

Secondary School

Parent Handbook

DALE CHRISTIAN COLLEGE

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.

COLLEGE CORE VALUES

LOVE

HOPE

FAITH

WISDOM

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Our Shared Responsibilities

Dale Christian College is a Christ-centred learning community where students, families, staff, and the wider College community work together for the benefit and growth of every student. We recognise parents and carers as the primary educators of their children and value the partnership between home and school as we seek to nurture students academically, socially, emotionally, physically, and spiritually.
Our community is founded on biblical principles and guided by our core values of *Love, Hope, Faith* and *Wisdom*. These values shape our relationships, our decision-making, and the way we work together to create a safe, supportive, and flourishing learning environment.

Love: We seek to demonstrate Christ-like love in our words and actions, treating one another with kindness, respect, compassion, and grace.

"Let all that you do be done in love." 1 Corinthians 16:14

Hope: We encourage one another with confidence in God's purposes and the belief that every student has unique gifts, abilities, and potential to develop.

"May the God of hope fill you with all joy and peace as you trust in him." Romans 15:13

Faith: We seek to honour God by living according to biblical truth, building relationships characterised by trust, integrity, humility, and personal responsibility.

"Trust in the Lord with all your heart and lean not on your own understanding." Proverbs 3:5

Wisdom: We strive to make thoughtful and respectful decisions, seeking understanding, discernment, and reconciliation when challenges arise.

"The way of fools seems right to them, but the wise listen to advice." Proverbs 12:15

Building Positive Relationships

As members of the Dale Christian College community, we share a responsibility to encourage, support, and strengthen one another. Positive relationships are essential to student wellbeing and contribute to a culture where all members of our community can flourish.

From time-to-time misunderstandings or disagreements may occur. Consistent with the biblical principles outlined in Matthew 18:15-17, we encourage concerns to be addressed respectfully and directly with the person involved, with the aim of promoting understanding, reconciliation, and positive relationships. Where a matter cannot be resolved, appropriate College staff may assist in seeking a constructive and restorative outcome.

Communication and Social Media

All members of the College community are encouraged to communicate in ways that reflect our shared values of Love, Hope, Faith and Wisdom. When choosing methods of communication, it is important to consider the impact on others and provide opportunities for respectful dialogue and resolution. Concerns are best addressed directly and privately rather than through public forums.

Families are asked to avoid using social media platforms, public online forums, or group communications to air grievances or discuss matters that are more appropriately resolved through direct communication with the College.

Helpful Guidelines

- *Communicate with courtesy and respect.*
- *Allow time for reflection before responding when emotions are heightened.*
- *Seek first to understand before seeking to be understood.*
- *Address concerns with the appropriate person in a timely and respectful manner.*
- *Extend grace and forgiveness to others, recognising that everyone makes mistakes.*
- *Remember that online communication may become public and remain accessible indefinitely.*
- *Consult the Principal before publishing material that identifies the College, students, staff members, or other members of the College community.*

The following scripture provides a helpful guide for communication within our community:

"A gentle answer turns away wrath, but a harsh word stirs up anger." Proverbs 15:1

Child Safety Commitment

Dale Christian College is a child safe organisation and is committed to upholding the National Principles for Child Safe Organisations. We seek to create and maintain a culture that promotes the safety, wellbeing, and participation of all children and young people.

We believe that every child is created in the image of God and is therefore deserving of dignity, care, protection, and respect. The safety and wellbeing of children and young people is a shared responsibility of all members of the College community.

Administration

College Principal	:	Mr. Anthony Moses
Deputy Principal Secondary School	:	Mrs. Anita English
Dean of Curriculum & Students (Secondary)	:	Mr. Steven Burgess
Street Address	:	150 Forrest Road, Armadale, W.A. 6112
Postal Address	:	P.O. Box 273, Armadale, W.A. 6992
Email Address	:	dale@dalecc.wa.edu.au
Website	:	www.dalecc.wa.edu.au
Phone Number	:	(08) 9497 1444
Office Hours	:	8:00am – 4:00pm

College Hours and Break Times

Monday - Friday	
College gates open	**8:00am**
College commences	**8:30am**
Secondary School Recess	**11: 00am -11:25am**
Secondary School Lunch	**1:05pm -1:35pm**
Secondary School Conclusion Time	**3.15pm**
College gates close	**4:30pm**

To ensure the safety of our students, students should not arrive at school before **8:00am, as staff supervision does not commence until this time. If a student arrives before 8:00am, they are required to remain seated at the tables in the Lawn area. If you need to collect your child before the end of the school day, please attend Student Services to sign them out.*

Term Dates

Annual Term Dates are available on the College website under the Parent Information Tab. These dates are also available in the College Newsletter.

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

School assemblies are usually held the first Wednesday of each term at 8:30 am. Families are welcome to attend these celebrations of student achievement, and parents of award recipients will be notified through the College administration. Chapels are held every fortnight on Wednesday at 8:30 am, with Year grades and Music classes taking turns to present and perform, helping students develop public speaking and performance skills.

Visitors/Volunteers

Dale Christian College values the involvement of parents, carers and members of our wider College community. Volunteers make an important contribution to college life and may assist with classroom activities, excursions, camps, sporting events, the canteen, uniform shop, library and other College activities.

To help maintain a safe and supportive environment:

- All visitors and volunteers attending the College during the school day are required to report to Reception and sign in and out as required.
- Visitors and volunteers will be issued with appropriate identification, which must be worn while on College grounds.
- All volunteering must be arranged or approved by the College and volunteers operate under the direction and supervision of college staff.
- Volunteers must follow College policies, procedures and staff directions, including requirements relating to child safety, appropriate conduct, confidentiality, privacy and workplace health and safety.
- Volunteers must not place themselves in situations where they are alone or isolated with a student unless specifically authorised by the College as part of their role.
- Any concerns regarding a student's safety, wellbeing or behaviour must be referred to the supervising staff member and should not be addressed directly with another student or family.
- Parents and other volunteers assisting with college activities may be required to read, sign and comply with the College's **Volunteer Guidelines and Confidentiality Declaration** before commencing their volunteer role.
- Depending on the nature of the activity or volunteer role, additional requirements may apply, including a Working with Children (WWC) Check.

**A Working with Children (WWC) Check is required for people undertaking child-related work where required under Western Australian legislation. Parents volunteering at the College where their own child is enrolled may be exempt from requiring a WWC Check in some circumstances. Other volunteers may require a WWC Check depending on the nature of their role and their level of contact with students. The College will advise volunteers of any screening, documentation or WWC Check requirements before they commence their volunteer role.*

Houses (Factions)

Our Houses are named after four significant mountains from the Bible. All students are allocated a House upon enrolment. Siblings will be placed into the same House.



The Mountain of New Beginnings: Mount Ararat was where Noah's ark came to rest following the flood, marking a new beginning and reminding us of God's faithfulness and promise.
House Character: Resilience & Hope
**Ararat encourages students to persevere through challenges, trust God and approach each new opportunity with hope and faith.*



The Mountain of Courage: Mount Carmel was the place where Elijah stood courageously for God and demonstrated his confidence in God's power and faithfulness.
House Character: Faith Under Pressure
**Carmel encourages students to stand courageously for truth, remain faithful when challenged and be a positive light to others.*



The Mountain of Unity & Blessing: Mount Hermon is referenced in Psalm 133 as an image of blessing, refreshment and unity among God's people.
House Character: Unity & Encouragement
**Hermon encourages students to build others up, work together, celebrate the contribution of others and strengthen the College community through kindness and encouragement.*



The Mountain of Calling: Mount Sinai was where God met with Moses and gave the Ten Commandments, calling His people to live differently.
House Character: Bold Leadership & Obedience
**Sinai encourages students to lead with courage, conviction and integrity, choosing to do what is right even when it is difficult.*

Library

The College Library provides students with access to a range of fiction and non-fiction resources to support reading, learning and research. Students are encouraged to make regular use of the library and to borrow resources for both learning and enjoyment.

The library is available to students at designated times on certain days and, from 2027, is intended to be open during Secondary School lunchtimes across the week, as a supervised space where students can read, study, complete quiet activities or spend time with friends.

Canteen

The College Canteen operates five days per week and provides a range of food and drink options for students at recess and lunchtime. Volunteers are warmly welcomed and assist with the day-to-day operation of the Canteen. The Canteen menu is developed in accordance with recognised healthy food guidelines and uses the traffic light system to support healthier food choices.

