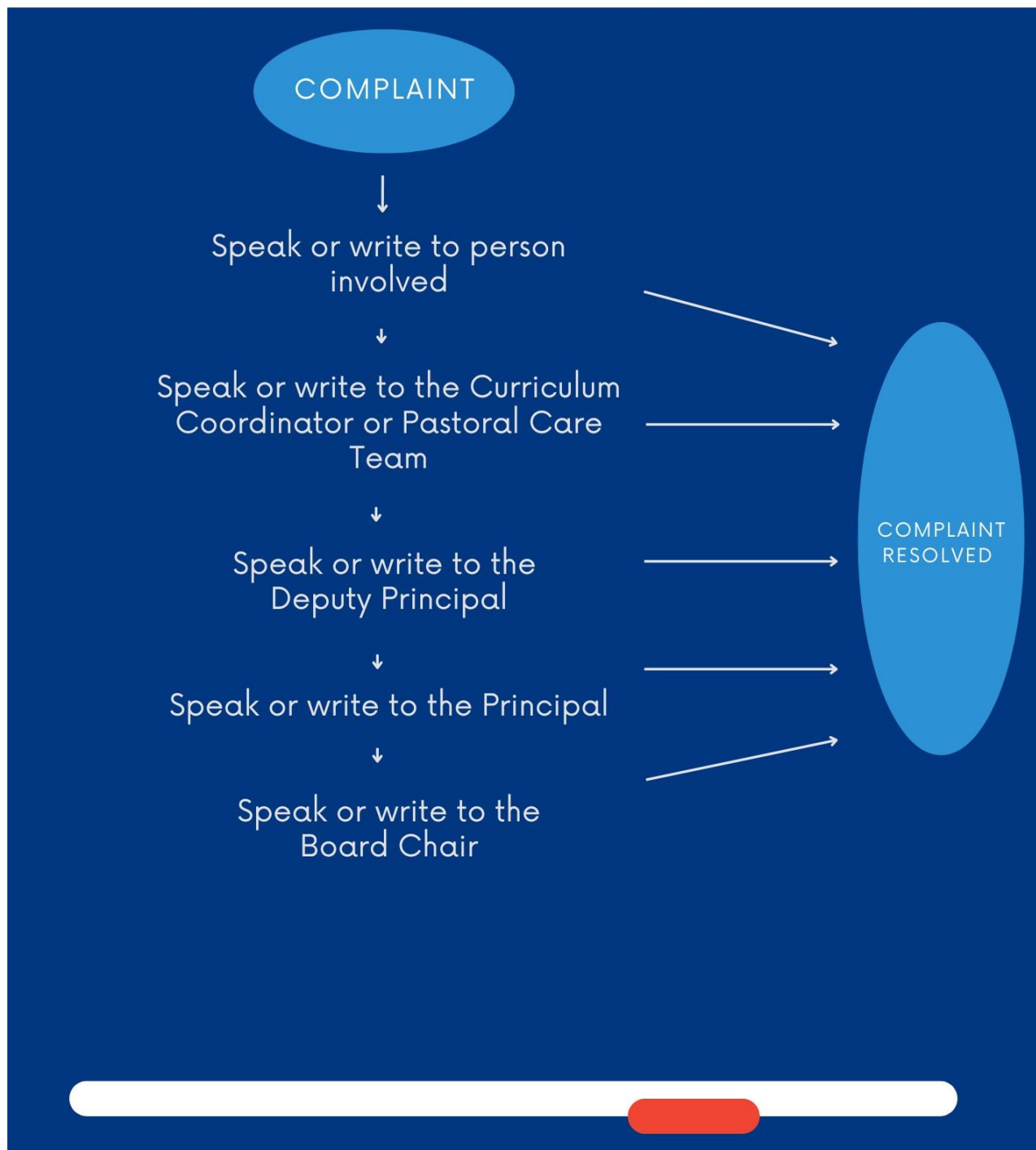
Exceptional Circumstances

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



In rare circumstances an independent arbitrator from CSA may be consulted.

3. Secondary Administration

3.1 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.

There are certain legal responsibilities involved in attendance at the College. In particular, a student may not leave the grounds for any purpose during the school day without special leave from the Principal/Deputy Principal, or from those to whom he/she delegates his/her authority, and must inform Student Services on departure and return.

Except in the case of illness, a student must be in attendance on all days on which the College is open. It is important to realise that any interruption may disadvantage a student's academic progress, particularly in Years 11 and 12.

3.1 Arrival at College

Students are expected to come directly to the College, arriving no earlier than 8:00 am, 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.

3.2 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 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

3.3 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

3.4 Important Information About Absence Notifications

To keep you informed about your child's attendance, our College 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.**

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 children:

- If students are still not collected by 4:00 pm, they will wait just outside 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.

3.5 Early Departure

Students must sign out in Student Services if they need to leave the College early for any reason. The student will be called out of class to meet the parent, so they can sign out with their parent at Student Services. If directed, the parent may be required to collect their child from class.

3.6 Class Absences

Consistent, punctual class attendance is required of all students. It is the student's responsibility to catch up on all instructions and work for assignments given during an absence. An explanation is required from a parent/guardian any time a student is absent from the College. A student is considered truant if they fail to attend their class, even if they are still on College property. Students who arrive late to class from a previous lesson must have a note from their previous teacher.

3.7 Students with Cars

Students need to complete the following forms and submit it to Student Services for approval.

If a student is driving to and from the College, the following form has to be completed and signed by the Parent/Guardian and the student driver

- Parent Permission Form / Student Driver Agreement Form

If a student is driving to and from College with siblings in the car, the following form has to be completed and signed by the Parent/Guardian and student driver

- Parent Permission Form / Student Driver Agreement Form

If a student is driving to and from College with any other student passenger, the following form has to be completed and signed by the Parent/guardian

- Passenger Permission Form

No student is to drive to a College event or leave the College during the day.

3.8 Lockers

Lockers are available for Secondary School students in Year 8 and above. The lockers are located on the ground floor of the Secondary School building.

Please refer to our Secondary School Locker Policy.

3.9 Student Use of Google Chromebooks

As part of our commitment to enhancing student learning, all students will use Google Chromebooks throughout their secondary education. It is the responsibility of parents to provide a functional Chromebook for their child. Additionally, parents should ensure that the device is covered by insurance and adequately protected to minimize the risk of damage.

