

# PARENT HANDBOOK



LIGHTHOUSE  
CHRISTIAN COLLEGE

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## **A MESSAGE FROM THE PRINCIPAL**

### **Welcome and Introduction**

Welcome to Lighthouse Christian College.

Lighthouse Christian College is a co-educational College which offers Christian education from Early Learning to VCE. We recognize that each child is a unique and special creation of a loving God and is to be treated with great care. We desire to complement the very important role of parents by providing a learning environment that is safe, caring and inspiring. The College offers modern and well-resourced facilities creating optimal conditions for learning.

### **Excellence**

At Lighthouse we value excellence in education and foster Christian faith and character. Our curriculum is based on Victorian and National guidelines and is strongly underpinned by a core set of Christian values which encourage self-responsibility and high aspiration.

Our Christian staff are dedicated to the call of empowering students to discover their God-given destiny. Teachers design and deliver innovative and challenging academic and co-curricular programs which engage students in the educational journey. They keep abreast of best educational practice and embed digital technologies in teaching and learning applications.

### **Character**

Our College is a dynamic, future-orientated, learning community built on strong academic and biblical foundations. Our effective Pastoral Care program facilitates character development through our core values:

Friendship; Compassion; Courage; Excellence; Responsibility; Community; Integrity; Humility; Respect and Love.

Our health and well-being team functions to provide high quality services to support the developmental needs of all students.

### **Education for life**

This Christian educational model offers an ideal environment for each of our students to develop their God-given potential academically, socially, physically and spiritually. Our high quality Christian education will not only prepare students for life at College but sustain them for life.

It is so exciting to be part of a College which aims to shape a generation in a powerful and positive way to influence the world for Jesus Christ in every key vocational domain of the community.

## **Statement of Faith**

At Lighthouse Christian College we believe:

- in the one true perfect and triune God: Father, Son and Holy Spirit
- God created the world and set man upon it to be in relationship with Him
- that man's sin separated him from God and a way had to be made back to God through His Son Jesus Christ
- that Jesus Christ came to Earth as the Son of God to save humanity from its sin. Through Jesus' death, burial and resurrection we can find salvation, redemption, hope, purpose and an "abundant life"
- in the infallibility of God's Word the Bible
- in the empowerment of the Holy Spirit whom He sent
- in making disciples as He commanded and seeing His Kingdom established on the Earth
- in the soon coming return of Jesus Christ to the Earth, who will bring judgement to the lost and salvation to the believers, and usher in God's eternal kingdom

## **Protocols of Faith**

- in raising a generation of young people devoted to Jesus and empowered by the Holy Spirit, with hearts ablaze for Him and lives surrendered to Him; young people will then be agents of influence, change and transformation on the Earth
- in not using language that is blasphemous or unwholesome
- in being honest, just and fair in our dealings with all people
- in respecting the sanctity of marriage as a lifelong and exclusive commitment
- in living by the principle that sex occurs only within a monogamous marriage, between a man and a woman as God has designed
- in abstaining from gossip, speaking truthfully and not lying or spreading false or distorted information about others
- in abstaining from greed, lust, pornography, gluttony, gambling, drunkenness and illegal and/or addictive substances
- in not adhering to teaching or promoting any beliefs contrary to the Bible, the Word of God

## Mission, Vision, Values & Key Commitments

### **Mission**

The Mission of Lighthouse Christian College is to assist Christian parents to teach and train their children in a Christian environment, so that they will fulfil God's purposes in their lives and bring an uncompromising Christian influence to our society.

With this mission in mind, our committed Christian staff will seek to:

1. Assist parents in their responsibility for the ongoing process of developing their children to spiritual, personal and intellectual maturity.
2. Teach our students, within the context of a Biblical Christian worldview, using the best possible methods and resources available to us, to enable them to achieve academic excellence.
3. Be sensitive to the individual needs of all of our students.
4. Train students with a view to their gaining the attributes of self-discipline and Godly values that are necessary for success in all aspects of life.
5. Nurture students in the development of their personal relationship with God and their sense of His calling for their future lives and careers.
6. Maintain a safe and nurturing environment so that students can develop, without the crippling pressures of:
  - Drug, substance, and alcohol abuse
  - Bullying, harassment and discrimination
  - Sexual impurity
  - Offensive language
7. Prepare students with the skills and motivation to have an uncompromising Christian influence on their community in whichever field they may later choose to be involved. We want them to be equipped to serve God with a realistic understanding of the world in which they live, rather than be isolated or naïve.

### **Vision**

Our vision is to build a great College that will influence our world by training young people to fulfil and reach their God-given destiny. Stated simply, we are *...preparing a Christian and skilled generation to transform their community.*

### **Values**

We hold the following values as important to the operation of every aspect of the College:

- We value each individual as a **unique creation** of a loving God.
- Our College motto "**Learn of Me**", encapsulates the nurturing ethos of the College and our obedience to Jesus.
- We value **respect** for self and others. This is affected by nurturing, clear behavioural expectations and a firm, consistent discipline structure.
- We value a strong sense of **partnership** between the churches of our students, the College staff, the students and their families. As Lighthouse Christian Church is the founder of the College we

work with the church in offering parent educational services for eg. The Alpha course, Discipleship programs etc.

- We value a staff **united** in their Christian faith and who **pray** constantly for God's inspiration and leading.

## Key Commitments

Within the context of our College Mission, Vision and Values, the objectives of the College are to:

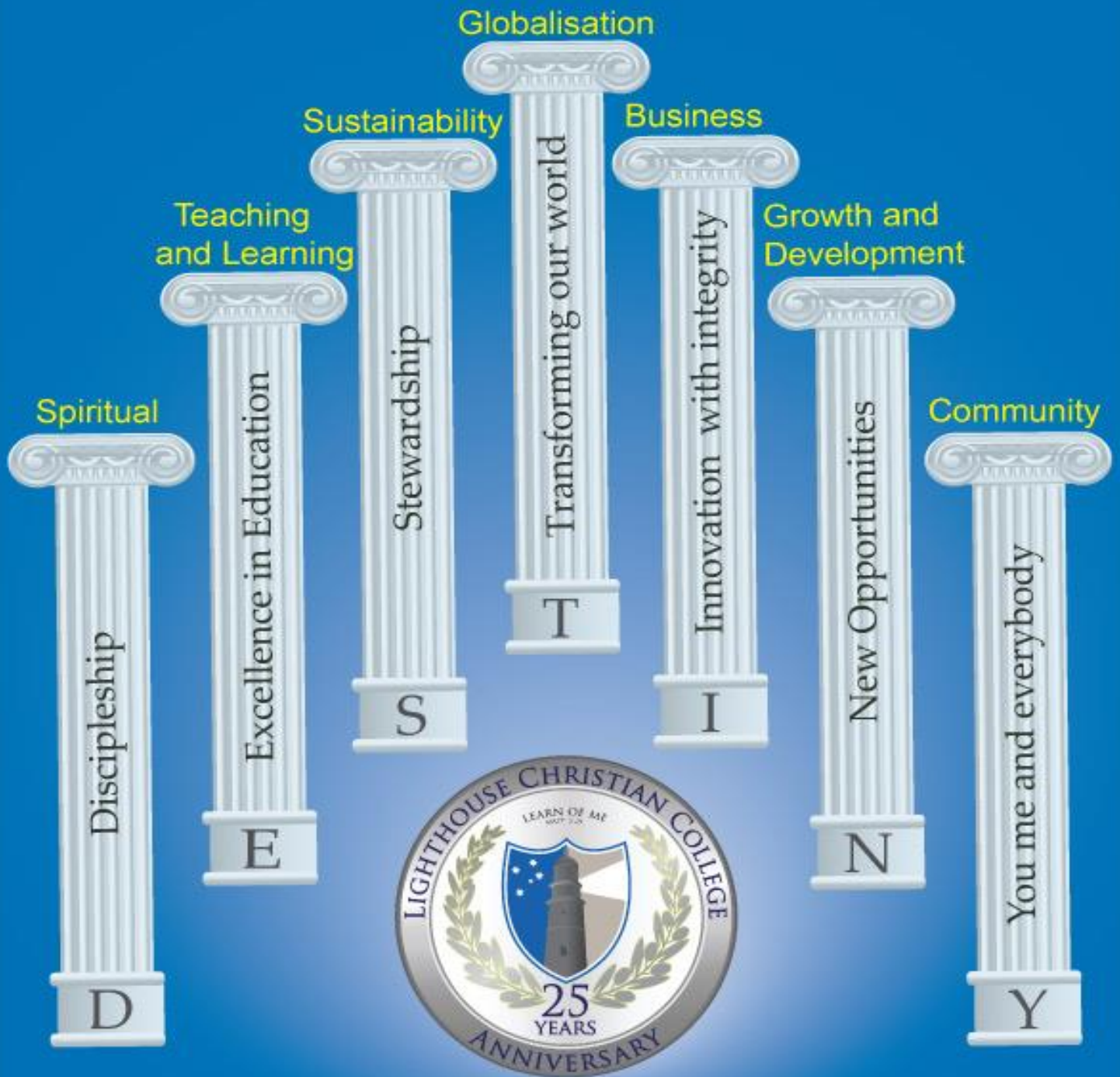
1. Provide Christian education from ELC to Year 12.
2. Encourage reverence for life, compassion for people, integrity and responsibility.
3. Encourage self-confidence, self-discipline and personal responsibility.
4. Encourage respect for others and good manners.
5. Encourage respect for the environment and property.
6. Encourage the pursuit of academic excellence.
7. Strive for high standards of literacy and numeracy.
8. Develop the skills to access resources and locate relevant information for educational tasks.
9. Develop the capacity to think constructively and logically, to solve problems and to reason independently.
10. Develop the faith of and encourage each student's personal relationship with God through personal devotions, public witness and service.
11. Develop and strive for the opportunity to inculcate God's special and unique call upon each student as early as is practicable.

## Lighthouse Christian College Values

1. Integrity
2. Community
3. Excellence
4. Courage
5. Responsibility
6. Friendship
7. Humility
8. Compassion
9. Respect
10. Love

We are part of the National Christian Schools Association and are inspected by the State government regulator; this provides assurance of our quality standards. Lighthouse Christian College supports and promotes the principles and practices of Australian democracy in accordance with Australian law.