Orders may be placed directly at the Canteen before **8:45am** or online through the **Flexischools app**, available from the Apple App Store and Google Play. A link to **Flexischools** is also available through the **Parent Orbit App**. Information about setting up a **Flexischools** account is available in the **Information and Brochures** section towards the end of this handbook.

Uniform Shop

The College Uniform Shop is located on-site and supplies all required Dale Christian College uniform items. Apart from shoes, all College uniform items are to be purchased through the College Uniform Shop to ensure consistency in style, colour and presentation.

The Uniform Shop stocks the full range of college uniforms, including formal and everyday uniform items, sports clothing, hats and College bags.

Uniform orders may also be placed online through the **Flexischools** app, available from the Apple App Store and Google Play. A link to **Flexischools** is also available through the Parent Orbit App.

Information about setting up a **Flexischools** account is available in the Information and Brochures section**.**

Uniform Shop Operating Times	
Tuesday Morning	**8:00am – 11:30am**
Thursday Morning	**8:00am – 11:30am**
Thursday Afternoon	**2:00pm – 4:00pm**

**Please note: Holiday opening times may vary and will be listed in the Newsletter.*

Enrolment

We encourage families not to delay submitting an **online Registration of Interest** for any siblings, family members or friends who may be hoping to join our Dale Christian College community. As places are limited and enrolment is highly competitive, submitting an application early is the best first step towards the enrolment process.

The simple online **Registration of Interest** application can be completed here:

https://enrol.dalecs.wa.edu.au/registration-of-interest/start

Alternatively, visit the **Dale Christian College website → Enrolments → Online Application → Registration of Interest**.

We understand that it may have been some time since you completed the enrolment process for your child. If you have any questions about the Terms and Conditions of Enrolment, please feel free to refer to your original application or our College Enrolment Policy.

We also understand that family circumstances can change from time to time, whether due to relocation, financial circumstances or other personal reasons.

If you are considering withdrawing your child/children from the College, please remember that **8 weeks' notice is required**. A **Notice of Withdrawal** form is available on our website, from College Reception, or through the Enrolments Department.

Providing the required notice helps ensure a smooth transition for your family and avoids any potential financial obligations that may apply under the College's Enrolment Policy.

If you have any questions or would like to discuss your circumstances, our team is always here to help.

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 by 8:30am
Subject Matters/Teachers	Please see your child's class Teacher. You can email the relevant teacher using the Parent Orbit App.
Pastoral Care	P: (08) 9497 1444 E: pastoralcare@dalecc.wa.edu.au
Deputy Principal Secondary	Anita English E: englisha@dalecc.wa.edu.au
Curriculum Related Queries	Steven Burgess Dean of Curriculum and Students E: burgesss@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-11:30am Thursday, 8:00am-11:30am / 2:00pm-4:00pm

1. Pastoral Care

At Dale Christian College, Pastoral Care is a shared responsibility. All staff contribute to creating a safe, respectful and nurturing environment where students are encouraged to develop character, confidence, responsibility, compassion and healthy relationships.

Our Pastoral Care team provides additional support where required and includes the **Deans of Curriculum (Primary & Secondary)**, **College Counsellor and Chaplain**. The College may also access psychological support and consultation through the **AISWA School Psychology Service**, where appropriate.

Families who have concerns about their child's wellbeing are encouraged to let the College know through the available channels. Where additional support may be beneficial, the College can assist families with the appropriate referral or support pathway.

The Pastoral Care team may also be contacted through College Reception or at secondarypastoralcare@dalecc.wa.edu.au

Growing a Safe and Respectful Secondary School

Dale Christian College is committed to providing a safe, orderly and Christ-centred learning environment in which students are treated with dignity and respect.

Our approach to student behaviour seeks to develop self-discipline, responsibility, respectful relationships and wise conflict resolution. Students are taught that choices have consequences, while also being provided with opportunities to reflect, take responsibility, repair harm and restore relationships. Where appropriate, restorative approaches are used to help students understand what has occurred, recognise the impact of their choices, apologise and make restitution where appropriate, seek forgiveness and reconciliation, and make wiser choices in the future.

The College takes reports of bullying, harassment, aggression and other harmful behaviour seriously and responds in accordance with the Secondary School Behaviour Management Policy and related College policies.

Understanding Bullying

It is important to distinguish bullying from the disagreements and conflicts that can occur as children learn to manage friendships and relationships.

Bullying is repeated and intentional behaviour that causes harm and involves an imbalance of power and may include:

- physical bullying — such as hitting, pushing or deliberately damaging another person's belongings;
- verbal bullying — such as repeated name-calling, insults, threats or hurtful comments;
- social bullying — such as deliberately and repeatedly excluding someone, spreading rumours or encouraging others to reject them; and
- cyberbullying — repeated harmful or intimidating behaviour through digital or online communication.

Not every hurtful interaction or disagreement is bullying. *A one-off argument, disagreement, friendship difficulty or conflict between students of relatively equal power would not ordinarily be considered bullying.* These situations are still taken seriously, and students will be supported to resolve them appropriately.

When concerns about bullying are raised, the College will seek to understand what has occurred, consider the circumstances and perspectives of the students involved, provide appropriate support, and apply interventions or consequences where required. Students are encouraged to report concerns to a trusted staff member, and parents are encouraged to raise concerns with the classroom teacher or Secondary School Leadership. Our aim is not simply to respond to inappropriate behaviour, but to help students learn to take responsibility, resolve conflict wisely, repair relationships and contribute positively to a safe and caring Christian community.

2. Parents and Carers

Change of Circumstances and Details

It is important that the College has accurate and current information for every student, particularly in the event of an emergency. Parents and carers are asked to promptly advise the College of any changes to contact details, address, emergency contacts, family or living arrangements, authorised collection arrangements, medical information, medications, allergies or other circumstances that may affect their child's safety, wellbeing, attendance or learning.

Details should be updated through the **Parent Orbit App** where available or provided to the College in writing. If you do not have access to Parent Orbit, please email dale@dalecc.wa.edu.au or contact Reception.

Parent Orbit App

The Parent Orbit App provides families with access to important College information and services, including:

- Medical and personal information
- Address and contact details
- Attendance
- Academic reports
- Communication with teachers
- School fees and accounts
- College calendar
- Events, payments and excursion permissions
- College news and notices

**Families requiring assistance with Parent Orbit should email dale@dalecc.wa.edu.au or contact Reception. Further information is provided later in this handbook.*

Changes Affecting Student Wellbeing

Family circumstances can significantly affect a child's wellbeing, behaviour and learning. Parents and carers are encouraged to advise the College of significant family changes, bereavement, illness, separation, trauma or other circumstances that may affect their child at school.

Providing appropriate information assists staff to understand and support the student and, where necessary, arrange additional support. Sensitive information will be handled respectfully and shared only with relevant staff where necessary for the student's safety, wellbeing or education, or where otherwise required by law.

Parent Involvement

Dale Christian College values the involvement of parents and carers in College life. Opportunities may include assisting with classroom activities, excursions, sporting events and other College programs. All volunteers work under the direction of College staff and must comply with relevant child-safety, visitor, volunteer and Working with Children Check requirements, where applicable.

When assisting with college activities, parents and volunteers are expected to:

- follow the directions of College staff;
- support the purpose of the activity and assist with student supervision as directed;
- interact with students respectfully and appropriately;
- maintain student and family confidentiality;
- follow relevant health, medical and safety instructions;
- refer behavioural or safety concerns to college staff rather than addressing or disciplining another family's child; and
- model behaviour consistent with the Christian ethos and expectations of the College.

Please regularly check Parent Orbit, College communications, newsletters, calendars and information provided by teachers, as many dates and activities are communicated well in advance. Families are warmly invited to attend School Assemblies and other College events where indicated.

Parent Help on Excursions and College Activities

Parent assistance on excursions and College activities is greatly appreciated. The number of volunteers able to attend may be limited according to supervision, safety and operational requirements, and participation is at the discretion of the College. Parents and *volunteers *(*who are not current DCC students)* need to make their own way to and from venues and pay associated fees of entry to venues.

Parents assisting with activities work under the direction of the supervising teacher and are expected to give their full attention to the students and activity, maintain confidentiality and follow all reasonable safety and supervision instructions.

Smoking and vaping are not permitted on College grounds or at College activities. Alcohol, illegal drugs and inappropriate or unsafe behaviour are also not permitted in connection with any College activities.