General Chromebook Specifications recommended by the College:

- Operating System: Chrome OS
- Processor: Typically Intel Celeron or similar
- Memory: 4GB RAM
- Storage: 64GB eMMC or similar
- Screen Size: 11.6 inches (model may vary); touch screens are not required
- Security Features: Built-in virus protection, automatic updates, and secure boot

Students must adhere to the College's IT policy, which prohibits access to non-educational sites, social media, and games of any kind.

We appreciate your support in ensuring that your child is equipped with the necessary tools for a successful educational experience.

3.10 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. Parents/Guardians must ensure the student has a College bag. A tote bag is provided to the student from the College.

3.11 Bus Behaviour

It is expected that all students travelling on buses will always behave in a courteous and responsible manner. 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.

Students are to:

- be dressed in full College uniform
- stand for adults
- behave courteously and responsibly at all times while waiting for and on transport
- do not push
- do not shout
- no eating or drinking on the bus
- do not put your head, hand, arm, or any item out of the window. Do not throw anything out of the window
- if the bell has been rung for your stop, do not ring it again
- carry your bus pass with you each day
- cooperate with the bus monitors.

Similar courtesies are expected on other forms of public transport.

3.12 Canteen

The canteen is available for students to use at recess and lunchtime. Parent help is always appreciated. Students are able to purchase a variety of hot and cold foods. An online ordering system has been set up to pre-order food from the canteen.

3.13 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.

3.14 Chewing gum

The College is a gum free zone. Chewing gum is not permitted on College grounds, classrooms or at College events.

3.15 Graffiti

Graffiti in all its forms is not acceptable.

3.16 Smart Rider

A Student Smart Rider will be provided upon request from a student, parent/guardian.

A Student Smart Rider is free of charge to all new students. The card will contain College and student details and photo ID. The card is produced by Transperth and is also a travel concession card. Replacement cards will cost \$5 to replace.

3.17 Liquid Paper and Marking Pens

Liquid paper cannot be used at the College; however, correction tapes are acceptable. Students should not bring permanent markers to College. If markers are required for classroom use, they will be available in class sets.

3.18 Confiscated Items

- The item is placed in a specially labelled envelope and brought to Student Services.
- Normally, confiscated items will be returned at the end of the week. Any unclaimed items will be given to charity at the end of the term.
- The College acknowledges that confiscated items are ultimately the property of the parent/guardian.
- Although all care will be taken with confiscated jewellery, the College accepts no liability for confiscated items as students are requested not to bring or wear additional jewellery apart from what has been allowed.

3.19 Mobile Phones

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.

Electronic devices should not be brought to the College or any College event. Information, chats, or photos cannot be posted whilst at College.

3.20 College Property

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, Chromebook, 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 College, it may be left at either Reception or Student Services. All personal property (calculators, books, pens etc) should be clearly labelled with the student's surname.

Mobile phones 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, vapes, drugs (including tobacco, smoking implements and alcohol) are strictly prohibited.

3.21 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.

3.22 Student Leadership Team / Sport Faction Leaders

A number of recognised Year 10 -12 students are appointed as the Student Leadership Team or Sports Faction Leaders. There is one Head Prefect, selected by the College Principal from those recommended at the end of Year 11 by their colleagues and the staff.

The Student Leadership is an important role within the College and they are expected to exert a strong, personal influence on the student body, fostering a healthy College spirit and respect for the values and standards of the College.

3.23 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.

4. Medical Requirements

4.1 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.

4.2 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.

5. Administration of Medication

5.1 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.

5.2 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.

5.3 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.

5.4 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.

6. Curricular

6.1 Class Times Years 7 - 12

Period 1	8:30 am
Period 2	9:20 am
Period 3	10:10 am
Recess	11:00 am – 11:25 am
Period 4	11:25 am
Period 5	12:15 am
Lunch	1:05 pm – 1:35 pm
Period 6	1:35 pm
Period 7	2:25 pm
College Ends	3:15 pm

6.2 Bookwork guidelines

Students are required to adhere to the following guidelines:

1. Purchase the required materials for each course or subject that they do. For most subjects in Years 7-10 this will be an exercise book. The type of exercise book for each subject will be listed on the booklist at the end of the year. Students are required to make sure that they have the specified exercise books throughout the year and that they are replaced if finished or lost. Books need to have the student's name clearly indicated on the front cover.
2. A loose-leaf folder and paper are only to be used where specified. These folders will be organised and set out in the manner that is designated for that subject. The pages and work will be kept in an organised and sequential manner.
3. Some practical subjects will require the students to keep a folio and again specific instructions will be given on its organisation.
4. **Bookwork is designed to be a record of daily lessons and a useful source of study notes for revision for tests and exams. It is to be set out in the following way:**
 - a margin is ruled down the left-hand side and a line ruled across the top of the page in red pen
 - the page is to be dated
 - a heading is written at the top of the day's work
 - notes are to include correct grammar and paragraphs
 - all work is to be completed in a tidy, orderly, and sequential manner
 - in general, writing would be in black or blue pen
 - straight lines would be ruled with a ruler
 - pencil would be used for graphs and diagrams
 - written errors should be corrected with a single line strike out.

Failure to adhere to these guidelines may result in students being asked to repeat written work until it is of satisfactory standard.

6.3 Digital Device Folder Structure

Organisational excellence is a key component of successful study. Therefore, irrespective of the device used, whether that is paper or electronic book work, the work should be arranged in a manner that promotes successful study.

Guidelines for electronic book work:

- Each subject should have a separate folder which can be accessed at all times upon request.
- Sub folders can be used as directed by the teacher.
- **The folder should be named according to the following convention:** *subject name/year/teacher surname e.g. English8Ajones*
- **Electronic submissions should be named according to the following convention:** *student surname/initial/subject name/year/ teacher surname/task title e.g. BrooksGEnglish8Ajones/Ancient Languages. This name should also appear in the header of the document being submitted*
- All folders should be backed up on a weekly basis.

6.4 Homework (Please refer to our Homework Policy)

Homework teaches perseverance (Hebrews 10:36), commitment and encourages students to strive for excellence. (1 Corinthians 9:24).

Homework tasks allow for:

- practising, extending, and consolidating work done in class
- training students in planning and organising their time
- development of a range of skills in identifying and using information resources
- establishing habits of study, concentration, and self-discipline
- strengthening home-College links and reaffirmation of the role of parents as partners in education

- parents to gain insight into what is being taught in the classroom and the progress of their children.

Students are expected to:

- complete class work, revise concepts, study for tests, research material and work on assignments
- gain background information so that they are better prepared for future lessons
- extend themselves by pursuing knowledge individually and imaginatively
- work on projects such as open-ended questions and long-term assignments that can assist in the development of creative and critical thinking
- work on the development of problem-solving skills.