# Raising Students with Purpose



## The Seven Pillars

Proverbs 9:1 Wisdom has built her house; she has set out her seven pillars.

## **Service Charter**

Our mission is to provide a Christian education for all children.

### **Our Staff**

#### **Teaching**

Students will be taught by teachers who are:

- practising Christians.
- in full agreement with the College's educational vision and mission.
- registered with Victorian Institute of Teaching.

#### **Administration and Other:**

Administrative and other staff employed by the College are in full agreement with the College's Vision and Mission.

### **Curriculum**

The curriculum we provide:

- is written and taught from a Christian perspective.
- is modified to suit the special needs of individual students where considered necessary.
- conforms to published documentation.
- culminates in the completion of the Victorian Certificate of Education/VCAL (subject to student ability and numbers).
- provides pre-requisites for post-secondary courses. We keep abreast of current educational practices and trends.

### **Environment**

We provide a:

- safe working environment.
- pleasant and harmonious working environment.

### **Reporting**

We will:

- prepare written reports for parents at the end of each half year semester. Year 12 students receive a written College reference in place of their Semester 2 report.
- base our reports on records kept by teaching staff.
- invite parents to formal parent/teacher/student conferences twice per annum at secondary and primary levels.
- inform parents when we are concerned about aspects of their child's development.
- communicate regularly with parents via year level co-ordinators and classroom teachers.

### **Assessment**

We assess the work of our students

- accurately
- fairly
- as promptly as possible



## **College Attendance**

We will:

- request parents to furnish an explanation for their child's absence with a note or a telephone call.
- keep an accurate record of student attendance.

## **College Uniform**

We will:

- require students to wear College uniform in accordance with the College policy.
- require students to observe the College's Sun Smart Policy.
- inform parents where there are unacceptable breaches of College uniform policy.

## **Student Discipline**

We will:

- treat each student with the respect that students deserve as a person made in the image of God.
- expect that students respect those who have authority over them.
- carry out disciplinary action in accordance with published documentation.

## **Information**

We will:

### **Publish annually:**

- Annual Report
- School Improvement Plan
- College Magazine (Journal)
- Curriculum Guides for each Sub School
- Student Information Handbook (Year 7&8, 9&10, VCE)

### **Publish weekly:**

- College Newsletter

### **General Publication:**

- Parent Handbook

## **Communication**

We will:

- be contactable by telephone, facsimile, e-mail, mail and student diary.
- respond quickly and accurately to requests for information.
- treat complaints seriously.
- admit our mistakes and learn from them.
- consult with our parents and students so that our services may be appropriate.

**Resources**

We will exercise responsible stewardship over the resources at our disposal and use them to provide the best possible education within the level of our means.

**Service Feedback**

We welcome feedback because we are always striving to improve our services. Please let us know if:

- We are not meeting our commitments.
- We are giving you outstanding service.
- You have any ideas as to how we can improve our service.

## General Operations

### Bell Times

Monday, Tuesday, Wednesday and Friday Bell Times

Home room	8:45am – 9:00am	15 minutes
Period 1	9:00am – 9:55am	55 minutes
Period 2	9:55am – 10:45am	50 minutes
Recess	10:45am – 11:10am	25 minutes
Period 3	11:10am – 12:00pm	50 minutes
Period 4	12:00pm – 12:50pm	50 minutes
Lunch	12:50pm – 1:45pm	55 minutes
Period 5	1:45pm – 2:35pm	50 minutes
Period 6	2:35pm – 3:15* / 3:25pm	40* / 50 minutes
Saturday Detention	9:00am – 12:00 midday	

Thursday Bell Times

Home room	8:45am – 9:00am	15 minutes
Period 1	9:00am – 9:50am	50 minutes
Period 2	9:50am – 10:40am	50 minutes
Recess	10:40am – 11:00am	20 minutes
Period 3	11:00am – 11:50pm	50 minutes
Period 4	11:50pm – 12:40pm	50 minutes
Lunch	12:40pm – 1:20pm	40 minutes
Period 5	1:20pm – 2:10pm	50 minutes
Period 6	2:10pm – 3:00* / 3:15pm	40* / 50 minutes

**\*Primary End of Day bell time**

### Curriculum

The curriculum is detailed in Course Information Booklets.

### Computers

All students have access to computer facilities. The standards to be observed in the operation of the College's computers are set out in Computer Use Policy (Diary).

### Excursions

These are an integral and compulsory part of the College's educational programme. Teachers inform the parents two weeks before an excursion is planned.

Students must wear full College uniform and bring permission slips. As representatives of the College, high standards of behaviour are expected.

### **First Aid and Medical Supplies**

A supply of first aid material is kept on campus. A member of the office staff is appointed to deal with students requiring first aid. If the parent cannot be contacted, at the discretion of staff, students may be taken to the local clinic for medical attention or an ambulance may be called. Parents will be notified immediately or as soon as they can be contacted. Parents must provide the College with medical action plans for children with specific conditions and must complete a new Health Form each year, with their doctor, notifying the College of any medical conditions or treatments throughout the year.

### **Sick Bay**

The Sick Bay is situated in the administration section of the Campus. Students must check with the Receptionist before making use of the rooms. At the College's discretion, parents of children who are ill are telephoned and asked to collect students rather than having them spend the entire day in the sick bay. **The College does not dispense headache tablets without the approval of Parents.**

### **Newsletter**

The newsletter is available on the College's Web Site. It contains important administration details and College community news. It is assumed that information contained in the Thursday newsletter is read by all parents.

### **Library**

The College has a well-stocked library. Books borrowed must be returned within 14 days. Parents are billed for lost and damaged library books. Internet facilities are available but are only accessible to students during College hours.

### **Lost Property**

All clothing and property must be clearly named. Lost property may be claimed from the Student Reception area.

### **Lockers**

Secondary Students have access to lockers before school, at recess, lunch and after school only. College bags are to be kept in their lockers.

Lockers remain the property of the College and the College reserves the right to inspect lockers at its discretion. Students are expected to comply with 'Locker Rules' as below. Failure of any student to abide by these rules may result in their use of a locker being denied and any damage being charged to the student responsible.

1. Students may not alter locker positions with any other student once their locker has been issued.
2. Bags must be kept only in the designated areas, and students' possessions must not be left lying around the locker bay areas. All locker bay areas must be kept in a clean and tidy condition. The College takes no responsibility for any damage or lost or stolen personal property.
3. The use of a locker is optional, however, it should still be kept in mind that College bags cannot be taken to classrooms. Lockers are issued on an annual basis. At the completion of the College year, lockers must be cleaned prior to the student leaving the College.
4. Students may access lockers only at the following times:
  - before school
  - at recess
  - at lunchtime, directly after period 4 class
5. Students may not wander in and out of corridors and locker bay areas during recess and lunchtime and lockers may not be accessed during lesson times.
6. If students arrive at the College late and need to access their lockers, they must do so without disturbing nearby classes, and then go directly to their own classes.
7. Students must not loiter in the locker areas. They must attend to their affairs and leave directly.
8. Students must not mark or in any other way deface their lockers, nor stick pictures inside their lockers. Any damage to lockers must be reported immediately. A cost will be incurred for damage if it is found to be the result of negligent behaviour.
9. Lockers must be regularly cleaned and rubbish removed. Food scraps in particular must not be kept in lockers.
10. Students may not have access to lockers belonging to others. In addition, students must not allow any other student access to their own locker.

### **Student Leadership**

The leaders are elected by the students and staff, who are allocated particular areas of responsibility within the College. Each Leader receives a badge, which serves to recognise the position of responsibility within the College. Staff and students elect the College Captains. Staff elect the College Captains at the Sub School level.

### **Interschool Sport (Cross Country, Inter-house, Swimming)**

**Christian School's Sports Network (CSEN)** run inter-school competitions. Students are selected in various teams to represent the College. A letter may notify parents and students of forthcoming sports activities.

**Sport: Primary**

All Upper Primary students may compete in District Athletics; Cross Country; Swimming and Inter-Christian Athletics.

**Uniform**

Full sports uniform is required by all students, at House and interschool carnivals.

**Staff Room**

The staff room is a common room for staff, who meet there for morning tea, lunch, etc. Students may enter staff rooms only with permission.

**Sun Smart Policy and Procedures**

The College has a Sun Smart Policy in respect of hats and the use of sunscreen. As part of our Sun Smart procedures, students are required to wear the uniform hat and sunscreen in Terms 1 and 4. (Refer also Uniform section.)

**Privacy Policy**

Lighthouse Christian College Privacy Policy sets out how the College manages personal information provided to or collected by I.T. A copy of the policy is available via the College reception.

**Telephones**

As a general rule students may not use the College telephones. Should an emergency occur, students may make **emergency** telephone calls. Permission must be sought from the Receptionist.

**Electronic Devices including Mobile Phones**

The College allows emergency calls to be made through the College's system at each office. There is therefore no need for students to have access to a mobile telephone whilst at the College.

Some parents may wish for their child to have a mobile phone to contact them before or after College hours, or in case an emergency situation occurs on the journey to and from the College. Students must not use the mobile phone during the College day unless under the expressed permission of a teacher. Students in breach of this will receive consequences (see BYOD/Digital Discipleship policy). Mobile phones should be marked with the student's name. Please note that students bring a phone or electronic device to the College at their own risk. The College cannot be accountable for phones being lost, damaged or stolen. Of course, like any lost or stolen property, staff will make every effort to help, but if serious thefts occur, the police may be informed.

Abuse of communication technology will be treated as a very serious matter. If students use phones, including camera phones inappropriately, whether in or out of College hours, parents must expect the College will respond with serious consequences. Similarly, abuses of other communication technologies will also be seriously dealt with. The same procedures apply to other electronic devices such as; Surfaces, iPods, etc.

## **Traffic**

Traffic is at its heaviest at the start and finish of school. Please exercise extreme caution while driving within the College grounds; refrain from stopping in traffic flow areas; and, follow the traffic flow set out as directed by staff on duty. A speed limit of 10 km per hour prevails on the Campus.