Communicating with Teaching Staff

The College values open, respectful and constructive communication between families and staff. During teaching and supervision times, a teacher's first responsibility is to the students in their care. Parents wishing to discuss a matter in detail should therefore arrange an appointment at a mutually convenient time rather than seeking an extended discussion immediately before class or while a teacher is supervising students.

If a matter remains unresolved or further support is required, parents may contact the relevant Secondary School Leadership member, followed where appropriate by the Deputy Principal or Principal.

Parents are encouraged to raise concerns respectfully and through the appropriate College channels. Concerns and complaints will be managed in accordance with the College's Complaints Management Policy and Parent Code of Conduct.

Student Services

Student Services provides a central point of assistance for day-to-day student and parent administrative matters, including:

- late arrival and student sign-in;
- early departure and student sign-out;
- attendance and absence matters;
- collection of students who become unwell;
- approved student medication and medical information;
- updating contact and emergency details; and
- general student administration.
- lockers

Students arriving late must follow the College sign-in procedures. Where a student leaves before the end of the school day, a parent/carer or authorised adult must follow the College sign-out and collection procedures.

Medication required during the school day must be provided and administered in accordance with College procedures. Parents are responsible for ensuring that relevant medical information, medication instructions and health care plans remain current.

Parents, carers and visitors attending Student Services or Reception are expected to communicate respectfully and follow reasonable directions provided by College staff.

Visiting Classrooms

To support student safety and minimise disruption to teaching and learning, parents and visitors should not enter classrooms during the school day unless invited or prior arrangements have been made with the teacher or College. When attending a classroom by prior arrangement, parents and visitors are asked to knock and wait for the teacher before entering.

If a message or item needs to be passed to a student during the school day, please contact Student Services, who will arrange this as appropriate.

Class Times Year 7 to Year 12		
Time	**Activity / Session**	**Minutes**
8:30am – 9:20 am	Period 1	50
9:20am – 10:10am	Period 2	50
10:10am – 11:00am	Period 3	50
11:00am – 11:25am	**Recess**	25
11:25am – 12:15pm	Period 4	50
12:15pm – 1:05pm	Period 5	50
1:05pm – 1:35pm	**Lunch**	30
1:35pm – 2:25pm	Period 6	50
2:25pm – 3:15pm	Period 7	50
3:15pm	Secondary School Concludes	

3. Students

Attendance

Regular attendance is essential to a student's learning, wellbeing and academic progress. Under the *School Education Act 1999 (WA),* children of compulsory school age are required to attend school unless there is a reasonable explanation for their absence.

Parents and carers are responsible for ensuring their child attends College regularly and for providing an explanation when their child is absent. Absences should be notified to the College *as soon as practicable and within three school days* of the absence commencing.

Absences may be advised through the Parent Orbit App or by contacting Student Services. Where an absence remains unexplained, the College may contact parents or carers to confirm the reason for the absence. Regular attendance is particularly important in Secondary School, where learning becomes more complex and builds on knowledge and skills developed in previous lessons. Frequent or extended absences affect a student's academic progress, social development, and connection with school. Absences may also result in missed assessments, classwork, and important learning opportunities, making it more difficult for students to keep up with course expectations and demonstrate their achievement.

The College monitors student attendance throughout each term. Where attendance falls below expected levels, unexplained absences remain outstanding or a concerning pattern develops, the College may contact parents to discuss the circumstances and identify appropriate strategies or support.

Where attendance significantly affects a student's learning, wellbeing or progress, the College may request a meeting with the family and develop an *Attendance and Re-engagement Plan.*
Families are encouraged to avoid holidays and other non-essential absences during school terms. Extended leave should be communicated to the College in advance. Notification of extended leave does not guarantee that online learning, teacher-prepared catch-up work, alternative assessment arrangements or a complete academic report will be available.
Further information is available in the College *Attendance and Absences Policy and Procedure.*

Arrival at College

- The College Day commences at 8:30am.
- Students should arrive with sufficient time to be ready to begin the school day promptly.
- Students should not arrive before 8:00am, as staff supervision does not commence until this time.
- Students arriving after 8:30am are considered late and must report to Student Services before proceeding to class.

Late Arrival Procedure

Students arriving late are required to:

1. Report to Student Services on arrival.
2. Sign in and receive a late note.
3. Present the late note to their teacher when entering class.

**Regular lateness may be followed up with parents or carers as part of the College's attendance monitoring processes.*

Every Day Counts: Attendance

Regular attendance supports students' learning, wellbeing, friendships and connection with the College. Even occasional absences can accumulate into a significant amount of missed learning.

**These figures are approximate and are intended to illustrate the cumulative effect of repeated absence.*

If a student misses…	This equals approximately…	Over one school year…	Over 13 years of schooling…
1 day each fortnight	20 days per year	4 weeks	Nearly 1½ years
1 day each week	40 days per year	8 weeks	Approximately 2½ years
2 days each week	80 days per year	16 weeks	More than 5 years
3 days each week	120 days per year	24 weeks	Nearly 8 years

All-Day Absences:

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

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

**Under the School Education Act 1999 (WA), an explanation must be provided as soon as practicable and, in any case, within three school days of the absence commencing.*

Unexplained Absence Notifications

If a student is recorded as absent without an explanation, the College will generally send a notification at approximately 9:30am.

Parents/carers who use the Parent Orbit App will receive a push notification. Those who do not use the App will generally receive an SMS. Please respond promptly with:

- the student's name; and
- the reason for the absence.

The information provided will be entered into the College's attendance records. If you believe your child is at the College when you receive an absence notification, please contact Student Services immediately.

Part Day Absences and Late Arrival

Parents/carers must notify Student Services if their child will arrive late or be absent for part of the school day and provide the reason. Notification may be made through the Parent Orbit App, SMS, telephone or email.

Students arriving after 8:30am must be signed in through Student Services by a parent/carer before proceeding to class.

When collecting a student before the end of the school day, the parent/carer must attend Student Services and sign the student out. Students must not leave the College grounds during the school day without following this process.

Explaining Absences

Under the *School Education Act 1999 (WA)*, parents/carers are required to provide the College with an explanation for a student's absence as soon as practicable and within three school days of the absence commencing.

The College may accept explanations provided through the Parent Orbit App, SMS, telephone, email or another method approved by the College. An explanation provided only by the student may not be accepted without confirmation from a parent/carer.

Student Services regularly follows up unexplained absences. Parents/carers are asked to respond promptly to any request for information and provide supporting documentation, such as a medical certificate, where requested.
The College monitors attendance throughout each term. Attendance below 90%, repeated unexplained absences, persistent lateness or another concerning attendance pattern may result in follow-up with the family and the development of attendance support strategies.

Planned and Extended Absences

Students are expected to attend the College on every day it is open for instruction unless there is a reasonable cause for absence. This includes compulsory College activities such as sporting carnivals, excursions and other scheduled educational programs.

Family holidays and leisure or recreational activities during term time are strongly discouraged and will not ordinarily be regarded by the College as an approved educational reason for absence. Missed assessments during this time may be awarded a mark of zero.

Parents/carers planning to take their child out of the College for an extended period during term must provide written notification to the principal at least two weeks before the intended absence. The notification must include the dates, duration and reason for the absence. The College will consider the circumstances and advise the family how the absence will be recorded.

Prior notification or acknowledgement by the College does not mean that the absence is approved as an educational activity. It also does not guarantee that online learning, alternative assessment arrangements or teacher-prepared catch-up work will be provided.

Please refer to the College's *Attendance and Absences Policy and Procedure* for further information.

After-School Collection

Secondary School concludes at 3:15pm. Students are supervised until 3:30 pm. Parents/carers are expected to collect their children before this time.

The following procedure applies when a student has not been collected:

- *At 3:30pm, students who remain uncollected will be taken to Student Services and supervised there until 4:00pm.*
- *After 3:50pm, efforts to contact the student's family or emergency contacts will be made.*
- *At 4:00 pm any student who remains uncollected will wait at Reception while the College continues attempting to contact their parent/carer or emergency contacts.*

This arrangement is intended for occasional, unforeseen delays and is not an alternative to Outside School Hours Care. Parents/carers who anticipate being late must notify the College as soon as possible and make appropriate collection arrangements.

Students with Cars

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 / Student Driver Permission 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 / Student Driver Permission 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

These forms can be requested by sending an email to dale@dalecc.wa.edu.au.