The subject term overviews provided by teachers at the beginning of each course will provide planning opportunities for revision, examinations, and major assignments.

Regular homework is expected of each student and is an integral part of the class work program. However, in Term 1, Year 7 and 8 teachers will be mindful of the extra pressure on their students and will take account of this, by increasing the homework expectations slowly, while students are adjusting to Senior School life. The College recognises that no two students are the same, that students learn in different ways and that the time taken to complete a homework exercise may vary considerably between students.

Tutoring/Study Club (Please refer to our Tutoring/Study Club Policy)

A study club supervised by a teacher is available to provide students with the opportunity to access help with homework and assignments in the four major learning areas.

Wednesday mornings are allocated to English and HASS from 8:00 am – 8:25 am and Thursday mornings are allocated to Maths and Science from 8:00am – 8:25 am.

Students in ATAR year 11 and 12 have Study Club on Tuesday after school from 3:30 pm – 5:45 pm.

Helpful Information for Parents Subject Overviews

It is important to ask your child for the overview they receive from their subject teacher at the beginning of each term. The overview tells you exactly what they are doing each week and when specific homework or tests occur.

Please feel free to contact the subject teacher if you have any questions relating to your child’s homework requirements. Good habits started now will equip your child for the years ahead.

The following is a guideline for the approximate amount of homework that students should be doing each College night at each year level.

Year	Time
7-8	1 Hr. (plus 15 minutes reading every night)
9-10	1 – 2 Hrs. (plus 15 minutes reading every night)
11- 12 General	1 – 2 Hrs.
11-12 ATAR	3 – 4 Hrs.

It should be noted that this is a guide. On some nights there may be less or more homework, particularly if a student has a major assignment that they should have been working on over several weeks. Students should record homework to be completed in their electronic or paper organiser. It is useful for both parents and teachers to check this record regularly. The College welcomes feedback from parents on homework.

Whenever possible there will be coordination across the Learning Areas to accommodate the competing demands in relation to homework, assessment tasks, and examination preparation. However, students have ultimate responsibility for their own learning and need to manage their time wisely. Senior students need a

study timetable and a regular revision program. In general, students who have extensive work commitments out of College hours find it very difficult to keep up with their College work. A balance needs to be achieved where there is adequate time for study, part-time work, sport, church, family, and social activities.

6.5 Missing Assessments

If a student misses an assessment due to a verifiable illness, the assessment will be administered as soon as practical upon the student's return to classes.

In Years 7-10, if a student misses an assessment, the parent will receive an email from their teacher informing them that the assessment has been missed and a link to an online form will be provided. Parents are to fill in the online form certifying details concerning the reason for the absence without requiring a medical certificate. Non-completion of the form will result in a zero mark.

In year 11 and 12, a student who misses an assessment due to illness (especially in Years 11 and 12) may be required to provide a doctor's certificate to verify this illness. When a student returns to the College following any absence, it is the student's responsibility to find out about missed work, assessments etc. It is not acceptable for a student to use the excuse that they were absent when a piece of work was assigned.

Extensions

As a general guide, the College is **reluctant** to grant extensions. However, if a student strongly believes, and can demonstrate, their preparation has been adversely affected by illness or other significant circumstances outside of their control, they can apply for an extension.

6.6 Late Assessment Tasks (Please refer to our Assessment Policy)

The day and date on which an assignment is due is clearly communicated by the teacher to the students at the time of setting the assignment.

A student who submits an assignment after the due date, without a valid excuse, will not be marked on the same basis as a student who has submitted the assignment on time, in fairness to the latter. The following penalties will apply:

Days Late	Action	% Deduction
1	Parent Informed and Demerit given.	10
2	Parent Informed	20
3	Parent Informed	30
4	Parent Informed	40
+5	Parent Informed	50

Non-submission of an assignment is not satisfactory and will not be tolerated unless there are exceptional circumstances. There may be a further mark's penalty as decided by the Principal/Deputy Principal depending on the type and extent of the task in question.

6.7 Cheating

Cheating in assessments is very serious and, at the discretion of the Teacher and Principal/Deputy Principal, the student will be penalised with a lower mark.

6.8 Plagiarism

Assignments or other work that is not the student's own work, including AI generated work, but is presented as such, will not be accepted. The student will be required to resubmit the work or complete an alternative assignment which may incur a marks penalty.

6.9 Study Skills

Success in studying is the result of hard work. By having a positive attitude towards study, using effective study techniques, and organising themselves, students will have more chance of success.

6.10 Self-Organisation

If a student learns to use their time and organise themselves effectively, then studying and research will become easier.

Students should:

- learn to recognise the times when they can concentrate the best, these may be the best times to spend studying their hardest subjects
- draw up a study and homework timetable that will fit their needs, everyone is different
- write in the times they are required for family routines and any other commitments
- not plan too heavy a timetable at the start, give themselves time to achieve some success
- difficult or weak subjects should be placed early when their mind is fresh and alert
- make sure that they don't have several difficult subjects planned for the same night
- commit this plan to God in prayer
- try to do their homework during free time or early in the evening and allow the rest of the night for studying or writing up assignments
- plan ahead and not leave research for an assignment until the last minute. Reading requires time and they might not be able to obtain the material when it is required. If this occurs, extra pressure is put on the student and study becomes much harder.

6.11 When and Where to Study

- The atmosphere of where your student studies and works is most important.
- A place of their own is best. Ideally, it should be quiet, have good lighting and heating/cooling, be away from the TV and have plenty of room to leave books spread out.
- They need to work in tidy conditions e.g. pencils, pens etc in containers.
- They will also need a comfortable seat.
- Some people can work while listening to music, but when studying or concentrating hard it is advisable to leave it turned off.
- They should decide when the best time is for them to study. Some people work better in the morning, others at night. Learning is often best when you work in short, concentrated bursts. The study routine should be established on a timetabled basis. Students and parents should work towards developing an individual and structured study program.

6.12 How to Study

For maximum effectiveness during a study session, the mind needs to be focused on what the student is studying. This requires more than just reading. Successful students use techniques such as noting lists of points while they read, saying points while they read, saying points out loud, covering a diagram or chart and jotting down the key points. Just copying from a book doesn't necessarily keep the mind active and on task.

A good principle for students when studying is to be as mentally active as possible; when having a study break, they should be physically active. Students should set themselves a target they can reach, then work to achieve it.