Parents are to refrain from parking in front of and in neighbours' driveways along Breanne Place.

## **Commencement and Dismissal**

1. Primary and Secondary Homeroom classes commence at **8.45 am**
2. Primary Students are dismissed from classes at **3.15pm**
3. Secondary students are dismissed from classes at **3.25 pm**, but **3.00 pm** on Thursdays
4. Staff are on duty from **8.15am** and after school until **4.00pm**
5. After **3.45 pm** all students must report to After School Care

*Please note that the College cannot take responsibility for students who are dropped off or collected prior to or after staff duty times.*

## **Fire Drill / Containment**

Emergency drills are conducted twice per year. Students are taught to exit from buildings in an orderly manner. Students assemble in the MP Hall. On arrival at the assembly areas students are checked against the attendance roll for the day. Similar procedures apply for the containment of children inside the classroom.

## **Houses**

Students are divided into three houses:

Blue:	Luther Knights
Green:	Ten Boom Titans
Red:	Wesley Warriors

## **Calendar**

The College issues a calendar at the beginning of the year on which is noted dates of the major events in the College year. The calendar may be revised during the year and further editions distributed.

## **Scholarship Policy**

### **Rationale**

Lighthouse Christian College is committed to excellence and as such seeks ways in which to promote and foster Christian leadership, and academic achievement. Scholarships form part of the Vision of the College to encourage excellence and as such scholarships are awarded to those who fulfil the criteria for such an award.

## **Objective**

The purpose of this policy is to outline the College guidelines with regard to the award of scholarships.

## **Eligibility Criteria**

- Scholarship application through ACER is open to all new and current students
- Students may reapply
- Scholarship awards are based on the achievement of high results in the ACER Scholarship test held at the College in May (details explained below)
- Demonstrated commitment to College life including; initiative, independent study skills, leadership and involvement in co-curricular activities is also a factor in the awarding of scholarships.

## **Types of Scholarship**

- Academic Scholarship - Promotes academic achievement
- General Scholarship - Covers Performing Arts; Christian character and service including students who make a contribution to the College in the time they have been a student

## **Application Process for all Scholarships – Year 7-11**

The following must be submitted when applying for a scholarship:

- Photocopy of student's last school report
- Photocopy of demonstrated certificates and awards of excellence
- Photocopy of student's Birth certificate/Passport (*Only for new students*)
- Favourable reference from the pastor/minister
- Complete ACER scholarship selection test registration form

## **Application Fee**

A \$93 non-refundable scholarship application fee must be paid to ACER

## **ACER Scholarship Test**

All scholarship candidates must sit the ACER Scholarship test held at the College in May of each year

## **Release of Results**

- The scholarship results will be posted to all candidates upon receipt of scholarship examination results
- High achieving candidates will be short listed and invited to an interview
- Candidates who are short listed must submit on the day of interview a 500 word essay of introduction which details achievements in academic and community life

*(An invitation to an interview following the Scholarship test should not be taken as meaning that the candidate will be offered a scholarship. An offer will be made to the most eligible*



*applicants based on the following criteria)*

### **Selection Criteria**

- Committed Christian
- Demonstrated leadership ability
- Community Service
- Letter to Principal and participation in a panel interview with Principal, Deputy Principal and Director of Teaching and Learning

### **Results as explained below:**

Scholarships are awarded according to the ranked position of the student in the relevant Level at which the Test has been undertaken viz. Level 1, 2, 3.

- **Full Scholarship** (50% of College Tuition fees)  
Ranked Position to be in Top 10 % of the Level cohort at which the Test has been undertaken  
**One Scholarship awarded**
- **Half Scholarship** (25% of College Tuition fees)  
Ranked Position to be in the Top 20% of the Level cohort at which the Test has been undertaken  
**Up to two Scholarships may be awarded**
- **Textbook Bursary** equivalent to \$500.00  
Ranked Position to be in the top 30% of the Level cohort at which the Test has been undertaken  
**Up to two Bursaries may be awarded**

### **Notification of Final Outcomes**

- Awarding of scholarships will be finalised shortly after the interviews
- All parents will be notified of the outcome by letter
- Scholarships will be announced to the College at Presentation Night

### **Duration of Scholarships**

The expected tenure (i.e. duration) of a scholarship is for the duration of the student's enrolment at the College unless the student does not meet the expectations of the award.

### **Expectations of the recipient of scholarships**

- Committed Christian and regular church attendance and involvement
- Positively promote and represent the College
- Present at assembly

- Christian character and service to the College including wearing the College uniform with pride
- Consistently achieve academic scores in the range of A grade

### **Cessation of Scholarships**

A scholarship is terminated if a student leaves the College for any reason.

The Principal may, with reasonable notice, revoke a scholarship for any reason considered appropriate. If a student is guilty of a serious misdemeanour, persistent and wilful misconduct, or persistent refusal to meet academic dead-lines and reasonable expectations of work the scholarship will cease.

In each instance, recommendations regarding scholarship winners will be made to the Principal for approval.

### **Appeals Process**

Any appeal about a scholarship decision should be directed to the Principal

### **Homework Guidelines**

Primary students are to complete homework provided by the Class Teacher and are advised to maintain oral reading practice during holidays, and provide extra readers for the holiday period.

Secondary students should complete reading prescribed English text set by subject teacher. Any students undertaking VCE or VET studies are generally expected to engage in reviewing and preparing for forthcoming tasks during the holiday period.

VCE teachers may from time to time require that students attend tutorial sessions during the holiday periods. Teachers need to discuss with the Coordinators any plans for tutorial sessions in school holiday/weekend times.

### **Homework Advice for specific ages as follows:**

#### **Primary**

Students in Years Prep to 4 will be provided with regular and appropriate homework which reinforces the concepts and skills being taught at the College. Students will also be provided with readers (at the Lower Primary Level), and chapter books (in Years 3 – 6) which are appropriate for their stage in reading. From time to time, projects will also be given to enable the students to practise research, skills and presentation of information relevant to subjects being taught at that time.

## **Years 7 and 8**

Language is the vehicle for learning. In order for our young people to enjoy the benefits of education it is vitally important for them to be confident language users. Lighthouse values reading not only because it develops language but because a good book can captivate and inspire the imagination.

Reading expectations for Year 7 and 8 Students:

- 15 to 20 minutes of reading every night
- The regular and on-going completion of a reflective reading journal is an assessment requirement

## **Homework Guidelines**

Homework is intrinsically linked to, and grows out of work done in the classroom. Homework is seen as important to students' progress and success. Homework is used to complement the study of each subject, while study aims to increase student understanding and knowledge through the encouragement of ongoing, independent learning.

Homework tends to be task orientated and has a set completion date that students must meet. Study tends to be student centred, self-initiated and on-going in nature.

At Year 7, students are expected to be completing up to one hour of homework per night, Year 8, one and a half hours with reading and revision.

Please note that homework time allows not only for set homework, but also revision time, such as reading over chapters, making summaries/tables/charts on class work, and wider reading. Research has shown that student's who revise their work, develop a deeper understanding of that topic and perform better in exams.

Homework areas should be quiet, well lit, comfortable and an area that encourages study. Students can prepare for lessons in advance and as a minimum, be reading their novels.

Students cannot say they have no homework and there will always be revision. Please contact your child's teacher if no homework is coming home regularly. Failure to complete set homework may result in the student being issued with an After School Detention.

## **Years 9 and 10**

Year 9 students are expected to be completing up to one and a half hours of homework per night, and Year 10, two hours per night and 4 hours on the weekend.

## **VCE**

**Year 11:** 2.5 hours per night on weekdays  
5 hours on weekends

**Year 12:** 3-4 hours per night on weekdays  
6 hours on weekends

## **Academic - Student Assessment Policy**

### **Assessment and Grade Boundaries**

#### **Criteria for the Award of Grades for Years 7-11**

##### **Assessment**

Grades (A+ to E, UG, NS or NA) indicating the level of achievement performance reached in each aspect of each subject.

For VCE subjects, each learning outcome in a Unit will be assessed as satisfactory (S) or not satisfactory (N). For a unit to be satisfactorily completed all the Learning Outcomes in the Unit must receive an S.

##### **Grade Boundaries**

###### **A+ = 90%+**

The student has an outstanding understanding of the required knowledge and skills and has the ability to apply them almost faultlessly in a wide variety of situations. The student's work always provides evidence of analysis, synthesis and evaluation where appropriate. The student consistently demonstrates originality, perception and insight where appropriate and always produces work of a high quality.

###### **A = 80-90%**

The student has an excellent understanding of the required knowledge and skills, and has the ability to apply them in a wide variety of situations. There is evidence of analysis, synthesis and evaluation where appropriate. The student generally produces work of a high quality.

###### **B+ = 75-79%**

The student has a consistent and thorough understanding of the required knowledge and skills and has the ability to apply them in a wide variety of situations. The student generally produces work of a high quality.

###### **B = 70-74%**

The student has a sound understanding of the required knowledge and skills and has the ability to apply them in a wide variety of situations. The student generally shows evidence of analysis, synthesis and evaluation where appropriate. The student often produces work of a high quality.

**C+ = 65-69%**

The student has a general understanding of the required knowledge and skills and the ability to apply them effectively in normal situations. There is some evidence of the skills of analysis, synthesis and evaluation. The student's work can demonstrate good organization. The student can sometimes produce work of a high quality.

**C = 60-64%**

The student has a variable general understanding of the required knowledge and skills and has the ability to apply them occasionally in normal situations. There is occasional evidence of the skills of analysis, synthesis and evaluation. The work generally demonstrates adequate organization.

**D+ = 55-59%**

The student demonstrates limited achievement against most of the objectives or has clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support.

**D = 50-54%**

The student demonstrates very limited achievement against most of the objectives or has clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support. The student's work demonstrates minimal organization.

**E = 40-49%**

The student demonstrates very limited achievement against all of the objectives. The student has difficulty in understanding the required knowledge and skill, and is unable to apply them fully in normal situations, even with support.

**UG (Ungraded) = 40%**

The student demonstrates minimal achievement in terms of the objectives. The quality of the work is too poor to be accepted.