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. If you should wish to have a locker, please contact Student Services.

Please refer to our Secondary School Locker Policy.

Student Use of Chromebooks

Beginning in 2027, the College will be migrating Secondary School cohorts to a Chromebook-lease scheme, starting with the grade 7's.

Families will be made aware in advance when their students will be migrated to this scheme.

Students on BYOD Scheme

It is the responsibility for parents or guardians 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

Students on Leasing Scheme:

The College will stock an inventory of brand new, high-quality, College-selected Chromebooks that will be hired out to students for as long as they are in Secondary School at the College. The hire cost of these devices will be $100/year and will appear as a separate line item on the College fee statement. This cost will include the hire of the device for the year, a charger, a brand-new carry case on the first year of the device being issued, and replacement/loan devices in the event of damaged or forgotten devices.

More information is available on our website:
dalecc.wa.edu.au/chromebook-faqs

Please contact the College if you are unsure which device scheme your student will be placed on for the following year.

Smart Rider

A Student Smart Rider will be provided upon request. 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.

Student Leadership

Student leadership provides opportunities for students to serve others, contribute positively to College life and develop responsibility, initiative and teamwork.
Leadership opportunities may include **Prefects, House Captains, Mentors** and other roles or responsibilities determined by the College.

Student leaders may assist with:

- College assemblies and formal events
- House and sporting activities
- Service and community initiative
- Values building
- Welcoming and supporting younger students
- Promoting College values and a positive College culture.

Prefects and House Captains are appointed through the College's established selection processes and are held for the time that the student leader is in Year 11 or Year 12 at the College.

4. Teaching and Learning

At Dale Christian College, teaching and learning are centred on the development of the whole child. We seek to provide purposeful, engaging and appropriately challenging learning experiences that support students to grow academically, socially, emotionally and spiritually.

Learning programs are aligned with the Western Australian Curriculum and support students to develop deep subject knowledge, strong literacy and numeracy skills, and the capabilities required for success in further education, training and employment. Students are encouraged to think critically and creatively, collaborate effectively, and take increasing responsibility for their learning.

Teachers use a range of evidence-informed teaching practices, including explicit instruction, guided practice, inquiry-based learning and opportunities for students to apply, extend and consolidate their understanding. These approaches promote engagement, independence and academic growth, while supporting students to prepare for future pathways

Learning Support

We recognise that students develop and learn at different rates and may require additional support at different stages of their schooling. Teachers monitor student learning, development, engagement and wellbeing through classroom observation, assessment and ongoing communication with families. Where a concern is identified, the College will work collaboratively with parents/carers to consider appropriate strategies and support.

Depending on the needs of the student, this may include differentiated classroom support, targeted intervention, consultation with relevant College staff or, where appropriate, a recommendation that families seek assessment or support from an external health or allied health professional. Parents/carers are encouraged to advise the College

of any learning, developmental, medical or other needs that may affect their child's learning or participation. Relevant reports and recommendations should be provided to assist the College in planning appropriate support and reasonable adjustments. Early identification, open communication and partnership between home and school help provide students with the best opportunity to learn, develop and thrive.

Booklists/Stationery

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

Programs

Subject programs in Year 7 to Year 10 and **Course and Assessment Outlines in Year 11 and Year 12** are provided by subject teachers for each of your child's subjects. These documents are made available to students through the **Google Classroom** and provide detailed information about the teaching and learning program, assessment requirements, and key timelines for the semester or year.

While every effort is made to adhere to the published plans, the content, assessment schedule, and timelines may be amended at the discretion of the teacher to best meet the learning needs of students.

Parents and caregivers are encouraged to access and review these outlines regularly to support their child's learning and monitor their academic progress throughout the course.

Google Classroom

Google Classroom is the Secondary School's online learning platform, used to support communication, teaching, and learning. Through Google Classroom, students can access curriculum, course and assessment outlines, programs, course materials, learning resources, class announcements, homework, and assessment deadlines in one central location.

Students are expected to check Google Classroom regularly to stay informed about class requirements, access learning materials, submit assessment tasks, and receive feedback from their teachers. Regular engagement with Google Classroom helps students remain organised, meet deadlines, and take an active role in their learning.

Parents and caregivers are encouraged to discuss classroom updates and upcoming assessment requirements with their child to support their academic progress.

Reporting

Reports on progress are issued on a regular basis

Term 2	Semester 1 Reports Year 7 to 12
	Parent Teacher Meetings Year 10 to12
Term 3	Parent Teacher Meetings Year 7 to 9
Term 4	Year 12 School Exit Report
	Semester 2 Reports Year 7 to 11

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

Assessments

Teachers use a range of ongoing classroom assessments to monitor student learning, identify individual needs and plan appropriate teaching and support. At various stages, students may also participate in standardised or norm-referenced assessments. These assessments provide additional information about student achievement and progress and may assist with planning, intervention, extension and transition between year levels.

Subject assessments are managed and administered under the guidelines of the **Secondary Assessment Policy Years 7-10** and the **Secondary Assessment Policy Years 11-12.** In accordance with these policies, students who miss an assessment, such as a test or examination, are required to provide appropriate documentation to account for their absence. This may include a medical certificate or other evidence of extenuating circumstances. The assessment will be administered as soon as possible upon the student's return to school. A student who submits an assignment after the date will be penalised by losing marks according to the assessment policy. Non-submission of assignments is only accepted in exceptional circumstances.

The College places a high value on honesty and integrity in all assessment tasks. Cheating in any form is considered a serious offence and undermines the validity of assessment outcomes. Where a student is found to have engaged in academic dishonesty, penalties may apply, including the awarding of a lower mark, as determined by the teacher, Dean of Curriculum, Deputy Principal or Principal.

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.

NAPLAN

Each year, students from Years 7 and 9 complete the National Assessment Program Literacy and Numeracy assessment (NAPLAN). Parents receive individual information and results from these tests for each of their children during Term 3. All NAPLAN testing is online. There are a variety of assessments used throughout the year groups to better target learning.

OLNA

The **Online Literacy and Numeracy Assessment (OLNA)** is a requirement for students working towards their **WACE (Western Australian Certificate of Education)**. It assesses the literacy and numeracy skills needed for everyday life, further education and employment.

Students may prequalify for OLNA by achieving the required standard in the Year 9 NAPLAN Reading, Writing and Numeracy tests. Students who do not prequalify are required to sit the relevant OLNA components. Students generally have up to six opportunities to pass each OLNA component (Reading, Writing, and Numeracy) during Years 10, 11, and 12. Once a student passes a component, they do not need to sit that component again

Homework

Homework is used to:

- Develop positive learning habits
- Review, revise, consolidate and practise newly acquired skills and concepts
- Prepare for upcoming lessons
- Work on assignments and extension tasks
- Study for tests and examinations

The nature and amount of homework will vary according to the Year level and subject. Below is a guide to the amount of time a student should spend.

Year	Per night over 5 nights per week
7-8	1 hour including 15 minutes reading time
9-10	1-2 hours including 15 minutes reading time
11-12 General	1-2 hours
11-12 ATAR	2-3 hours

Teachers will communicate homework expectations to students and families. Students are encouraged to complete set tasks carefully and develop increasing responsibility for organising and returning their work.
Parents/carers can support homework by providing an appropriate place and reasonable opportunity for their child to complete set tasks, encouraging regular reading and taking an interest in their child's learning.

Homework should not become an unreasonable burden on students or families. If a child is regularly taking considerably longer than expected to complete homework, parents/carers are encouraged to contact the classroom teacher. Where additional home practice or intervention activities are recommended for an individual student, these will be discussed with parents/carers.

Study Club and Tutoring

Study Club provides Year 11 and 12 ATAR students with a dedicated, teacher-supervised environment in which to complete homework, revise course content, prepare for assessments, and seek additional academic assistance. Study Club operates each Tuesday after school from 3:30 pm to 5:30 pm, offering students valuable access to guidance and support beyond regular classroom hours.
In addition, targeted tutoring is available on two mornings each week from 8:00 am to 8:25 am in the four MESH learning areas: Mathematics, English, Science, and Humanities. These sessions provide students with focused support, clarification of concepts, and opportunities to strengthen their understanding of key subject content. Please refer to the College newsletter for the details regarding days each term.