They should aim to:

- spend the first five minutes of any study session reviewing what they last did on the subject
- learn notes by reading a few pages at night and then again in the morning. Many people find that after doing these two or three times they can remember most of the notes they have read
- recite facts onto a recording device and listen while they are doing other jobs
- redraw diagrams and label them from memory
- allow themselves five minutes break between each session of studying. This may need to be extended to ten minutes at senior level. This break should be used effectively; a short walk, something to eat, some

light exercise. Take the mind off study, but make sure they go back to work. Students should follow these steps:

Read:

- notes from class lessons
- teacher handouts
- assignments they have done
- the text and/or any reference material, this should be done as fast as they can.

Organise and Summarise:

- Students should take notes, number and list the points where possible.
- Organise notes and summaries to be learned. The more the notes and summaries are handled, the better they will be remembered.

Learn:

- Students should read in short bursts, close the book, and write down or say the main point.
- Practise writing down main points under headings.
- Make sure they understand the material. Memorising without understanding won't help them to remember.

Points for students to remember when doing an assignment:

- To find information, skim read the text looking for main headings and key words. Check the table of contents at the front of the book and the index at the back of the book if they are looking for a particular area.
- Note making should be brief and to the point, sometimes just a single word. Number points, placing them under headings. Notes should not be written word for word, always re-write what the book says in their own words.
- Outline the assignment. Plan what they intend to do.
- Title page - subject topic or heading done in simple lettering.
- Introduction - the background information to the assignment.
- Body - major points that they will expand.
- Conclusion - give a summary and round off the assignment.
- It is important to write neatly.
- Copy information from notes correctly. It is often wise to do a rough draft first.
- When finished, the work should be proofread carefully to correct any mistakes. Look for spelling and punctuation errors, missing capital letters, sentences or paragraphs that don't make sense.
- Write a bibliography. This is usually the last page of the assignment and lists all the books, magazines, newspapers, and other sources from which the information was obtained.
- Students should check to see that the assignment is presented well
- Pages must be neat, ruled, and clean, headings done simply, diagrams and maps neatly drawn, pages in correct order and stapled together, and the name and form written on the title space.

6.13 Tests and Examinations

Examination time is generally an anxious time for both students and teachers. Students need to learn to relax so they may study better.

Steps for students in doing an examination or test:

- Read the directions before the questions.
- Quickly read the paper as a whole, noting how many questions are to be completed and how they are to be answered.
- Check the value of the questions and total time allowed for the exam. Work out the time to be devoted to each question leaving time for re-reading the paper.
- Re-read the questions, deciding which ones they will answer (if there is a choice).

- Read the selected questions; make a rough plan of the main points to be covered.
- For essay type questions, make a rough plan of the main points to be covered for all questions before they begin writing.
- Answer the easiest question first.
- Start each essay on a new page.
- If they run out of time and can't write all information in sentence form, jot down in note form the main points they wish to make.
- Try to answer the questions without using unnecessary words.
- Introductions and conclusions should be brief and relevant.
- Make sure handwriting is legible.

At the end of the examination check that:

- their name and/or number is on each sheet
- questions are numbered correctly and in the correct order

6.14 Essay Writing

- **Statement** - begin with a statement (topic sentence) that answers the question clearly and succinctly.
- **Evidence** - support the statement with evidence and/or examples.
- **Explanation** - explain how the evidence supports or is relevant to the opening statement.
- **Link** - if part of a longer answer, link the content of this paragraph to the question they are answering, and to the next paragraph.
- The above is a basic structure that constitutes the minimum for a well-defended response. *Remember the acronym S.E.E.L.*

6.15 Reports

Reports on progress are issued on a regular basis.

Examinations are held in Term 2 and 4 for Years 9 and 10.

Term 1	Class Meeting – Parent Information Night
	Interim Report – Years 7-12
Term 2	Semester 1 Reports – Year 7 - 12
Term 3	Parent Teacher Meetings – Year 7 - 12
Term 4	Semester 2 Reports – Year 7 – 12

6.16 Co-curricular Activities

The College offers a wide range of co-curricular activities both during College and out of College hours. These include music tuition, whole College productions, inter-house and other sporting competitions, camps, leadership training and Christian Service Trips. Electronic device usage during camps, outings and excursions are not permitted, except where permission is granted by the teacher or leader.

Refer to our Use of Mobile Phones and social media on Camps Policy and Guidelines.

7. Uniform (Please refer to our Uniform Policy for Secondary School)

Boys Formal Uniform	Girls Formal Uniform
White short-sleeved College Shirt Note: Must be tucked in during winter	White short-sleeved College Shirt
Grey trousers or grey shorts (no cargo styles)	Grey tartan skirt (no shorter than 5cm above the knee)
Grey socks (crew or ankle-length, not low cut)	White socks (crew or ankle-length, not low-cut)
College wide-brimmed (bucket) hat or cap	College wide-brimmed (bucket) hat or cap
Unisex College tie (Term 2 & 3)	Unisex College tie (Term 2 & 3)
Formal College Jacket	Formal College Jacket
Black lace-up leather or leather substitute school shoes (Formal dress style) (Note: This excludes sneakers, canvas, Vans, Volley or sport options)	Black lace-up leather or leather substitute school shoes (Formal dress style) (Note: This excludes sneakers, canvas, Vans, Volley or sport options)
Sport Uniform	
College navy polo shirt	
College navy shorts (no cargo styles)	
Unisex navy track pants	
College Sports Jacket	
White sport socks (crew or ankle-length, not low-cut, no logo)	
Predominantly white shock absorbing shoes (non-scuff sole, preferably white) (Note: This excludes sneakers, canvas, Vans, Volley or sport options)	
Optional Items	
Knitted navy College jumper	
Navy bootleg pants	
Navy blue tights	
Navy blue scarf	

7.1 Sports Uniform

During the threat of Covid and related strains, sports uniform will be worn on the day the student has sports class.

Students in Year 11 and 12 may wear their sports uniform on Fridays, however students enrolled in Certificate III Sport, Recreation & Aquatics must come to school in their formal uniform and get changed for their sport periods.

7.2 College Bag, Bible and Tote Bag

All students must have a Secondary School bag as supplied by the Uniform Shop.

7.3 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 Principal/Deputy Principal or Pastoral Care Coordinator prior to getting your hair cut.**

7.4 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 Principal/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.

7.5 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.

7.6 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.)