**NA = Not Assessed**

This is where the student has not completed a piece of work due to illness, travel or unforeseen circumstances and has the teacher's approval to not complete it, or complete it after the reporting period.

**NS = Not Submitted**

To be used when the student has not submitted the work and has no good reason to support the non-submission.

## **Types of Reporting**

### **Interim Reports**

Interim reports are produced in Term 1 to provide preliminary information about a student's academic progress.

### **Semester Reports**

Parents will receive the following written reports at least twice in a school year.

1. The written reports for P-6 include for each learning area, subject, or unit studied, a student's achievement reported as a grade A, B, C, D, E, F, E, UG, NA, NS

The written reports for 7-12 include for each learning area, subject or unit studied, a student's achievement reported as a grade A+, A, B+, B, C+, C, D+, D, E+, E, UG, NA, NS

VCE Reports include Learning Outcomes reported as Satisfactory (S) or Non Satisfactory (N)

2. The Comparative Achievement Table report (Prep-Year 10) indicates the number of students in a child's peer group (all children in a learning area/subject/unit, in the same year level) attaining each of the identified grades A-UG

### **NAPLAN Reports**

In Years 3, 5, 7 and 9, in addition to College produced reports, parents will be provided with a report of their child's achievement in NAPLAN.

### **Parent / Student / Teacher Conferences**

In addition to written reports, Parent / Student / Teacher conferences are held in Term 1 and 3 to ensure the range of learning evidence and achievements are communicated and strategies for improvement discussed with all parties concerned.

## **College Camps and Mission Trips**

### **Year 4 Camp**

#### **Mill Valley Ranch**

Year 4 students are introduced to the College camping program with an overnight stay at Mill Valley Ranch in Tynong North. This is a Christian campsite with a wide range of outdoor activities including the onsite horse riding program. The students' short stay in the country includes the excitement of sleeping with their peers in Western wagons or cabins with old-style shop fronts. The lively and interactive worship and devotional sessions in the old Chapel ensure that students have the opportunity to grow in their faith, at the same time as they take a big step forward in their social and physical skills and in their own self confidence.

### **Year 5 Camp**

#### **CYC – The Island at Philip Island**

Through this camp experience, students will learn to collaborate with people within their teams while going through different challenges. Students are given options to choose the degree of difficulty in different challenges. They are reminded to bring themselves out of their comfort zones to achieve goals that are beyond classroom based activities. Students also visit sites like the Nobbies Eco Centre and Koala Conservation Centre etc during the camp so that they can better understand sustainability of the rich ecosystem at Philip Island.

Devotions and worship are highlights during the camp. Students are able to praise and worship God freely not bounded by routine and time in the evenings.

Activities include:

- Abseiling
- Flying Fox
- Giant Swing
- Circatron
- Rock Climbing
- Archery

### **Year 6 Camp**

#### **The Summit**

The purpose of the camp is for students to set targets for themselves, so that they can discover their capabilities. Setting three goals; Target, Stretch, Super-stretch which means that if they have early success they are mentally ready to find out just how much they can achieve!

Through this camp, students are reminded of the importance of challenging themselves to achieve goals beyond their imaginations.

## **Year 7 Camp**

### **Camp Coolamatong**

Transitional Camp - focus on connection, unity, leadership, initiative

Our particular focus for the camp is **team building** and many of the activities support this. Whilst students may be challenged out of their comfort zone, the friendly staff and fellow students will all be there to support and encourage during each activity. Students will build and develop friendships within the Year 7 cohort and get to know their homeroom teachers. Students will also have time for personal reflection at evening devotions provided by Lighthouse College staff.

- Abseiling
- Archery
- Boating
- Canoeing
- Uni-Cycles
- Climbing Wall
- Farming
- Initiatives
- Low Ropes
- 3v3 Basketball Court
- Sea Kayaking
- Rafting
- Mountain Biking
- Orienteering
- Bushwalking
- Expeditions
- Ecology
- Geocaching

## **Year 8 Camp**

### **Gold Coast Tour**

This interstate trip acts as an incentive for students completing the Navigate program. During this trip, students will go through hands on activities to better understand coastal formation, mangroves habitat, sustainability of farm business, etc.

Plenty of team building activities are included to strengthen students' reliance on one another. Students will work in teams using different tools to locate landmarks while going through orienteering activities. Students stay at a comfortable students' dormitory during their stay on the Gold Coast. In the evenings, students will have praise and worship sessions around a camp fire.

To conclude the trip, students are brought to Dreamworld for a day of excitement with their peers.



## **Year 9 Camp**

Lighthouse Christian College's Year 9 Camp, is conducted in conjunction with Outdoor Education Group.

With increasing demands on young people to take in more information, there seem to be fewer opportunities to reflect on values, beliefs and relationships with self, others and the environment.

The purpose of the camp is for students to become empowered to become the leaders of their generation - true leaders of character, team spirit and spiritual intelligence. With a major focus on LIFE SKILLS, the aim of the camp is to provide experiences that will equip young people with skills that allow them to make positive life decisions and cope with our ever-changing world.

## **Year 10 Camp**

### **Canberra**

Year 10 students enjoy Lighthouse Christian College's trip to Canberra, the Nation's Capital. Students visit many sites including Parliament House (Old and New), the High Court of Australia and the Australian War Memorial, whilst also meeting senior parliamentarians. This greatly assists our Year 10 students, with their understanding of civics and citizenship and participating in our Australian community. It is a great opportunity to inspire our students to pray for Godly leaders to rise up even amongst themselves to lead future community or government groups in Australia. There is also plenty of time for fun and fellowship.

### **Careers**

Activities are planned which encourage the students to set personal goals in the context of a senior environment. Activities encourage the development of an understanding of self and God's unique purpose, strong relationships within the year level, and mature relationships with staff, and provide the foundation for the Careers program.

Workshops focus on career dreaming, self-awareness, values analysis and goal setting. Students are encouraged to focus on decision making, setting goals and learning from challenges.

## **VCE Leadership Camp**

### **Kinglake Wilderness Camp**

As this is an important and influential year in your child's schooling, we like to begin the year in an exciting and Christ centred way. With this in mind we have developed the VCE camp to provide important information and skills that will assist your child's progress and success with VCE.

This provides them with the opportunity to confirm or explore their own aspirations and expectations of their own future journey. It is a great opportunity to inspire and equip our students as ambassadors of Christ to rise up and lead others within the College and beyond. There is also plenty of time for fun and fellowship.

### **Mission Trips**

At Lighthouse Christian College we believe firmly in James 1:22, that faith and the Word must be outworked in order to be concretised, owned and applied. In order to facilitate this we offer our students an opportunity to be a part of two impacting mission trips throughout their secondary schooling. In Year 9 we take a team to Palm Island off the coast of Townsville with Youth With a Mission (YWAM) and in Year 11 we take a team to remote Fiji with Missionary Ventures Australia (MVA). Both trips provide an opportunity for our young people to grow in their faith and outwork what they learn in Christian Studies classes, chapels, homeroom devotions and elsewhere; discipleship is best developed through practice and these trips provide impacting opportunities for faith development and application. Please contact the chaplain through the College office with any inquiries.

### **Christian Studies Camp**

This camp is held annually for students in Year 7 to Year 12.

## **Parent Code of Conduct**

### **Parent Communication and Relationships Policy**

This Code of Conduct is intended to assist Lighthouse Christian College parents and guardians to identify and resolve issues of conduct that may arise at the College. It is designed to guide parents and guardians in their dealings with staff, other parents, students and the wider College community. The Code is written in line with the College's values and expectations. The Code stands beside but does not of course exclude or replace the rights and obligations of individuals under common law.

The College is a complex organisation. It is essential in such a community that all members recognise and respect not only their own rights and responsibilities but also the rights and responsibilities of other members of the community and those of the College itself.

As a parent, you play a formative role in the development of your child's sense of justice, equity, and worth of all members of the College community. You are the most influential role models within your child's life. As the onus for promoting and upholding these core values of the College community must fall on all those with the greatest capacity to reason and control their actions, it is the expectation of the College that all parents model acceptable behaviour at all times within the College setting.

### **College Mission Statement**

*To assist Christian parents to teach and train their children in a caring environment, so that they will fulfil God's purposes in their lives and bring an uncompromising Christian influence to our society.*

## **College Values**

### **We strive to develop the following: (our values)**

- Reverence for God and respect for each other
- A non-judgmental attitude towards all people
- An ability to understand the situation of others
- A co-operative attitude in working with others
- Open, positive and honest communication/feedback
- The ability to work respectfully with other people
- An appreciation of excellence
- Trusting relationships
- Responsible actions

### **As a Parent and Guardian we ask that you:**

- Support your child/ren in all educational endeavours by giving praise and showing interest in College activities

- Help your child/ren to discover that it is often the process that is experienced rather than the end product that makes it all worthwhile
- Help your child/ren to understand that giving of your very best is what matters rather than always comparing yourself against the capabilities of others
- Demonstrate that both parents and teachers work together for the benefit of the child/ren
- Listen to your child/ren, but remember that there are always 2 points of view
- Support the ethos of Christian Education
- Understand the importance of a healthy parent/teacher/child triangle and communicate any concerns to your child's teacher in a constructive manner
- Adhere to the College's policies, as outlined on the College website and the family guidelines, and endeavour to support them in the home
- Co-operate where your child's behaviour has overstepped accepted College standards, as outlined in Student Welfare Policy and follow specified protocol for communication with staff members
- Support the College in its efforts to maintain a positive teaching and learning environment
- Maintain a positive and co-operative attitude

### **Parent/Guardian Rights**

- To be treated with respect and courtesy by other parents
- To have confidentiality over sensitive issues respected by staff
- To be treated in a caring and polite manner
- To be respected by staff and students
- To have a timely response to concerns raised
- To be treated with professionalism from all staff members
- To be listened to and clearly communicated with, in regard to their child's education

### **Parent/Guardian Responsibilities**

- Under no circumstances approach another child whilst they are in the care of the College to discuss or chastise them because of actions towards their own child/ren
- Be aware that events have many sides, be prepared to listen to them and seek to verify facts before stating a concern
- Respect the rights of Staff members and other individuals
- Respect the reputation of teachers and be mindful of communications e.g. emails, Facebook, Twitter
- Follow the correct procedures to resolve a grievance or conflict
- Follow any reasonable instructions given by a staff member
- Respect teachers' preparation time before school and make an appointment at a mutually convenient time if you wish to speak to a teacher - please do not expect a meeting before school unless pre-arranged
- Do not discuss any grievances in front of your child/ren regarding the College

- At all times parents are asked to respect the College dress code and dress modestly
- On excursions, helping in class or on camps, parents must follow the instructions and wishes of the teacher at all times and only provide reasonable correction.