5. Behaviour Management Policy

Dale Christian College is committed to providing a safe, orderly and Christ-centred learning environment in which students are supported to develop self-regulation, personal responsibility, respectful relationships and wise approaches to resolving conflict.

Students are expected to treat others with respect, follow reasonable directions from staff, behave safely, care for College and personal property, use appropriate language and contribute positively to the learning environment. Bullying, harassment, intimidation, physical aggression, inappropriate online behaviour and other conduct that compromises the safety or wellbeing of others are not acceptable.

Behaviour responses consider the circumstances of the incident, the student's individual needs, previous behaviour and the support already provided. Reasonable adjustments and individual support may be implemented where appropriate.

Behaviour Management Process

The Secondary Behaviour Management Policy provides a consistent framework for responding to inappropriate behaviour. Depending on the nature, frequency and seriousness of the behaviour, this may include:

- Conduct Notifications for minor concerns relating to behaviour, organisation, presentation or preparedness for learning;
- Classroom Leadership Interventions where behaviour disrupts teaching and learning; and
- Out of Class Leadership Interventions for inappropriate behaviour occurring during breaks, before or after school, at college activities, off-site, online or in other circumstances connected with the College.

More serious or persistent behaviour may result in parent meetings, individual behaviour support planning, loss or review of privileges, in-school or out-of-school suspension, and, in serious circumstances, review of a student's ongoing enrolment. All formal behaviour responses are administered with consideration for procedural fairness, non-discrimination, student dignity and the safety and learning rights of others.

Restorative Practice

Where appropriate, restorative practices are used to help students reflect on what has occurred, take responsibility for their part, understand the impact of their choices, make restitution where possible and restore relationships. Restorative processes complement appropriate consequences and are intended to support learning, reconciliation and positive future behaviour.

Recognising Positive Behaviour

Students are encouraged and affirmed for demonstrating positive behaviour, effort, responsibility, respect and contribution to college life. Recognition may include verbal encouragement, classroom acknowledgements, House Points, commendations, awards and other forms of recognition.

The aim is to encourage students to develop intrinsic responsibility and increasingly make positive choices because they understand their responsibility to God, themselves and others.

Yearly awards presented at the end of the year include effort, citizenship and academic awards and take the form of medallions and certificates.

Behaviour Beyond the Classroom

College expectations apply during recess and lunch, before and after school, on excursions and College activities, while using College technology and online services, and when students are identifiable as members of the Dale Christian College community.
Students travelling to and from the College, including on public transport, are expected to behave safely, courteously and responsibly and to represent the College appropriately.

Parents/carers are encouraged to work in partnership with the College when behavioural concerns arise. The full **Secondary School Behaviour Management Policy** provides further information regarding behaviour categories, intervention processes, consequences and review procedures.

6. Medical Requirements

Dale Christian College is committed to supporting the health, safety and wellbeing of students while they are in the care of the College. First aid and routine student health needs are managed through Student Services and appropriately trained College staff.

Parents/carers are responsible for ensuring that the College is provided with current information regarding their child's medical conditions, allergies, medication and health care requirements. The College must be advised promptly of any changes.

Student Illness

Students who are unwell should remain at home until they are well enough to participate safely and comfortably in the normal school program.

Students who become unwell during the school day should report to their classroom teacher or Student Services so that appropriate care can be provided. Where a student is not well enough to remain at school, a parent/carer or authorised emergency contact will be contacted to arrange collection.

Parents/carers are asked not to send students to school when they are experiencing significant symptoms of illness or may pose an infection risk to others.

Students with a communicable or infectious illness may be required to remain away from the College in accordance with current **WA Health exclusion requirements**. Parents/carers should notify the College of significant infectious illnesses so that appropriate health and communication measures can be considered.
In a medical emergency, College staff will provide first aid, contact emergency services where required and make reasonable attempts to contact parents/carers as soon as practicable.

Allergies

Dale Christian College adopts an **allergy-aware and allergen-minimisation approach** to reduce the risk of accidental exposure for students with food allergies and anaphylaxis.

It is not possible to guarantee an allergen-free environment. The College therefore uses reasonable risk-minimisation strategies based on the needs of individual students and the activities taking place.

Families are asked to be mindful of foods sent to school and to support any specific allergen-minimisation measures communicated by the College for a class, year group or activity. Students are encouraged not to share food, drinks or eating utensils and to practise appropriate hand hygiene.

Parents/carers of students with known allergies or anaphylaxis must provide the College with current medical information, prescribed emergency medication and an appropriate **ASCIA Action Plan**. Relevant staff are informed of individual requirements and appropriate staff undertake training in recognising and responding to allergic reactions and anaphylaxis.

Administration of Medication

Where reasonably possible, medication should be administered at home. Where medication is required during College hours, parents/carers must provide written authorisation and any required medical instructions.

Medication supplied to the College must:

- be provided in its original pharmacy or manufacturer packaging;
- be clearly labelled with the student's name and dosage instructions;
- be within its expiry date; and
- be accompanied by the required College medication authorisation documentation.

**Medication will be stored appropriately and securely and administered or supervised by authorised staff in accordance with the instructions provided.*

The College will maintain an appropriate record where medication is administered or supervised by staff.
Parents/carers must notify the College of any change to medication, dosage or medical instructions. Updated documentation or advice from the student's medical practitioner may be required before changed arrangements can be implemented.

Students must not carry or independently use medication at school unless this has been specifically authorised as part of an agreed arrangement. This may include appropriate access to emergency medication such as asthma relievers or adrenaline devices, depending on the student's age, capacity and individual health care arrangements.

The College does not provide general supplies of analgesics such as paracetamol or ibuprofen for routine administration to students. Where such medication is required during the school day, it must be individually supplied and authorised in accordance with College procedures.

Communicable and Infectious Illnesses

Students with a communicable or infectious illness may be required to remain away from the College in accordance with current WA Health exclusion requirements. This may include conditions such as gastroenteritis, influenza, COVID-19, chickenpox, measles, mumps, rubella, whooping cough, school sores (impetigo), ringworm and conjunctivitis. Parents/carers should notify the College where their child has been diagnosed with, or is reasonably suspected of having, a significant communicable illness. The College may seek advice from WA Health or other relevant health authorities where required.

Head Lice: Parents/carers are asked to notify the College if head lice are detected and to commence appropriate treatment promptly. The College will manage any identified cases in accordance with current health guidance.

Immunisation: Parents/carers are required to provide the College with current immunisation status information as required by Western Australian legislation. During an outbreak of a vaccine-preventable disease, students may be required to remain away from the College in accordance with directions or advice from the relevant health authorities.

Emergency Medication

Emergency medication, including adrenaline devices and asthma relievers, will be kept readily accessible where required.

In an emergency, appropriately trained staff will follow the student's current action plan and provide first aid, including the administration of emergency medication where indicated. Emergency services will be contacted where necessary.
Parents/carers are responsible for ensuring that prescribed emergency medication supplied for their child remains current and is replaced before its expiry date.

7. General

Excursions and Incursions

Excursions and incursions provide students with opportunities to extend and enrich classroom learning through educational, cultural, sporting and community-based experiences. Classes may participate in excursions and incursions throughout the year where these support curriculum, wellbeing or broader College programs. Information regarding each activity, including relevant arrangements and requirements, will be communicated to families through Parent Orbit.

Where parent/carer consent is required, families will be asked to:

- review the information and relevant terms and conditions;
- provide consent for their child's participation; and
- confirm or update relevant medical and emergency information.

Transport may be provided by bus or other approved means appropriate to the activity. Please note that contracted transport to and from events is only available to students and college staff.
The College undertakes appropriate planning and risk assessment for excursions and activities, including consideration of student needs, supervision requirements, first aid, emergency communication and the nature of the activity.

Casual Dress and Fundraising Days

From time to time, the College may hold Casual Dress Days or fundraising activities. Families may be invited to make a donation, with funds generally supporting a nominated charitable, community or College initiative.

Where a theme is nominated, students are encouraged to participate. Clothing should remain modest, neat, safe and appropriate for a school environment and reflect the values and standards of the College.

On Casual Dress Days:

- clothing must be suitable for normal school activities;
- clothing displaying offensive, inappropriate or unsuitable words, slogans or images is not permitted;
- tops should adequately cover the chest, shoulders and midriff;
- shorts, skirts and dresses should be of an appropriate length;
- leggings or tights should be worn with an appropriately long top, skirt or dress;
- closed-in footwear suitable for school activities must be worn;
- jewellery and accessories should be kept to a minimum and meet College safety expectations; and
- make-up, where worn, should be minimal and age appropriate.