7.7 Prohibited Items

- Alcohol, drugs or cigarettes (including e-cigarettes)
- Any form of knife or weapon
- Chewing gum
- Laser pointers
- Any picture or written comment which may be offensive to others
- Sexually explicit magazines or videos
- Lighters, matches, firecrackers

Students are expected to be in the full College uniform from the time they leave home in the morning until they reach home again in the afternoon.

7.8 Students who are not in the correct uniform must do the following:

- Students must report to Student Services before attending Form class to collect a uniform pass.
- If the student is out of uniform for a legitimate reason (not wearing shoes because of a broken foot) the student must have a note from their parent in their diary and/or a medical certificate in order to be given a Uniform Pass without penalty.
- **If a student does not have a note from their Parent, or they do not have a legitimate reason for having the incorrect uniform, the following penalty system applies:**
 - On the second and any subsequent occasion that a student is sent to Student Services for a minor breach to the uniform policy and does not have a note from their parent with a legitimate reason for not having the correct uniform, they will receive a demerit.

- A note from a parent will only excuse a student if it is for a legitimate reason. If the College disputes the reason for the uniform infringement, they will ring the parents of the student involved. If parents are not contactable, the student will have to wait in Student Services until contact is made.
- If the uniform breach is with regards to more than one item or issue, the student may not be permitted to attend classes that day.

7.9 The following are legitimate reasons for wearing an incorrect uniform or for wearing the uniform incorrectly:

- An injury to the student makes it difficult to wear the uniform. (Parents must contact the College Administration to arrange suitable, alternative attire and to discuss when the student will begin wearing the correct uniform again).
- A part of the uniform has been ordered but it has not arrived. (Parents must contact the College Administration to arrange suitable, alternative attire and to discuss when the student will begin wearing the correct uniform again).
- A clothing item has been lost or damaged and the Uniform Shop is not open to buy a new one. (Parents must contact the College Administration to arrange suitable, alternative attire and to discuss when the student will begin wearing the correct uniform again).

7.10 The following are NOT legitimate reasons for wearing an incorrect uniform or for wearing the uniform incorrectly:

- Clothes were not washed.
- Uniform being left at a friend's or relative's place.

7.11 Behaviour Whilst in Uniform

Students should always wear their College uniform with pride. If a student misbehaves whilst in their uniform or wears their uniform in a sloppy manner, this reflects badly on the College, which in turn affects all students and staff who attend Dale Christian College. For this reason, the Dale Christian College Behaviour and Uniform Policies apply to students at all times when they are in Dale Christian College uniform. This includes on the bus, at the shopping centre and anywhere in public.

7.12 Casual Dress/Mufti Days

Casual Dress Days are usually limited to one per term. The purpose of Casual Dress Day is at the discretion of the Principal/Deputy Principal.

7.13 Casual Dress Day Guidelines:

- Dress is to be modest
- No skintight clothing
- 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.

7.14 General Uniform Rules

- Boys must wear the grey socks (no logo) with formal dress and white socks (no logo) for sport.
- Girls must wear the white socks (no logo).
- Socks must not be worn lower than the ankle.
- Shoes must be black, polished leather lace-up school shoes with a low heel.

- Students must wear appropriate footwear and need to get a uniform pass if they wear incorrect shoes. In some instances, they will not be able to attend class where there is a safety issue.
- Year 12 students are permitted to wear their Leavers' jacket during Terms two and three.
- Boys' shorts and trousers should be properly fitted so that they don't fall down. A black leather belt should be worn if needed.
- Boys' shirt should be tucked in during Term 2 and 3 when wearing their tie.
- Belts should be black leather and should not have any markings or brand names on them.
- Students who are wearing extra jewellery will have it confiscated and returned at the end of each week.
- If students continue to wear the same jewellery after warnings or if they refuse to take the item out when requested to do so, they may be suspended for one day.
- The girls' skirt must not be shorter than 5cm above the knee. If these guidelines are breached, then parents will receive a letter requiring alterations to be made or a new skirt purchased. If these changes do not happen within the agreed time frame, the student will not be permitted to attend classes.
- Students are not permitted to roll up their skirts.
- Students are to have neatly trimmed, short nails. No false nails or nail extensions are permitted.
- Girls can use clear piercing retainers to keep multiple piercings open.
- If a student has any piercing that breaches these guidelines, they will not be permitted to attend classes.
- No body piercings including nose studs, fleshies or tattoos are allowed.

Students are expected to be in the full College uniform from the time they leave home in the morning until they reach home again in the afternoon.

8. Behaviour Management

At Dale Christian College our aim is that all students receive positive guidance and encouragement towards acceptable behaviour and are given opportunities to interact and develop respectful and positive relationships with each other and with staff and volunteers.

8.1 Managing Positive Behaviour

Teachers record many types of positive behaviour using a point system. Students will be recognized with bronze, silver and gold certificates at assemblies when they reach certain milestones.

Demonstration of the following are some examples:

- good attitude and behaviour
- leadership qualities
- pride in their uniform
- support and care of their peers
- sportsmanship qualities
- academic achievement
- support for the ethos and values of College
- consistent attention to homework

8.2 Managing Negative Behaviour

Clear expectations for appropriate behaviour are established in the Secondary Behaviour Management Policy. The result is that students are being trained to be self-disciplined. They are taking responsibility for their own actions in a caring community. However, if a student is disruptive in a class, they need to realise that not only are they disadvantaging themselves, but everyone else in the class as well. Every student has the right to the best possible education they can obtain at Dale Christian College.

Two systems of behaviour management exist at Dale Christian College. One for ‘inside’ the classroom and a system for ‘outside’ the classroom. A detailed explanation of this can be found in the Secondary Behaviour Management Policy.

8.2.1 Inside the Classroom

Any seen or perceived disruptive behaviour is dealt with using the **proximity praise and reward /name/tick/send-out system.**

Name

That is, without a ‘fuss’ or necessarily a verbal exchange, the teacher writes the name of the student who is being disruptive on the white board. This is the student’s first warning.

Tick

Further disruption by the same student will result in a tick placed next to their name. This is the second warning.

Send-out

If there is further disruption from the same student there is no need to tick their name again – the teacher, then sends him/her to Reception to be interviewed by the Pastoral Care Coordinator/Deputy Principal.

Name on the Board

Examples of behaviour that may warrant a name on the board:

Distracting Behaviour	Time-wasting Behaviour
Talking/singing/making noises	Writing/reading notes in class
Walking around the room	Completing work from another subject
Swinging on the chair	Not completing a reasonable amount of work within the given time frame
Calling out	Being on non-related computer applications

Automatic Send-outs

A student may be sent out of class without warning for the following behaviour:

Breach of Safety

- Throwing an object in class.
- Intentionally pushing or knocking a student off a chair.
- Not following safety guidelines in practical lessons.