### **College and Parent Partnerships and Communication**

In seeking to enhance student learning and well-being one of our goals is to build stronger links with our parent community. To do so we have introduced the following opportunities for you as parents to communicate with us.

Lighthouse Christian College communication procedure is based on the principle that we are all children of our Living God and all have the right to be treated with love and respect and all communications both verbal and written should reflect this.

Communication mornings are run the first Thursday of every month 9:00 – 9:30 am in the Hub Library. The Principal, Mrs Avril Howard and the Enrolment and Marketing Manager will be in attendance so any general matters or concerns can be raised in a relaxed, less formal setting. Parents with any matters that need discussion are encouraged to attend.

A suggestion box is available in the reception area for suggestions of how to improve our College.

In the case of an issue that the parent would like officially dealt with the procedure is as follows:

Pray about the matter and seek God's Word on the best way to approach the matter - Matthew 18:15 says *'If another believer sins against you go privately and point out the offense. If the other person listens and confesses it, you have won that person back'*.

Contact the relevant Year Level Coordinator to arrange an appointment either by phone or in person to discuss the issue. In the case of an emergency you may contact the Enrolment and Marketing Manager to discuss the issue.

From that appointment a course of action will be agreed which you will be given in writing. This can be a follow up appointment, further discussion with other parties, direct action required or completion of the matter- this course of action will be mutually agreed.

If a course of action cannot be agreed upon you will be given the opportunity to put your concern in writing which will then be brought to the attention of the Deputy Principal and Principal.

If the issue involves criminal activity or mandatory reporting the relevant authorities will be notified immediately and they will take over the complaint.

## Protocols

### **Home-College Agreement**

We strongly believe in the close partnership of home and College. The parents/guardians, student, staff and College Council all seek God's order and blessing to surround the teaching and learning process. Good relationships are at the heart of what we are about.

The Christian values of right living and applied effort are assumed as attributes of all people on campus.

#### **The Student agrees:**

I will do my best to:

- Live a Christian lifestyle
- Work to the best of my ability at all times
- Come to College with all the equipment and texts I need
- Show respect for others at College; visitors, staff and students
- Respect the property of others and the College
- Complete homework and assignments on time
- Wear the correct uniform and approved hairstyle
- Comply with the College policies (e.g. Computer policy)
- Take communications from College to home and vice versa
- Protect the good name of the College and behave well in the public domain
- Arrive punctually to all College classes and events

#### **The College agrees:**

We will do our best to:

- Provide a high quality Christian teaching learning environment
- Teach within a Christian perspective
- Keep the campus safe, well-ordered and caring
- Set and mark homework and assignments regularly
- Provide a balanced and challenging curriculum
- Comply with state and federal rules and regulations
- Provide regular reports and performance feedback
- Value and respect the student as a child of God
- Contact parents/guardians quickly should a problem arise
- Provide co curricula opportunities
- Respond to your concerns promptly

### **The Family agrees:**

We will do our best to:

- Ensure our child attends College regularly and punctually
- Provide our child with good nutrition, support for learning and study
- Alert the College about any concerns that may impact student life and learning
- Attend the Parent Teacher Interview nights, Parent Information Nights and Presentation Night
- Pay College fees and accounts within the agreed schedule
- Mark clothing and belongings with our child's name clearly
- Sign the homework diary as required
- Support the aims and philosophy of the College

### **The Council agrees:**

We will do our best to:

- Give oversight to the College so it follows its foundation vision
- Appraise the principal's performance annually
- Seek financial efficiency and value for money
- Ensure compliance with statutory requirements
- Monitor and review College achievement
- Oversee long term development plans

## **Parent Involvement**

### **Parents and Friends Network**

Contact Details: [pandf.network@lighthouse.vic.edu.au](mailto:pandf.network@lighthouse.vic.edu.au)

Meeting Times: Fourth Friday of each Month

### **Volunteers**

Volunteers must have a Working with Children Check.

## **Visitor Policy**

### **Rationale**

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our College. At the same time we recognise our duty of care to ensure a safe environment for our students and staff, and we recognise our responsibility to protect

and preserve our resources against theft, vandalism and misuse; and our students and staff from hostile actions of visitors.

We seek to provide a safe and secure environment for our students, staff and resources, and to establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our College.

### **Procedures**

1. Whilst we actively encourage an inviting and open College, the safety of our students, staff and resources remain our highest priorities.
2. Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the College day.
3. All visitors will be required to report to the administration office prior to undertaking any activity within the College, where they will be required to sign a "Visitors" book and will be assigned a "Visitors" badge which they must wear at all times within the College. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge and to "sign out" in the Visitors book.
4. Comfortable and non-intimidating waiting and interviewing spaces will be made available.
5. Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.
6. The above mentioned process for managing and monitoring visitors will be regularly published in the College newsletter, and will appear at all College entrances.
7. Visitors within the College who have failed to follow this process will be reminded to do so. The presence of visitors with no badge is considered as being illegitimate.
8. Under the Summary Offences Act 1966, the Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the College, and also has the authority to invite or exclude people from using or being, within the College boundaries outside College operating hours.



9. The College's emergency management procedures will ensure that visitors within the College at the time of any emergency or practice drill will be recognised and be appropriately accommodated.

## **Transport**

### **College Bus Rules**

1. Be on time at the bus stop. All parents and students at the stops before you can be disadvantaged by your lateness, and it puts pressure on the driver to catch up in his schedule.
2. Do not kneel on the seats.
3. Sit down on the seat and face the front. Do not put your hands or arms outside the windows.
4. Do not stand up or walk around in the bus when it is moving. When it is stationary you should remain in your seat in a settled way.
5. Speak quietly and do not use bad language. Don't distract the driver. Respect all passengers on the bus.
6. Do not eat or drink without the driver's permission.
7. Do not throw anything out of the window. The bus is a community witness for a Christian College and our College in particular. Make sure your behaviour is exemplary. Do not pull faces or make gestures at other people outside the bus. Do not play in a boisterous manner on the bus.
8. Do not damage or deface the bus in anyway, or leave any litter. Your family is financially responsible for any damage you cause.
9. The bus driver is to be respected at all times. Senior College students are expected to support the driver and provide leadership, and promote safety.
10. Sit and stay in the seat the bus driver directs. Do not argue or try to negotiate alternatives.
11. Wear your College uniform to the required standard. Take your hat off.
12. Safety is our premium concern. Take care entering the bus, crossing roads when you alight from the bus, and in all matters regarding bus transport.
13. There is no right to ride the buses. Access to the bus run is conditional on correct conduct. Access can be suspended or denied by the College.

## **Events**

### **Information Evenings at Lighthouse Christian College**

Information Evenings are significant events and help to enhance knowledge and understanding of important College activities, and to build good relationships and communication between home and College.

Information Evenings at the beginning of the year are critical for the sharing of information about your child's learning journey, assessment, literacy and homework expectations, co-curricular and camping opportunities and behavioural expectations.

### **VCE Information/Unit Fair**

The VCE information/Unit Fair is important for ALL Year 10 parents and students. The language of the VCE will be explained along with choosing a VCE course, post-College options and the ATAR. At the Unit Fair, you and your child/children will be able to closely investigate each VCE subject on offer, and ask questions of teachers and past students.

### **Orientations**

#### **ELC Orientation**

The ELC runs an orientation session in Term 4 for new parents and students for the following year. The new students are invited to participate in activities both inside and outside to orientate them to the ELC premises and to be introduced to their fellow classmates. While the new students are supervised by the ELC staff, the lead teacher and Director address the new parents, explaining Term dates, uniform, food requirements, preparation for separation, communication, drop off and pick up regulations and other relevant information. The session ends with the students being given a little show bag or gift to take home.

#### **Prep Orientation**

In November each year, our new Prep students for the following year are invited to attend a Prep Orientation session for a morning or an afternoon in one of the Prep classrooms. This is a chance for the children to become familiar with their new environment. They are able to meet the Prep teachers, spend time with other new Preps, and to be involved in some typical Prep activities. Prep Orientation helps the students to look forward to attending "their school" with positive anticipation, and makes the whole life-changing experience of starting the next stage of their education more manageable and enjoyable.

#### **Year 7 Orientation**

All Year 7 students attend the College for an Orientation Day in Term 4. This day is devoted to forming connections with the College and each other and enables the students to gain an understanding of College life. Orientation is a great opportunity to meet new friends, see where everything is, meet some teachers, and generally be more comfortable about joining LCC.

For students joining the College later in the year, the transition is carefully monitored by the Year Level Coordinators and Homeroom teachers. Every effort is made to ensure that new students settle in as quickly as possible.

To enable a smooth transition, we offer a buddy system whereby new students are taken under the wing of an individual (or small group of students) who have classes, a House, sporting or other interests in common.

### Valedictory

A huge highlight for any Year 12 is the Valedictory Dinner; this dinner marks the culmination of your child's time at the College.

The purpose of the evening is to celebrate your child's successful completion of their VCE at the College and take the time to thank you for partnering with us throughout your child's schooling.

It is a chance to reflect, celebrate and share some inspirational words for the students as they move into the next chapter of their lives.

### Prep – Year 4 Healthy Eating Policy

Our policy at Lighthouse Christian College is to continually work towards supporting parents in developing healthy eating habits in their children. At each year level, students in Prep – 4 spend some time focusing on healthy eating as part of their learning in Integrated Studies.

Students in Years Prep – 2 are encouraged to bring fresh fruit to the College each day, and are given time to eat this in "fruit break" at about 10:00 am. This practice supports the parents in helping their children to develop the habit of regularly eating fruit. We also encourage parents to send healthy snacks and lunches for their child to eat. **We request that parents do not bring take away food such as McDonalds to their child at lunch time.** This policy allows classes to work without being interrupted by parents bringing food for their children, and helps to raise the standard of healthy food being provided to the children.