For practical subjects and activities, students must follow all relevant safety requirements, including tying back long hair and removing jewellery where directed.

Students should wear their normal Physical Education uniform for scheduled Physical Education lessons unless otherwise advised.

The College may require a student to modify or change clothing, footwear or accessories considered inappropriate or unsafe for the school environment.

Money and Payments

Where possible, payments to the College should be made through the payment methods communicated to families.

Where cash needs to be sent to the College with a student, it should be placed in a sealed envelope clearly labelled with the student's name, class and purpose of the payment and handed promptly to Reception or Student Services as directed.

Mobile Phones, Smartwatches and Personal Devices

Students are not encouraged to bring mobile phones, smartwatches or other personal electronic devices to the College unless there is a genuine family need.

Where a mobile phone, smartwatch or other personal electronic device is brought to school, it must remain switched off and securely stored during the school day and may only be used with the permission of a staff member. Mobile phones and smartwatches must not be used for communication, messaging, photography, recording or other functions during College hours.

Students must not use personal devices to photograph, film or record others without appropriate permission, access inappropriate material, communicate inappropriately or engage in bullying, harassment or other conduct contrary to College expectations.
Where a device is used contrary to College expectations, it may be secured by the College until the end of the school day, and further consequences may apply in accordance with the **Secondary School Behaviour Management Policy.**
The College does not accept responsibility for the loss, theft or damage of personal devices brought to school.

Student Telephone Contact

Where a student needs to contact a parent/carer during the school day, this should be arranged through Student Services at the College. Likewise, parents/carers who need to communicate an urgent message to their child during the school day should contact the College rather than contacting the student directly on a personal device.

Water Bottles

Students are encouraged to bring a clearly labelled water bottle each day and to drink water regularly throughout the school day. Bottles may be refilled using College water stations. Water is the preferred drink during the school day. Students should not share water bottles.

Visitors and Parent Access During the School Day

To support student safety and the College's duty of care, parents/carers and other visitors entering the College during the school day must first report to Reception or Student Services and follow the College's sign-in procedures.
Parents/carers who need to deliver an item or collect a student should do so through Student Services rather than proceeding directly to classrooms or other student areas.

Where parents/carers wish to speak with a teacher, they are encouraged to arrange a suitable meeting time in advance. This helps minimise disruption to learning and allows staff to give the matter appropriate time and attention

8. Uniform

Students are expected to wear the prescribed Dale Christian College uniform correctly, neatly and with pride. Maintaining appropriate uniform and presentation standards is a shared responsibility between students, parents/carers and the College.

Students are expected to meet College uniform and presentation requirements while at school, travelling to and from the College, and when representing the College at activities and events.

Dale Christian College hats are to be worn when students are outdoors, in accordance with College requirements. Uniform items should be maintained in good condition and replaced when they become excessively worn, damaged or no longer fit appropriately.

All uniform items and personal belongings should be clearly labelled with the student's name to assist with the return of lost property.

Required uniform items are available through the College Uniform Shop. Families should ensure that any items purchased elsewhere, where permitted, meet the required College colour, style and presentation standards. Further information regarding uniform requirements, footwear, jewellery, hair, grooming and presentation is contained in the Secondary School Uniform Guide.

Second-hand Uniforms

Approved second-hand Dale Christian College uniform items may be available through the College Uniform Shop and other College-approved resale channels. Second-hand items must be genuine College uniform items and remain in good condition, with the correct colour, style, logo and presentation standard. Items marked Dale Christian School are no longer acceptable items at the college (apart from backpacks)

Families *should not purchase substitute or "like" item*s from discount or general retail stores, as these may not meet College uniform requirements. Families wishing to donate clean, serviceable Dale Christian College uniform items may do so through the Uniform Shop.

Uniform and Presentation

Students are expected to maintain a neat and appropriate standard of uniform and personal presentation in accordance with the **Secondary School Uniform Guide**.

Boys Summer & Winter Uniform	DCC White, Short Sleeved College Shirt
	DCC Grey Trousers or Grey Shorts
	DCC Red and Blue Banded Grey Socks
	DCC Unisex College Tie (Term 2 & 3 only)
	DCC Formal College Jacket
	Black Lace up leather or leather substitute school shoe
	DCC Backpack
	DCC Hybrid/ Bucket Hat or DCC Cap
Girls Summer & Winter Uniform	DCC White, Short Sleeved College Shirt
	DCC Grey Tartan Skirt
	DCC Red and Blue Banded White Socks
	DCC Unisex College Tie (Term 2 & 3 only)
	DCC Formal College Jacket
	Black Lace up leather or leather substitute school shoe
	DCC Hybrid/ Bucket Hat or DCC Cap
	DCC Backpack
	DCC Navy Bootleg Pants (optional)
	Navy Blue Tights (optional)
Optional Items	DCC Navy Blue Scarf
	DCC Knitted Navy Jumper
Unisex Sports Uniform	DCC Secondary House Polo Shirt: To be worn on allocated Sport and Carnival Days (Ararat – Blue / Carmel – Yellow / Hermon – Green / Sinai – Red)
	DCC Navy Polo Shirt
	DCC Navy Shorts
	DCC Navy Tracksuit Pants
	DCC Red and Blue Banded White Socks
	DCC Sports Jacket
	Shock Absorbing Sports Shoes (Predominantly white or black) *Note: No Volley, OC's, Vans, skate, coloured or canvas casual shoes*

Hair

Hair should be clean, neat and well-groomed and must not interfere with a student's learning, vision or participation in College activities. Hair that is shoulder length or longer should be appropriately tied back. Hair accessories must comply with the colours and styles outlined in the **Secondary School Uniform Guide.** Hair should remain within natural colour tones. Extreme or fad hairstyles, designs, shaved patterns or other styles that do not meet College presentation standards are not permitted.

Families who are uncertain whether a particular hairstyle meets College requirements are encouraged to check with Secondary Leadership **before** having the style or treatment undertaken.

Jewellery and Personal Presentation

Jewellery must be limited to the items permitted in the **Secondary School Uniform Guide**. Medical identification jewellery may be worn where required.

Students are expected to maintain a natural appearance. Make-up, artificial eyelashes, nail polish, artificial or cosmetic nails, visible body piercings are not permitted. Specific requirements regarding earrings, watches, hair accessories, grooming and other aspects of presentation are detailed in the **Secondary School Uniform Guide**.

Lost Property and Labelling

All uniform items, bags, drink bottles, lunch boxes and other personal belongings should be **clearly labelled with the student's full name**. Clearly labelled items are much more likely to be identified and returned promptly when misplaced.

Lost property is placed in the designated collection area near Student Services. Students and parents/carers are encouraged to check lost property regularly for missing items. Students are responsible for collecting their belongings. Unclaimed items may be managed or disposed of periodically in accordance with college procedures. The College cannot accept responsibility for personal belongings that are lost, damaged or stolen.

9. Parents Complaints

Concerns and Complaints

Dale Christian College values open, respectful communication and is committed to responding to concerns and complaints fairly, promptly and in a manner that supports the wellbeing and safety of students.
Parents/carers are encouraged to raise concerns as early as possible so that matters can be understood and, where possible, resolved at the appropriate level.

Raising a Concern

In most circumstances, concerns should initially be raised with the staff member most directly involved. For matters relating to a student's classroom learning or day-to-day experience, this will usually be the form teacher or classroom teacher for that subject. Where the matter remains unresolved, or where it is more appropriate because of the nature or seriousness of the concern, parents/carers may raise the matter with Secondary Leadership.

The usual pathway is:

- **Form teacher or relevant staff member**
- **Dean of Curriculum and Students (Secondary) or Deputy Principal (Secondary)**
- **College Principal**
- **College Board** - where appropriate under the College's Complaints Management Policy.

**Parents/carers are encouraged to make a mutually convenient appointment where a matter requires detailed discussion, as teachers will generally not be interrupted while teaching.*

Serious or Sensitive Matters

Some concerns should not be raised initially with the person involved. Matters involving child safety, allegations of abuse or serious misconduct, significant conflicts of interest, or circumstances where a person does not feel safe raising the matter directly should be referred promptly to the **College Principal or appropriate senior leader**.