Physical Abuse

- Punching another student.
- Hitting a Staff Member.

Verbal Abuse

- Swearing at another student.
- Swearing at a Staff Member.

Misuse of Computers or Other Equipment

- Changing settings of classroom or IT-Lab computers.
- Accessing or attempting to access inappropriate material via the internet.
- Attempting to access restricted areas on the college computer network.
- Intentional misuse of equipment provided during a lesson.
- Mobile phone going off or use of smart watch or mobile phone in class.
- Using Mobile phone to arrange a food delivery service while on college grounds or at college event.

The examples provided above are not comprehensive but provided as a guide.

When a student is sent out, they will be directed to reception. A student sent out of any class 5 times in a year is withdrawn by his/her parents or the principal will permanently exclude them from attending Dale Christian College. Below is a summary of the inside send-out system.

Inside Send-out System Summary

First Send-out

Verbal warning, and discussion of further consequences if the behaviour continues by Pastoral Care Coordinator and email written to inform parents of the send-out. Pastoral Care Coordinator will contact parents to discuss the behaviour if necessary.

Second Send-out

An email is sent to parents' informing them that the student has been sent out of class on two occasions. The Pastoral Care Coordinator may phone the parent and an interview may offered by the Pastoral Care Coordinator/Deputy Principal.

Third Send-out

Suspension from the College for one day. Parents are notified as soon as possible and asked to collect their child at their earliest convenience. Formal letter sent home and parent interview with the Deputy Principal /Principal.

Fourt Send-out

Suspension from the College for one day. Parents are notified as soon as possible and asked to collect their child at their earliest convenience. Parent interview with the principal.

Fifth Send-out

Parent interview with Deputy Principal and Principal. Withdrawn by parent or permanent exclusion from the College.

8.2.2 Outside the Classroom

The system for dealing with inappropriate behaviour outside the class operates differently from the inside discipline system.

What Constitutes 'Outside' Class?

Outside class means before College, at recess, lunch, on the way to a classroom and after College. If you are outside the classroom but engaged in class activities, even if they are off-site (e.g. Phys Ed classes) the **inside** send-out system applies. The **outside** send-out system only applies to behaviour outside of normal classes.

Please note that as soon as a student puts on their uniform, they are representing the College. Therefore, students can expect to be disciplined if they behave inappropriately whilst they are wearing their uniform.

Penalties for Inappropriate Behaviour Outside Class

Students can receive a **demerit**, a **minor outside send-out**, a **major outside send-out** or **immediate exclusion** from the College for behaving in an inappropriate manner outside class.

The Outside Send-out System Summary

First Send-out

Parents are contacted, requesting an interview with the Pastoral Care Coordinator.

Second Send-out

Parents are contacted, requesting an interview with the Pastoral Care Coordinator.

Third Send-out

Parent interview with a Deputy Principal and/ or the Principal. Student may be suspended for a day.

Fourth Send-out

Parent interview with the Principal. Withdrawn by parent or permanent exclusion from the College.

9. The Demerit System

The demerit system serves to address behaviours and actions that do not necessarily affect the classroom or other students. It operates to motivate students to modify those behaviours that interfere with the smooth running and/or appearance of the College.

At 1 Demerit	An email Demerit Notification will be sent home at the end of every week informing parents of any demerits received. The email will stipulate the relevant Conduct the demerit relates to, for example 'Educational – Off Task'
At 5 demerits	An email will be sent home informing parents that this stage has been reached and advising of further stages in the System.
At 10 demerits	An email will be sent home informing parents that this stage has been reached and advising of further stages in the System.
At 15 demerits	Parents are contacted, requesting an interview with the Pastoral Care Coordinator. The student will be placed on a Behaviour Management Plan. The student may be suspended from the College for one day.
At 20 demerits	Parents are contacted, requesting an interview with the Deputy Principal/Principal. The student will be placed on a Behaviour Management Plan. The student is suspended from the College for one day.
At 25 demerits	Parents are contacted, requesting an interview with the Deputy Principal/Principal. The student is withdrawn and permanently excluded from the College.

Students are permitted to record a total of 24 demerits during one year. **At the 25th demerit, the student will be withdrawn and permanently excluded from the College.**

9.1 Uniform Infringement

We believe that a respectful and professional appearance supports a positive learning environment. To ensure that all students adhere to our uniform guidelines, we have implemented a system of reminders and demerits. Students will receive a warning for uniform infringements, such as incorrect uniform, inappropriate make-up, jewellery, or hairstyles. **On the 5th warning, a demerit will be issued, and parents will be notified.**

It is important to note that once a student accumulates 25 demerits, they may be subject to permanent exclusion from the College.

We appreciate your support in helping students understand the importance of following these guidelines, as it fosters a sense of belonging and pride in our school community.

9.2 Demerits/Minor Outside Offences

Demerits are generally given for minor outside offences from the categories 1 – 3 below. Demerits will be issued by teachers and verified by the Pastoral Care Coordinator or the Deputy Principal/Principal. Parents will be sent an email notifying them of demerits as they accumulate. Minor outside offences is normally dealt with by a teacher.

9.3 Moderate Outside Offences/Send-out

Generally, from categories 1 - 3 in table below. Student will be sent to the Front Office. Demerits will be issued by teachers and verified by the Pastoral Care Coordinator or the Deputy Principal/Principal.

9.4 Major Outside Offences/Send-out

Major outside send-outs are generally given for major offences from category 4. The student is immediately sent to the Front Office. Each time a student receives a major send-out, they may be suspended from the College for one day. If a student receives four (4) major outside send-outs in one year they are withdrawn or permanently excluded from the College.