### Prep – Year 4 Birthday Policy

As part of our goal to encourage the children to practise healthy eating habits, we request that parents do not send their children with treats to share with their class on their birthday. While we appreciate the generosity of the parents in sending these treats, they encourage the children to eat more lollies and cakes, and take quite a lot of time to distribute. Instead, we would like to focus on each child's birthday by singing to them and giving them a colourful birthday badge to wear for the day. This will enable other teachers and students to also wish them a happy birthday. **Please do not send treats with your child, as the class teacher will need to send them home to be shared with your family instead.** Each class will however enjoy an occasional class party at which treats such as cakes will be allowed.

## Toys at the College

Toys (except for named, inexpensive balls) are not permitted at the College unless they are brought to share in Show and Tell or for a specific purpose requested by the teacher. This is to prevent loss of or damage to toys, and the arguments which can develop over them. Occasional exceptions are made when the activities involve craft or have some educational value. Please do not send expensive toys or electronic items to the College. Toys brought for Show and Tell may not be taken outside.

## Prep – Year 4 College Dismissal Policy

Our main concern in dismissing our students is that they leave the property safely and that traffic flow is as smooth as possible. To achieve these goals, Primary students in Years Prep – Year 4, who have not been picked up by their parents in the courtyard at 3:15 pm, will be dismissed from the verandah of the Exploration Hub (Library), and will be supervised there until 3:45 pm. **We request that parents leave their cars and come to the verandah, rather than asking their child/ren to come to their car by themselves.** This is with the exception of the 3 minute parking area, in which parents are free to stay in their car if they choose. Older siblings in Year 6 or above are also permitted to collect their brother or sister from the dismissal area and will then be responsible for their supervision. After 3:45 pm, any remaining students will be taken to the office and parents will be contacted.

## Electronic Equipment and Digital Discipleship

At Lighthouse Christian College we make use of technology throughout the learning journey of our students from ELC through to Year 12. We recognise that internet connected digital devices are ingrained into the social fabric of our western culture and therefore seek to empower and train our young people to be effective digital citizens. Laptops and iPads are used across the College and we are in the process of ensuring each secondary student has the use of their own device. Personally owned devices such as mobile phones and other tablets and computers are utilised by teachers during class time for explicit learning outcomes. They are vigilantly monitored by teachers and confiscated if inappropriately used. Devices are strictly not used, however, during recess and lunch time and/or when students are unsupervised. Digital discipleship programs are run across the College beginning at Year 10 level. Please contact the College with any questions or concerns related with these issues.

## Behaviour Management

### **Bullying**

We have a zero tolerance policy for bullying at Lighthouse; recent LEAD surveys (conducted by ISV) also indicate that bullying is NOT a problem at our College. Our Year Level Coordinators together with our Chaplain and Wellbeing Team respond quickly and effectively to any reports of bullying-type behaviour in our student body. At Lighthouse we work to ensure that both

perpetrator and victim are effectively cared for - with appropriate disciplinary sanctions put in place for the perpetrator - and that parents are involved as well. In most circumstances we also seek to conduct restorative practice/reconciliation sessions to mitigate any breakdown of relationships. We strive for a community of love and acceptance at Lighthouse through our continual exploration of our ten values; we have an effective pastoral care network of classroom/homeroom teachers, Year Level Coordinators and a Chaplain and Wellbeing Team. We also work with parents to rectify any inappropriate online/cyber usage by our students and provide education on becoming responsible digital citizens.

### **Discipleship Program**

At Lighthouse Christian College we are passionate about Christian education; with Christ as our centre we are also fervent about discipleship – the two go hand in hand. Our discipleship program is overseen by our chaplain and encompasses everything from wellbeing programs, homeroom devotions, chapels, the Prayer Room and lunchtime prayer, Christian Studies (CST) classes, CST Days, CST Camp, mission trips and more. (The program intersects with issues exploration in other subjects such as English and Humanities as well.) At Lighthouse discipleship is promoted through small groups for all students for Year 11 CST, “Coming of Age” program and Blessing Night at Year 10, Year 9 exploration of the OT and regular forums with the chaplain and much more across the whole of secondary schooling. In primary school, discipleship is encouraged and promoted through daily homeroom devotions, weekly chapels and each class making a presentation throughout the year, special programs at various year levels, CST classes and much more. We are constantly improving and evolving our program with new and meaningful opportunities for spiritual and character growth across the College. Please contact the chaplain through the College office with any inquiries.



# LIGHTHOUSE CHRISTIAN COLLEGE

## BOYS SUMMER UNIFORM

## PREP - YEAR 4 BEAM



PREP - 2



YEARS 3 & 4

### HAIR

Hair must be of the students natural colouring and worn off the collar and above the eyebrows.

Hair must be kept neat and clean and not be outlandish or attention seeking.

No excessively short haircuts eg. shaved head etc.

### JEWELLERY

Only wrist watches or medical identification bracelets may be worn.

### SHIRTS

College blue shirt (long or short sleeve)

Any singlets or T-shirts worn under shirts must be plain white and not visible. Polo or Skivvy tops are not permitted.

Shirts must be tucked in at all times in Years 3 - 4  
Top button must be done up with tie pulled up neatly in Years 3 - 4.

### SOCKS

Grey short socks with trousers or pulled up long grey socks with shorts

### SHOES

Black lace-up leather shoes with plain top.  
Shoes must be kept clean and polished.

Prep-2 Velcro or buckle

### COLLEGE BLAZER

NOT REQUIRED

College Blazer is not required to be worn in the early years of schooling at Lighthouse Christian College.

The blazer is introduced at the appropriate time in the students development so it can be respected and cared for appropriately.

### TIES PREP - 2

In years Prep -2 boys are not required to wear a tie during Terms 1 and 4.

### HATS

College junior boys hats are to be worn whenever outside in terms 1 and 4.

### SHORTS/TROUSERS

Grey college shorts.  
Trousers may be worn in Years 3 - 4.

### COLLEGE JUMPER

Royal blue- worn when required for cold weather.  
To be considered outer garment at Beam level

### COATS/RAINCOATS

Navy blue or black -not denim

### SCHOOL BAG

College bag with logo.

Navy blue case with wheels is acceptable if necessary



# LIGHTHOUSE CHRISTIAN COLLEGE

## GIRLS SUMMER UNIFORM

## PREP - YEAR 4 BEAM



### HAIR

Hair should be neat, clean and off the face. Hair should be of the students natural colouring.

Hair longer than shoulder length should be tied back. Hairclips, bands, ribbons and ties should be plain or blue

### JEWELLERY/ MAKEUP

Only plain ear studs, wrist watches or medical identification bracelets may be worn.

### SUMMER DRESS

College summer dress worn below the knee.

Any singlets or T-shirts worn under dress must be plain white and not visible. Polo neck and skivvy tops should not be worn under the dress.

### SOCKS

Option 1: College long white socks with navy blue band. Socks should be pulled up over the calf and folded neatly at the top.  
Option 2: College white ankle socks with navy blue band.  
Skin coloured pantyhose or tights may be worn underneath socks.

### SHOES

Black lace-up leather shoes with plain top and low heels. Shoes must be kept clean and polished.  
Prep - 2 Velcro or buckle

### COLLEGE BLAZER

NOT REQUIRED

The College Blazer is not required to be worn in the early years of schooling at Lighthouse Christian College.

The blazer is introduced at the appropriate time in the students development so it can be respected and cared for appropriately.

### HATS

College junior girls hats are to be worn whenever outside in terms 1 and 4.

Hats should not be worn in class.

### COLLEGE JUMPER

Royal blue- worn when required for cold weather.

Jumper is to be considered the outer garment at Beam level.

### COATS/RAINCOATS

Navy blue or black -not denim  
Not to be worn instead of college jumper

### SCHOOL BAG

College bag with logo.  
Navy blue case with wheels is acceptable if necessary.



# LIGHTHOUSE CHRISTIAN COLLEGE

## BOYS WINTER UNIFORM

PREP - YEAR 4

BEAM



### HAIR

Hair must be of the students natural colouring and worn off the collar and above the eyebrows.

Hair must be kept neat and clean and not be outlandish or attention seeking. No excessively short haircuts eg. shaved head etc.

### JEWELLERY

Only wrist watches or medical identification bracelets may be worn.

### SHIRTS

College blue shirt (long sleeve)

Shirt collar must be the correct size for the top button to be done up at all times.

Any singlets or T-shirts worn under shirts must be plain white and not visible.

Skivvy tops are not permitted.

Shirts must be tucked in at all times.

Top button must be done up with tie pulled up neatly.

### SOCKS

Grey Short socks with trousers

### SHOES

Black lace-up leather shoes with plain top.

Shoes must be kept clean and polished.

Prep-2 Velcro or buckle

### COLLEGE BLAZER

NOT REQUIRED

College Blazer is not required to be worn in the early years of schooling at Lighthouse Christian College.

The blazer is introduced at the appropriate time in the students development so it can be respected and cared for appropriately.

### COLLEGE JUMPER

Royal blue- worn when required for cold weather. Jumper is considered the outer garment.

### COLLEGE TROUSERS

Grey college trousers with black leather or vinyl belt

### TIE

Tie to be royal blue and worn as part of uniform.

### SCARVES/GLOVES

Plain navy blue or black- NOT to be worn in class

### COATS/RAINCOATS

Navy blue or black -not denim

### BEANIES

Not to be worn during school.

### SCHOOL BAG

College bag with logo.

Navy blue case with wheels is acceptable if necessary.





# LIGHTHOUSE CHRISTIAN COLLEGE

## GIRLS WINTER UNIFORM

PREP - YEAR 4 BEAM

### HAIR

Hair should be neat, clean and off the face. Hair should be of the students natural colouring.  
Hair longer than shoulder length should be tied back. Hairclips, bands, ribbons and ties should be plain or blue

### JEWELLERY/ MAKEUP

Only plain ear studs, wrist watches or medical identification bracelets may be worn.