Where a complaint concerns the College Principal, it should be directed to the **Chair of the College Board** in accordance with the Complaints Management Policy. Child safety concerns will be managed in accordance with the College's child-safe procedures and any applicable reporting obligations.

Respectful and Confidential Handling

Concerns and complaints will be handled respectfully and with appropriate confidentiality. Information will be shared only with those who reasonably need it to assess, investigate or respond to the matter, or where disclosure is required for safety, legal or regulatory reasons.

Students will not be disadvantaged because a parent/carer has raised a concern or complaint in good faith.

Parents/carers must not approach, question, discipline or seek to resolve a concern directly with another family's child. Concerns involving another student must be referred to College staff.

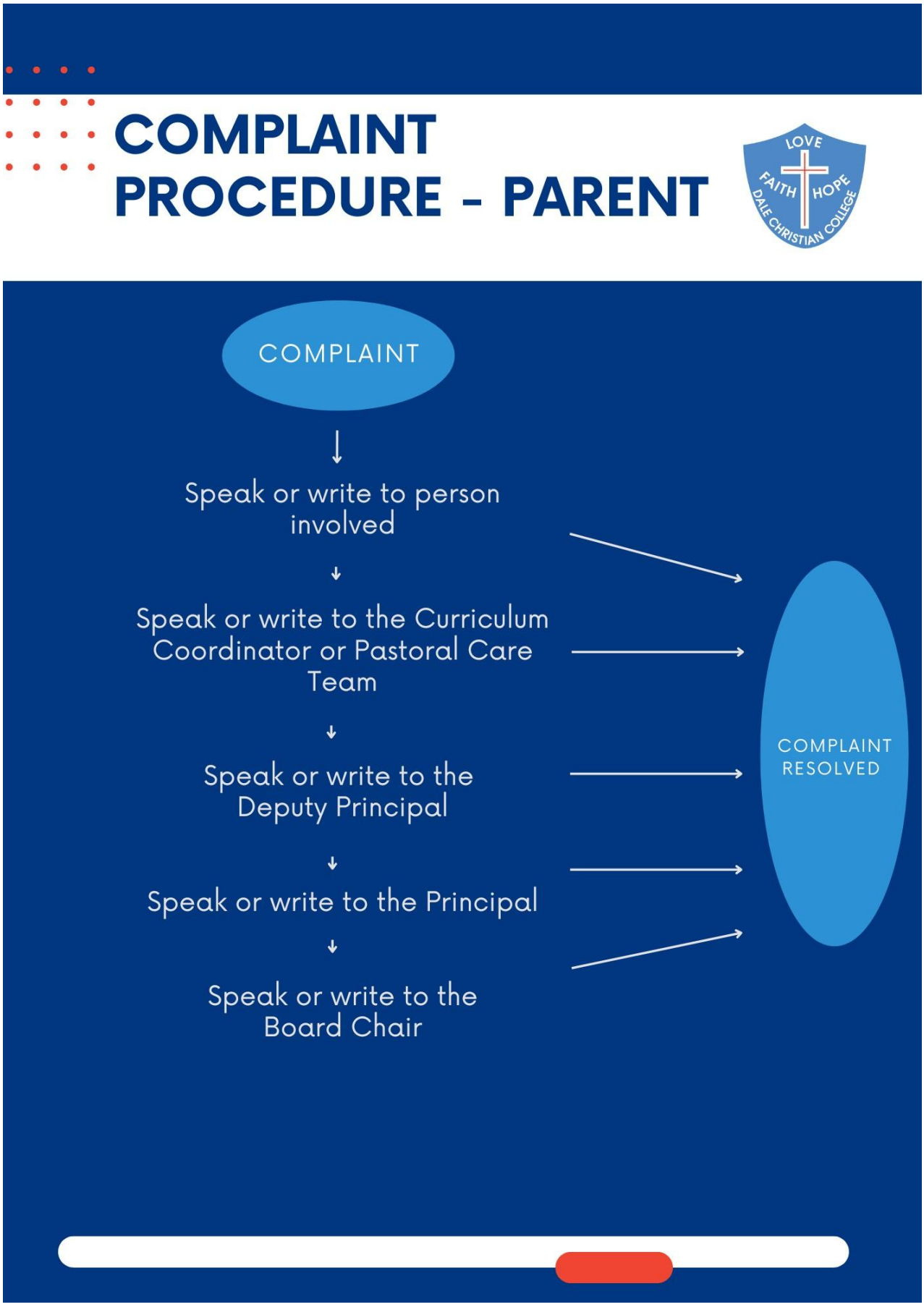
If a Matter Remains Unresolved

Where a parent/carer remains dissatisfied following the College's internal complaints process, the matter may be referred through the further review avenues outlined in the **Complaints Management Policy**.

The Director General of the Western Australian Department of Education is responsible for monitoring whether non-government schools comply with the registration standards, including requirements relating to complaints handling. A parent, student or community member may contact the Department if they have concerns about whether the College has complied with those standards. The Director General does not act as an appeal body or override the College's decision in an individual complaint.

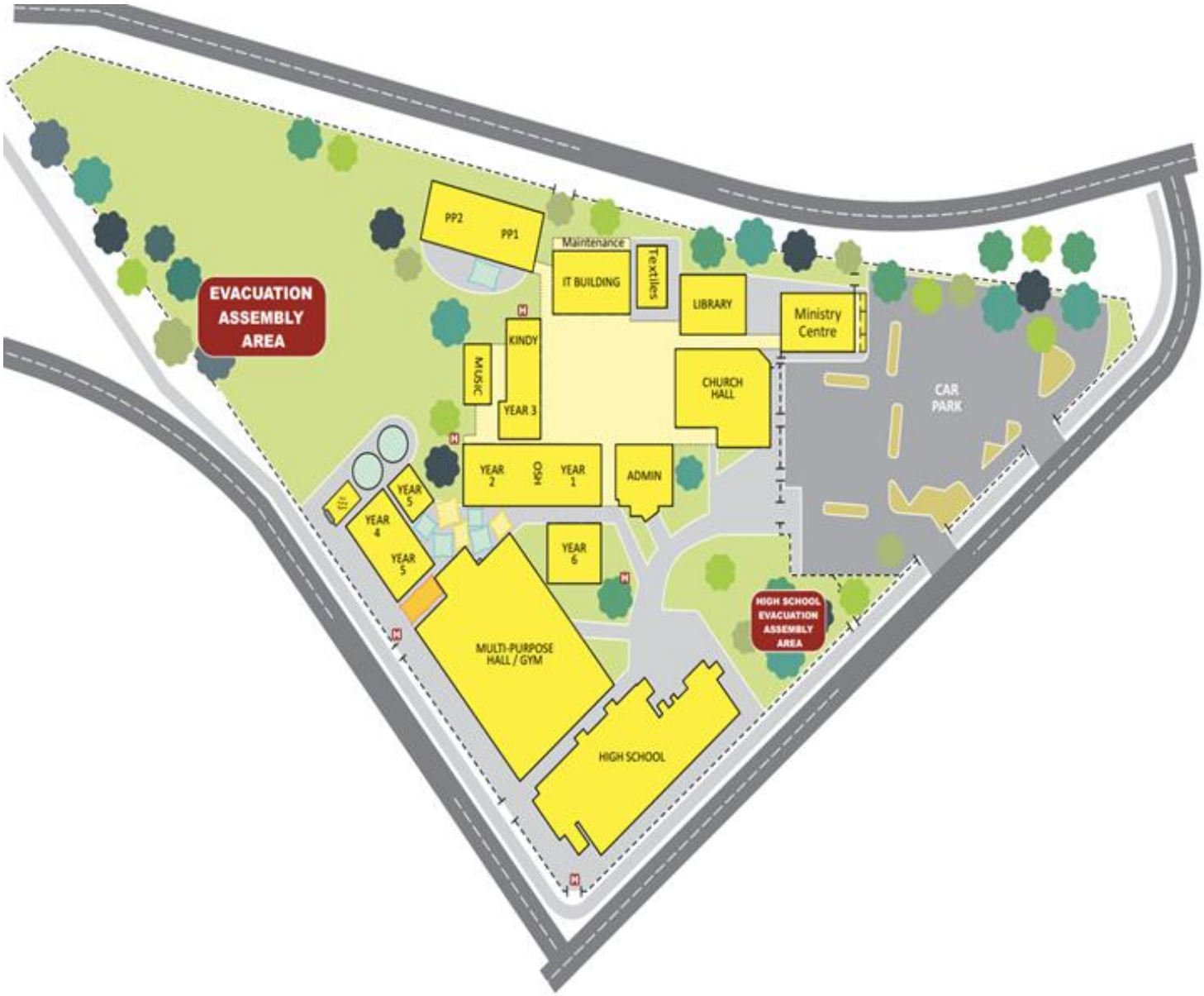
Further information, including the full complaints process and contact details, is available in the College's **Complaints Management Policy** and **Parent Code of Conduct**

Appendix 1 – Complaint Procedure (Parent)



Information and Brochures

1. Map of Dale Christian College



2. Enrolment Process

Dale Christian College
Enrolment Process

This diagram provides a summary of the College enrolment process.
Please refer to the current Enrolment Policy and Application Pack for full details.