9.5 Immediate Exclusion is given for severe offences in category four (4) only, such as possession of drugs, cigarettes, e-cigarettes, alcohol, weapons or assaulting a staff member. **Use or possession of illegal drugs cigarettes, e-cigarettes, alcohol, or weapons by a student will necessitate immediate withdrawal or exclusion from the College.**

9.6 The reason students may get a demerit or an outside send-out roughly falls into one of four categories:

- Educational (Homework, classwork etc)
- Image of the College (Uniform)
- General Behaviour (Swearing, kissing etc)
- Anti-social behaviour (Bullying, Threatening/Intimidating another, etc)

1. Educational Examples: <ul style="list-style-type: none">• Homework/Assignment not completed• Late to class• No sport uniform• Coming to class unprepared• Continually being late to class?• Plagiarism• Non-approved use of Artificial Intelligence (AI)	2. Image of the School Examples: <ul style="list-style-type: none">• Wearing make-up• Wearing incorrect Jewellery• Hair—standards not met• Wearing the uniform incorrectly• Incorrect Shoes/hat• Behaviour outside of the College
3. General Behaviour Examples: <ul style="list-style-type: none">• Swearing• Chewing gum• Disregarding the instruction of a teacher• Out of bounds• Touching/Kissing• IT infringement• Having mobile phone out	4. Anti-Social Behaviour Examples: <ul style="list-style-type: none">• Bullying• Graffiti• Vandalism• Fighting• Truancy• Threatening/Intimidating a teacher, staff member or student's parent/s outside of the College• Use or possession of illegal drugs, cigarettes, e-cigarettes, alcohol or weapons.

9.7 Serious Incidents

Seriously abusive and inappropriate behaviour will be dealt with in a calm and controlled manner.

In all situations the student should be taken immediately to the Principal/Deputy Principal or the Principal/Deputy Principal informed of the situation.

9.8 Serious incidents result in:

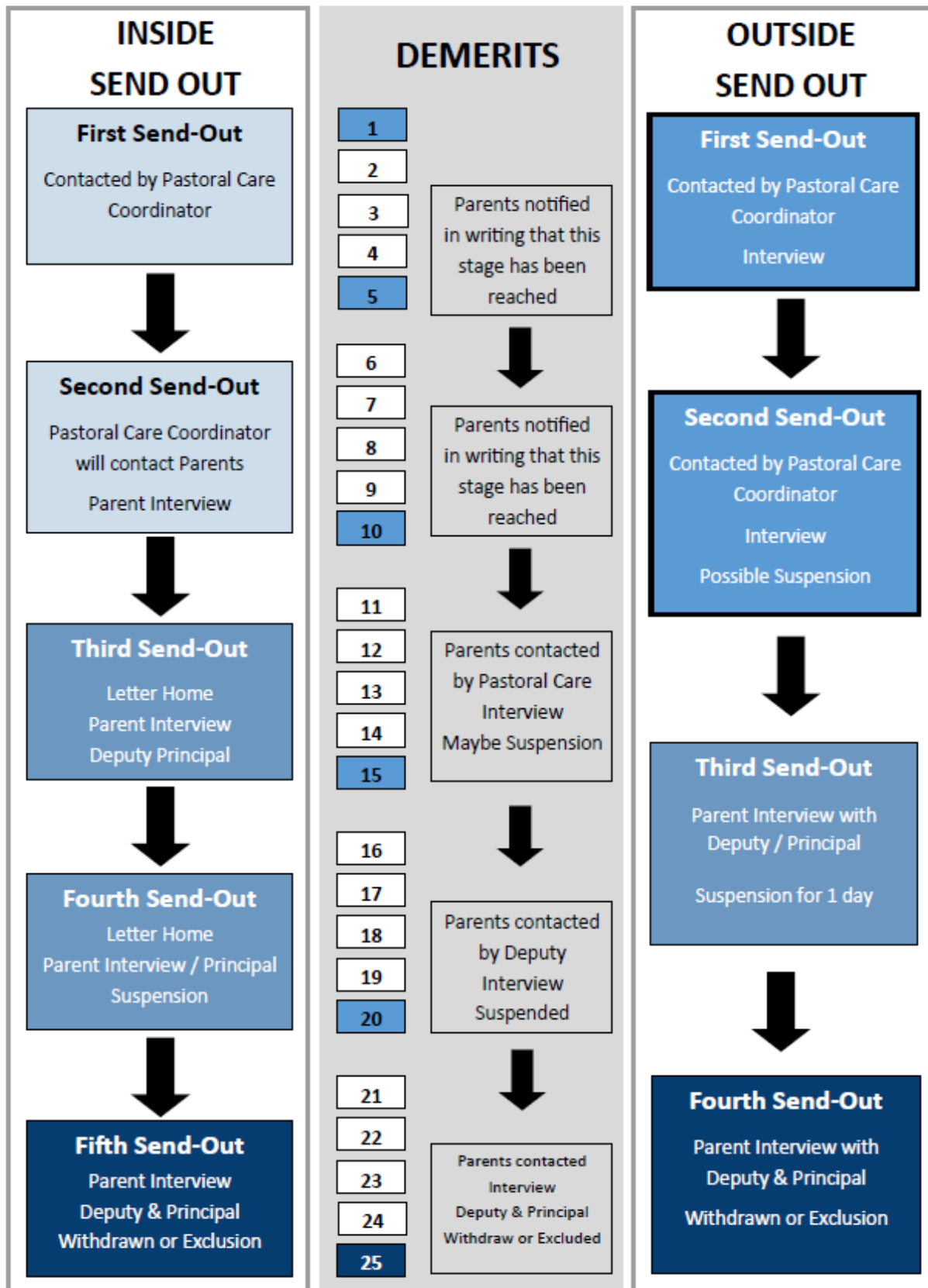
1. Suspension pending investigation/ parent contacted.
2. Parental interview with Principal/Deputy Principal.
3. College Board informed.
4. Student enrolment may be terminated, or the probation conditions will continue.

Where a student's conduct breaks the law, the matter will be reported to the Police, in addition to any action taken by the College for such offence.