### SHIRTS

College white shirt (long sleeve)  
Shirt collar must be the correct size for the top button to be done up at all times.  
Any singlets or T-shirts worn under shirts must be plain white and not visible.  
Skivvy tops are not permitted.  
Shirts must be tucked in at all times.  
Top button must be done up with tie pulled up neatly.

### SOCKS

Option 1: College long white socks pulled up over the calf and folded neatly at the top.  
Option 2: Navy blue or black tights without socks.

### SHOES

Black lace-up leather shoes with plain top and low heels. Shoes must be kept clean and polished.

Prep-2 Velcro or buckle

### COLLEGE BLAZER

NOT REQUIRED

College Blazer is not required to be worn in the early years of schooling at Lighthouse Christian College. The blazer is introduced at the appropriate time in the students development so it can be respected and cared for appropriately.

### COLLEGE JUMPER

Royal blue- worn when required for cold weather. Jumper is considered the outer garment.

### COLLEGE PINAFORE

Pinafore is to be royal blue and worn below the knee

### TIE

Tie to be royal blue and worn as part of uniform.

### SCARVES/GLOVES

Plain navy blue or black- NOT to be worn in class

### COATS/RAINCOATS

Navy blue or black -not denim

### BEANIES

Not to be worn during school.

### SCHOOL BAG

College bag with logo.

Navy blue case with wheels is acceptable if necessary.





# LIGHTHOUSE CHRISTIAN COLLEGE

## BOYS SUMMER UNIFORM

## YEARS 5 - 8 NAVIGATE



### HAIR

Hair must be of the students natural colouring and worn off the collar and above the eyebrows.

Hair must be kept neat and clean and not be outlandish or attention seeking.

No excessively short haircuts eg. shaved head etc.

Students are to be clean shaven.

### JEWELLERY

Only wrist watches or medical identification bracelets may be worn.

### SHIRTS

College blue shirt

(long or short sleeve)

Shirt collar must be the correct size for the top button to be done up at all times.

Any singlets or T-shirts worn under shirts must be plain white and not visible.

Polo or Skivvy tops are not permitted.

Shirts must be tucked in at all times.

Top button must be done up with tie pulled up neatly.

### SOCKS

Grey short socks with trousers or pulled up long grey socks with shorts

### SHOES

Black lace-up leather shoes with plain top.

Shoes must be kept clean and polished.

### COLLEGE BLAZER

College Blazer must be worn to and from school, home-room, assemblies, Chapel, excursions, on school grounds, at the end of the school day and on all formal occasions. (unless otherwise advised)

On days of extreme heat it will be announced as a "Blazer free day". This is where students will not be required to wear the blazer home but must wear the blazer to school the following day. This also will apply to ties.

\*\* Non -blazer-

if sports uniform is required (eg. sports events) no blazer is required.

### HATS

College senior boys hats are to be worn whenever outside in terms 1 and 4.

### COLLEGE TROUSERS

Grey college trousers with black leather or vinyl belt. Shorts may be worn

### COLLEGE JUMPER

Royal blue- worn when required for cold weather. To be worn under blazer, NOT instead of blazer.

### COATS/RAINCOATS

Navy blue or black -not denim

### SCHOOL BAG

College bag with logo.

Navy blue case with wheels is acceptable if necessary.



# LIGHTHOUSE CHRISTIAN COLLEGE

## GIRLS SUMMER UNIFORM

YEARS 5 - 8 NAVIGATE



### HAIR

Hair should be neat, clean and off the face. Hair should be of the student's natural colouring. Hair longer than shoulder length should be tied back. Hair clips, bands, ribbons and ties should be plain or blue.

### JEWELLERY/ MAKEUP

Only plain ear studs, wrist watches or medical identification bracelets may be worn.

**STRICTLY NO MAKEUP**

### SUMMER DRESS

College summer dress worn below the knee.

Any singlets or T-shirts worn under dress must be plain white and not visible. Polo neck and skivvy tops should not be worn under the dress.

### SOCKS

Option 1: College long white socks with navy blue band. Socks should be pulled up over the calf and folded neatly at the top.

Option 2: College white ankle socks with navy blue band. Skin coloured pantyhose or tights may be worn underneath socks.

### SHOES

Black lace-up leather shoes with plain top and low heels. Shoes must be kept clean and polished.

### COLLEGE BLAZER

College Blazer must be worn to and from school, home-room, assemblies, Chapel, excursions, on school grounds, at the end of the school day and on all formal occasions. (unless otherwise advised)

On days of extreme heat it will be announced as a "Blazer free day". This is where students will not be required to wear the blazer home but must wear the blazer to school the following day.

\*\* Non -blazer- if sports uniform is required (eg. whole day sports events) no blazer is required.

### HATS

College senior girls hats are to be worn whenever outside in terms 1 and 4. Hats should not be worn in class.

### COLLEGE JUMPER

Navy blue- worn when required for cold weather. To be worn under blazer, NOT instead of blazer.

### COATS/RAINCOATS

Navy blue or black -not denim

### SCHOOL BAG

College bag with logo.

Navy blue case with wheels is acceptable if necessary.



# LIGHTHOUSE CHRISTIAN COLLEGE

## BOYS WINTER UNIFORM

YEARS 5 - 8

NAVIGATE



### HAIR

Hair must be of the students natural colouring and worn off the collar and above the eyebrows.  
Hair must be kept neat and clean and not be outlandish or attention seeking.  
No excessively short haircuts eg. shaved head etc.

Students are to be clean shaven.

### JEWELLERY

Only wrist watches or medical identification bracelets may be worn.

### SHIRTS

College blue shirt (long sleeve)  
Shirt collar must be the correct size for the top button to be done up at all times.  
Any singlets or T-shirts worn under shirts must be plain white and not visible.  
Skivvy tops are not permitted.  
Shirts must be tucked in at all times.  
Top button must be done up with tie pulled up neatly.

### SOCKS

Grey Short socks with trousers

### SHOES

Black lace-up leather shoes with plain top.  
Shoes must be kept clean and polished.

### COLLEGE BLAZER

College Blazer must be worn to and from school, home-room, assemblies, Chapel, excursions, on school grounds, at the end of the school day and on all formal occasions. (unless otherwise advised)

\*\* Non -blazer- if sports uniform is required (eg.whole day sports events) no blazer is required.

### COLLEGE JUMPER

Royal blue- worn when required for cold weather. To be worn under blazer, NOT instead of blazer.

### COLLEGE TROUSERS

Grey college trousers with black leather or vinyl belt

### TIE

Tie to be royal blue and worn as part of uniform.

### SCARVES/GLOVES

Plain navy blue or black- NOT to be worn in class

### COATS/RAINCOATS

Navy blue or black -not denim

### BEANIES

Not to be worn during school.

### SCHOOL BAG

College bag with logo.  
Navy blue case with wheels is acceptable if necessary.



# LIGHTHOUSE CHRISTIAN COLLEGE

## GIRLS WINTER UNIFORM

## YEARS 5 - 8 NAVIGATE



### HAIR

Hair should be neat, clean and off the face. Hair should be of the student's natural colouring. Hair longer than shoulder length should be tied back. Hairclips, bands, ribbons and ties should be plain or blue.

### JEWELLERY/ MAKEUP

Only plain ear studs, wrist watches or medical identification bracelets may be worn.  
**STRICTLY NO MAKEUP**

### SHIRTS

College white shirt (long sleeve)  
Shirt collar must be the correct size for the top button to be done up at all times.  
Any singlets or T-shirts worn under shirts must be plain white and not visible.  
Skivvy tops are not permitted.  
Shirts must be tucked in at all times.  
Top button must be done up with tie pulled up neatly.

### SOCKS

Option 1: College long white socks pulled up over the calf and folded neatly at the top.  
Option 2: Navy blue or black tights without socks.

### SHOES

Black lace-up leather shoes with plain top and low heels. Shoes must be kept clean and polished.

### COLLEGE BLAZER

College Blazer must be worn to and from school, home-room, assemblies, Chapel, excursions, on school grounds, at the end of the school day and on all formal occasions. (unless otherwise advised)

\*\* Non-blazer- if sports uniform is required (eg. whole day sports events) no blazer is required.

### COLLEGE JUMPER

Royal blue- worn when required for cold weather. To be worn under blazer, NOT instead of blazer.

### COLLEGE SKIRT

Skirt is to be royal blue and worn below the knee. Pinafores may be worn

### TIE

Tie to be royal blue and worn as part of uniform.

### SCARVES/GLOVES

Plain navy blue or black- NOT to be worn in class

### COATS/RAINCOATS

Navy blue or black -not denim

### BEANIES

Not to be worn during school.

### SCHOOL BAG

College bag with logo. Navy blue case with wheels is acceptable if necessary.



# LIGHTHOUSE CHRISTIAN COLLEGE

## BOYS SUMMER UNIFORM

## YEARS 9 - 12 LAUNCH & ZENITH



### HAIR

Hair must be of the students natural colouring and worn off the collar and above the eyebrows.

Hair must be kept neat and clean and not be outlandish or attention seeking.

No excessively short haircuts eg. shaved head etc.

Students are to be clean shaven.

### JEWELLERY

Only wrist watches, medical identification bracelets and covenant rings may be worn.

### SHIRTS

College white shirt (long or short sleeve)

Shirt collar must be the correct size for the top button to be done up at all times.

Any singlets or T-shirts worn under shirts must be plain white and not visible.

Polo or Skivvy tops are not permitted.

Shirts must be tucked in at all times.

Top button must be done up with tie pulled up neatly.

### SOCKS

Grey short socks with trousers or pulled up long grey socks with shorts

### SHOES

Black lace-up leather shoes with plain top.

Shoes must be kept clean and polished.

### COLLEGE BLAZER

College Blazer must be worn to and from school, home-room, assemblies, Chapel, excursions, on school grounds, at the end of the school day and on all formal occasions. (unless otherwise advised)

On days of extreme heat it will be announced as a "Blazer free day". This is where students will not be required to wear the blazer home but must wear the blazer to school the following day. This also will apply to ties.

\*\* Non -blazer- if sports uniform is required (eg. sports events) no blazer is required.

\*\* Non -blazer- if sports uniform is required (eg. sports events) no blazer is required.