Registration of Interest
Should you be considering Dale Christian College for your family & wish to begin the Enrolment Process, please complete the simple Registration of Interest Application Form ($55) via our Dale Christian College website. www.dalecc.wa.edu.au

Enrolment Form
You will receive an email to advise when you will be required to move forward with the next stage towards enrolment – the more formal Enrolment Application. No payment is required at this step. We would recommend that you have all the required documentation scanned in readiness

Waitlist
On completion of the Enrolment Form, the application will be perused & should we require any further documentation, we will email a request. Once the application is complete, your child's name will be placed firmly on our waitlist as we await movement in our numbers & a possible opportunity for interview becomes available.

Interview
Should a suitable place become available, our Executive Selection Team will nominate a student from our waitlist. This student will be invited to attend an Enrolment interview with our Principal or his delegate. It is mandatory for the student to attend with at least 1 Parent/Guardian, on the day of the interview.

Letter of Offer
Should your child have a successful interview, you will receive a letter of Offer. The Letter of Offer will include details that will outline the steps you will need to take to secure a place at Dale Christian College.

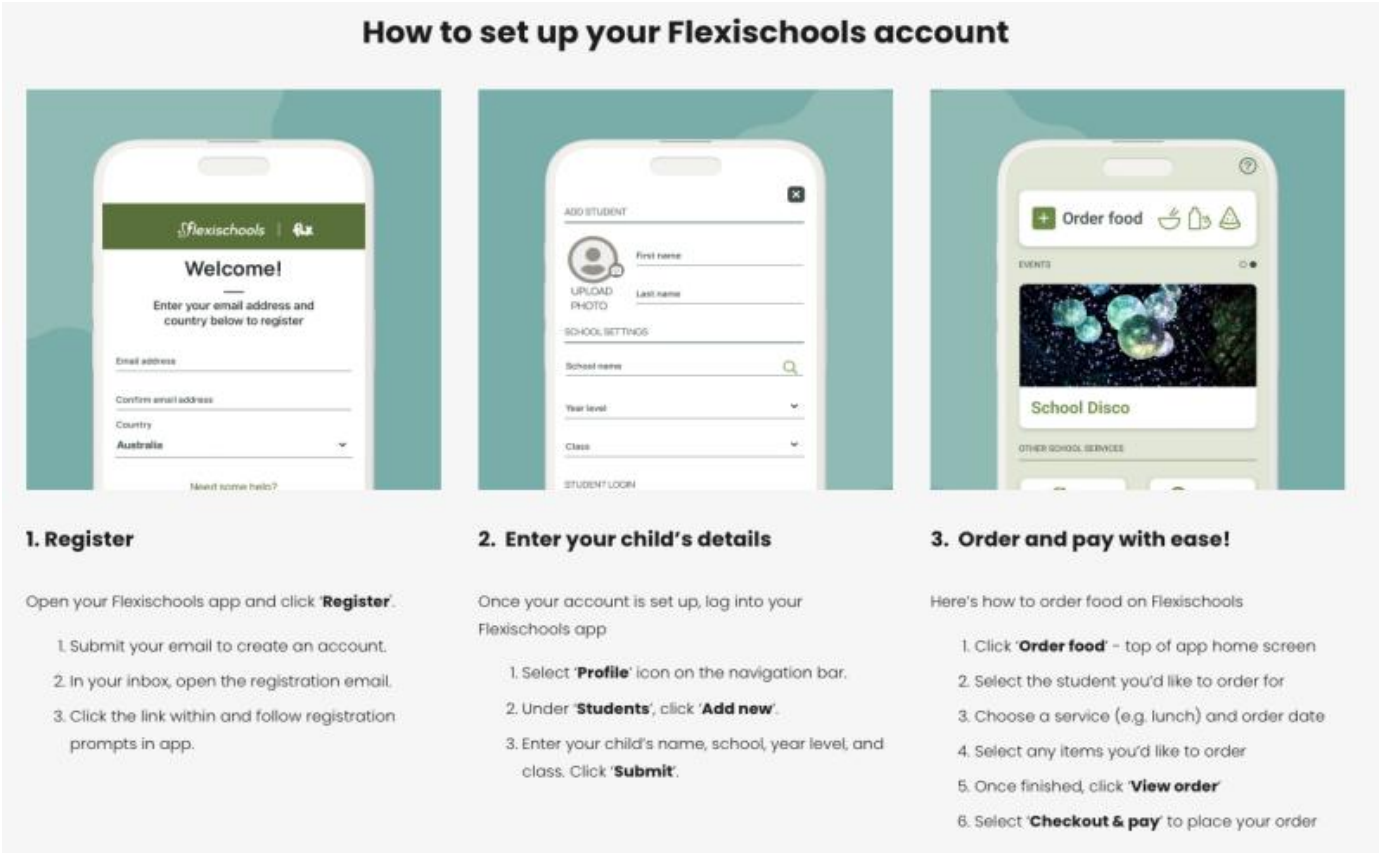
Security Deposit
As part of your Acceptance of a secure place at Dale Christian College, for your child, you will be required to pay a $500 Enrolment Fee. This will be credited back through your fee statement as your child commences with us.

- Kindergarten is the main intake year for Primary
- Applications for other year levels are welcomed subject to availability

3. 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

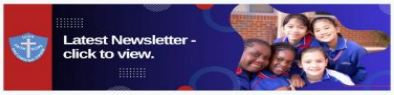




4. Dale Christian College Parent Orbit App

Parent Orbit is our college 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. College office / administration staff will help you get this set up on your phone if you require assistance please ask.

The following features are available on the Parent Orbit App:

Medical Details Tab General Medical Details Medical Conditions Immunisation Statement Medical Practitioner Details	 Medical Details
General Details Tab Photo Permissions MCEECDYA Details	 General Details
Attendance Details Tab Type of Absence Reason for Absence Comment Instructions Upload Attachments	 Attendance
Address Details Tab Correspondence – Personal Details Emergency Contact Details 1; 2 and 3	 Address details
Academic Reports Tab You can view your child's Academic reports	 Academic Reports
Email Class Teacher Tab You will have the option to email the relevant Teacher for your child	 Email Class Teachers
School Fees Account Tab You will be able to view your statement	 School Fees Account
School Calendar A comprehensive calendar of events, excursions, and important dates for the term	 School Calendar
Events & Payments Manage your child's school-related activities. This streamlined process allows you to manage permissions efficiently. Keeping you informed and connected to your child's school activities. **Through this feature you can:** View and respond to event invitations, Access detailed event information, Complete necessary acknowledgements.	 Events and Payments
Newsletter	

References

Dale Christian College Enrolment Policy
Dale Christian College Complaints Management Policy
Dale Christian College Parent Code of Conduct
Dale Christian College Secxondary School Behaviour Management Policy
Dale Christian College Secondary School Uniform Guide
Dale Christian College Secondary School Assessment Policy Year 7-10
Dale Christian College Secondary School Assessment Policy Year 11-12
Dale Christian College Attendance Policy
Dale Christian College Excursion and Incursion Policy
Dale Christian College Student Health and Medication Procedures
Dale Christian College Toileting and Personal Care Policy and Procedure
Dale Christian College Child Safety policies and procedures
Registration Standards for Non-Government Schools (WA)
School Education Act 1999 (WA)
Western Australian Curriculum and Assessment Outline
Early Years Learning Framework
WA Health communicable disease and exclusion guidance
ASCIA and National Allergy Council anaphylaxis and allergen-minimisation guidance

Policy Review

Last Review	Review Frequency	Next Review Date	Board Approved
September 2026	Annually	September 2027	17/09/2026



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