Examples of Behaviour

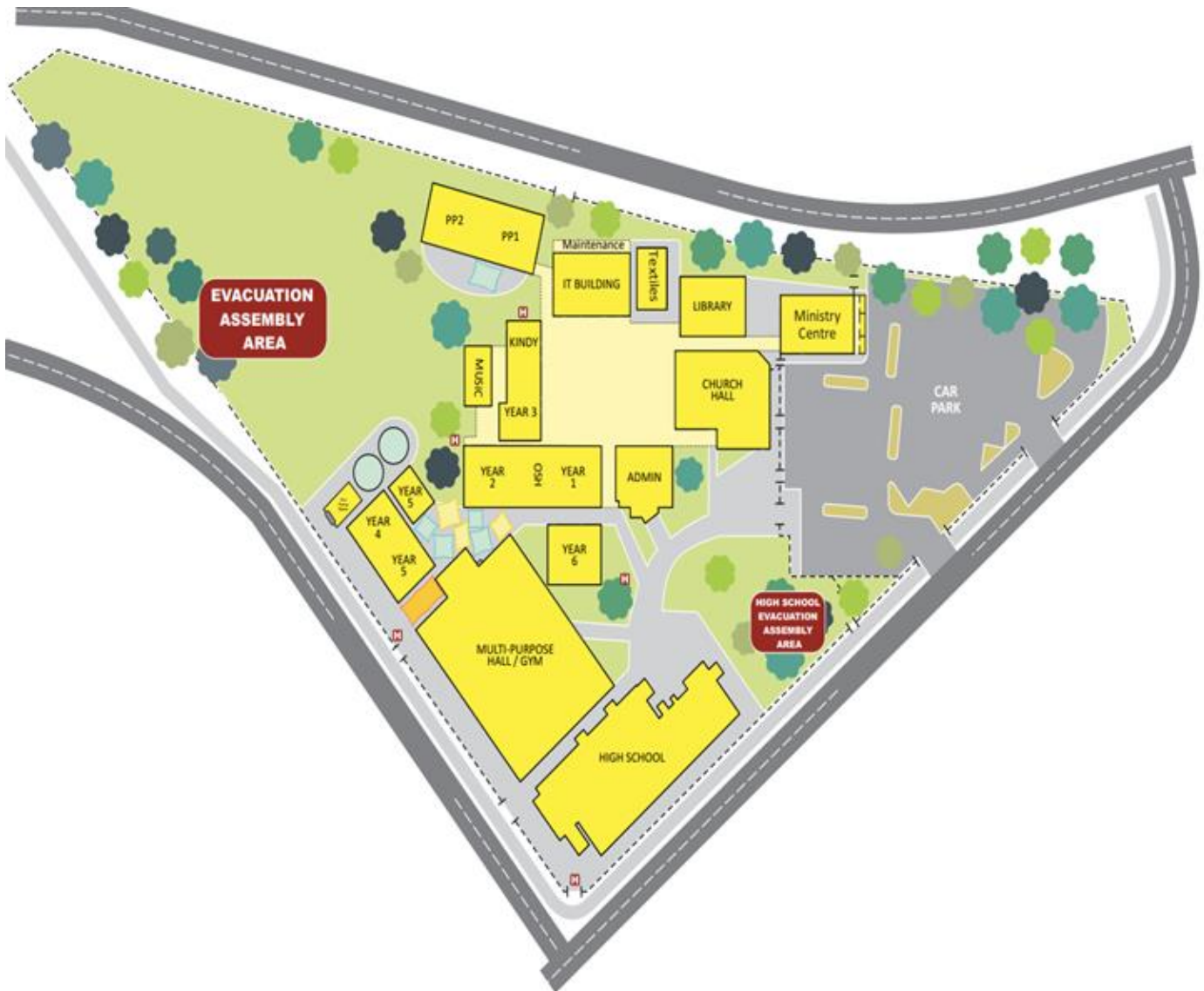
Offence	Category	Consequence
<ul style="list-style-type: none"> • Littering • No hat after a warning • Out of bounds after a warning • Caught using a mobile phone during school hours 	Minor	Demerit
<ul style="list-style-type: none"> • Bullying – name calling, intimidation (first offence) • Rough/dangerous play • Disobeying a teacher's instructions 	Moderate	Demerit or moderate outside send-out
<ul style="list-style-type: none"> • Vandalism • Fighting • Leaving the College grounds • Using Mobile phone to arrange a food delivery service while on college grounds or at college event 	Major	Major outside send-out
<ul style="list-style-type: none"> • Illicit drugs on College property or in College uniform • Smoking (or in possession of cigarettes) on College property or in College uniform • Vaping (or in possession of e-cigarettes) on College property or in College uniform • Alcohol on College property or in College uniform • Violent behaviour (physical and verbal abuse) • Swearing/Abuse/Assaulting a teacher, staff member or student • Severe Bullying (physical, indecent inappropriate, verbal or cyberbullying) • Bringing/using weapons to/at the College • Severe Bullying (physical, indecent inappropriate, verbal or cyberbullying) • Explicit or undesirable material which is deemed inappropriate at a Christian College e.g. Books with spells and incantations, nudity in literature or online • Behaviour deemed very inappropriate at a Christian College 	Serious	Immediate exclusion

DISCIPLINE SYSTEM OVERVIEW



Information and Brochures

1. Map of Dale Christian College

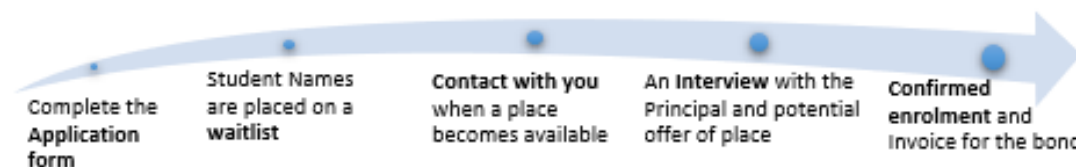


2. Enrolment Process

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 >

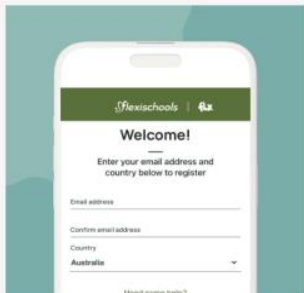
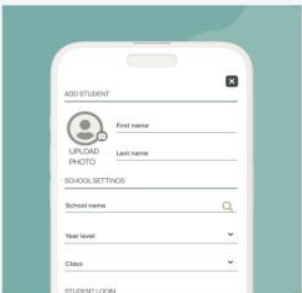
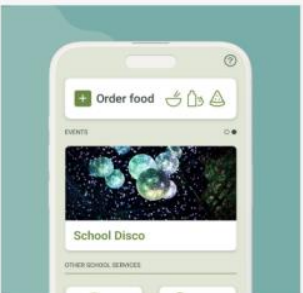
4. Flexischools (Ordering Lunch or Purchasing Uniforms)

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	2. Enter your child's details	3. Order and pay with ease!
		
<p>Open your Flexischools app and click Register.</p> <ol style="list-style-type: none">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.	<p>Once your account is set up, log into your Flexischools app</p> <ol style="list-style-type: none">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.	<p>Here's how to order food on Flexischools</p> <ol style="list-style-type: none">1. Click Order food – top of app home screen2. Select the student you'd like to order for3. Choose a service (e.g. lunch) and order date4. Select any items you'd like to order5. Once finished, click View order6. 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



DALE CHRISTIAN COLLEGE



(08) 9497 1444



150 Forrest Road, Armadale WA 6112



PO Box 273 Armadale 6992



dale@dalecc.wa.edu.au



www.dalecc.wa.edu.au