\*\* Non -blazer- if sports uniform is required (eg. sports events) no blazer is required.

### HATS

College senior boys hats are to be worn whenever outside in terms 1 and 4.

### COLLEGE TROUSERS

Grey college trousers with black leather or vinyl belt. Shorts may be worn

### COLLEGE JUMPER

Navy blue- worn when required for cold weather. To be worn under blazer, NOT instead of blazer.

### COATS/RAINCOATS

Navy blue or black -not denim

### SCHOOL BAG

College bag with logo.

Navy blue case with wheels is acceptable if necessary.



# LIGHTHOUSE CHRISTIAN COLLEGE

## GIRLS SUMMER UNIFORM

## YEARS 9 - 12 LAUNCH & ZENITH



### HAIR

Hair should be neat, clean and off the face. Hair should be of the student's natural colouring. Hair longer than shoulder length should be tied back. Hairclips, bands, ribbons and ties should be plain or blue.

### JEWELLERY/ MAKEUP

Only plain ear studs, wrist watches, medical identification bracelets and covenant rings may be worn. STRICTLY NO MAKEUP

### SUMMER DRESS

College summer dress worn below the knee.

Any singlets or T-shirts worn under dress must be plain white and not visible. Polo neck and skivvy tops should not be worn under the dress.

### SOCKS

Option 1: College long white socks with navy blue band. Socks should be pulled up over the calf and folded neatly at the top.

Option 2: College white ankle socks with navy blue band. Skin coloured pantyhose or tights may be worn underneath socks.

### SHOES

Black lace-up leather shoes with plain top and low heels. Shoes must be kept clean and polished.

### COLLEGE BLAZER

College Blazer must be worn to and from school, home-room, assemblies, Chapel, excursions, on school grounds, at the end of the school day and on all formal occasions. (unless otherwise advised)

On days of extreme heat it will be announced as a "Blazer free day". This is where students will not be required to wear the blazer home but must wear the blazer to school the following day.

\*\* Non-blazer-if sports uniform is required (eg. whole day sports events) no blazer is required.

### HATS

College senior girls hats are to be worn whenever outside in terms 1 and 4. Hats should not be worn in class.

### COLLEGE JUMPER

Navy blue- worn when required for cold weather. To be worn under blazer, NOT instead of blazer.

### COATS/RAINCOATS

Navy blue or black -not denim

### SCHOOL BAG

College bag with logo.

Navy blue case with wheels is acceptable if necessary.



# LIGHTHOUSE CHRISTIAN COLLEGE

## BOYS WINTER UNIFORM

YEARS 9 - 12

LAUNCH & ZENITH



### HAIR

Hair must be of the students natural colouring and worn off the collar and above the eyebrows.  
Hair must be kept neat and clean and not be outlandish or attention seeking.  
No excessively short haircuts eg. shaved head etc.

Students are to be clean shaven.

### JEWELLERY

Only wrist watches, medical identification bracelets and covenant rings may be worn.

### SHIRTS

College white shirt (long sleeve)  
Shirt collar must be the correct size for the top button to be done up at all times.  
Any singlets or T-shirts worn under shirts must be plain white and not visible.  
Skivvy tops are not permitted.  
Shirts must be tucked in at all times.  
Top button must be done up with tie pulled up neatly.

### SOCKS

Grey Short socks with trousers

### SHOES

Black lace-up leather shoes with plain top.  
Shoes must be kept clean and polished.

### COLLEGE BLAZER

College Blazer must be worn to and from school, home-room, assemblies, Chapel, excursions, on school grounds, at the end of the school day and on all formal occasions. (unless otherwise advised)

\*\* Non -blazer- if sports uniform is required (eg. whole day sports events) no blazer is required.

### COLLEGE JUMPER

Navy blue- worn when required for cold weather. To be worn under blazer, NOT instead of blazer.

### COLLEGE TROUSERS

Grey college trousers with black leather or vinyl belt

### VCE TIE

VCE tie to be worn upon commencement of VCE

### SCARVES/GLOVES

Plain navy blue or black- NOT to be worn in class

### COATS/RAINCOATS

Navy blue or black -not denim

### BEANIES

Not to be worn during school.

### SCHOOL BAG

College bag with logo.  
Navy blue case with wheels is acceptable if necessary.





# LIGHTHOUSE CHRISTIAN COLLEGE

## GIRLS WINTER UNIFORM

## YEARS 9 - 12 LAUNCH & ZENITH



### HAIR

Hair should be neat, clean and off the face. Hair should be of the student's natural colouring. Hair longer than shoulder length should be tied back. Hair clips, bands, ribbons and ties should be plain or blue

### JEWELLERY/ MAKEUP

Only plain ear studs, wrist watches, medical identification bracelets and covenant rings may be worn. STRICTLY NO MAKEUP

### SHIRTS

College white shirt (long sleeve)  
Shirt collar must be the correct size for the top button to be done up at all times.  
Any singlets or T-shirts worn under shirts must be plain white and not visible. Skivvy tops are not permitted.  
Shirts must be tucked in at all times.  
Top button must be done up with tie pulled up neatly.

### SOCKS

Option 1: College long blue socks pulled up over the calf and folded neatly at the top.  
Option 2: Navy blue or black tights without socks.

### SHOES

Black lace-up leather shoes with plain top and low heels. Shoes must be kept clean and polished.

### COLLEGE BLAZER

College Blazer must be worn to and from school, home-room, assemblies, Chapel, excursions, on school grounds, at the end of the school day and on all formal occasions. (unless otherwise advised)

\*\* Non-blazer- if sports uniform is required (eg. whole day sports events) no blazer is required.

### COLLEGE JUMPER

Navy blue- worn when required for cold weather. To be worn under blazer, NOT instead of blazer.

### COLLEGE SKIRT

Skirt is to be navy blue and worn below the knee

### VCE TIE

VCE tie to be worn upon commencement of VCE

### SCARVES/GLOVES

Plain navy blue or black- NOT to be worn in class

### COATS/RAINCOATS

Navy blue or black -not denim

### BEANIES

Not to be worn during school.

### SCHOOL BAG

College bag with logo.

Navy blue case with wheels is acceptable if necessary.

The College uniform represents our commitment to a high standard in the dress and appearance of our students. Students' commitment to the uniform standards will ensure that students are neatly dressed and groomed and do not have the daily pressure of "performing" to fashion fads.

We seek the support and cooperation of parents and students in ensuring the students dress and behave in a manner that will bring credit to themselves, their College, families and the Lord.

We require that the appropriate College uniform is to be worn as per the details of this policy (noted below) during the day and to and from the College.

#### **Purchase of Uniform:**

All uniform items (except as stated in the following sheets) are available for purchase at Dandy School wear super store (Buxwear) 8/169 Cheltenham Road, Dandenong 3175

We recommend that uniform items be purchased from the abovementioned store to ensure that all items of uniform comply with the uniform policy. The College reserves the right to decline permission for students to wear uniform items that we regard as incorrect. The College can take no responsibility for costs incurred by parents purchasing unsuitable uniform items from somewhere else besides the College Uniform Shop (Buxwear).

#### **Frequently Asked Questions:**

Damaged or Lost Uniform: ***What do I do if items of my uniform are damaged or lost?***

If items of uniform are damaged or lost, they should be replaced. In the interim, we request that parents write an explanatory note. Until the item is replaced, the student should wear an item that closely approximates the uniform item. (Check with uniform committee member).

**Disciplinary Action: *What disciplinary actions will be applied to non-compliance with Uniform Policy?***

The following disciplinary stages will be pursued:

1. ***Uniform Committee member will initially speak to a student who is not wearing correct uniform or is not wearing the uniform correctly.*** The Uniform Committee member will give a time for the uniform to be corrected and notify the Year Level coordinator. If not rectified in time, then the Year Level coordinator will take the matter further.
2. ***Teacher speaks to student:*** If incorrect or incomplete uniform is worn without written parental explanation, the teacher will speak to the student personally and ask him/her to fix the problem and then return to class.

\* **Note:** If the matter cannot be fixed (e.g., a student comes to College with unsatisfactory clothing or an unsatisfactory hair style), the teacher will refer the matter immediately to a coordinator who may contact parents and suspend the student. The coordinator will refer to a uniform committee member for consultation.

3. **Teacher informs parents:** If the student does not respond promptly to a teacher's request regarding uniform, the teacher will send home a note or will phone the parents. The parents will be asked to respond and assist the student to comply.
4. **Coordinators will address the issue:** If the student still fails to respond to requests to abide by the dress code, his/her Coordinator will address the student and the parents, and the student may be suspended.

Changing after School: ***Are students permitted to change into casual clothes after school?***

Generally students are expected to travel home in the correct uniform, so they are not permitted to change into casual clothes prior to going home. Exceptions may be made by application to the Coordinator under the following circumstances:

- a. The student has a sporting or work commitment for which changing is impracticable. (e.g., there are no changing facilities at the venue.)
- b. The family has a "one-off" irregular special situation that makes compliance with the policy impracticable.
- c. Students who are attending off-campus courses (e.g. VET, TAFE courses) for which College uniform is inappropriate may apply to the Principal/Deputy Principal for exemption. (Consultation should be with a uniform committee member also).

Sports Uniform: ***Are students permitted to wear sports uniform to and from the College?***

- **Prep – Year 4 students** - Students are permitted to wear sports uniform to and from the College on days designated for sport.
- **Year 5 to 12** students must wear their normal College uniform to and from the College and bring their sports uniform to change into for the appropriate lessons or events.

\*\* **Note:** On special occasions (e.g., whole day sports events), students will be notified that they may wear a full sport uniform to and from the College. On these days, they will be expected to have the correct sports uniform.

### **Hats (Summer Uniform)**

Hats are to be worn by all students with the summer uniform. The following process will be followed for those students who do not wear their hats.

- Yard duty teachers send students without hats to designated 'Hat Room', including those in the MP Hall.
- Yard duty teachers let the Hat duty teacher know who's coming via 'walkie talkie.'

**APPENDIX 1**

**Sports uniform requirements**

Prep – Year 2 Sports Uniform		
Uniform Item	Description	Notes
<b>Sports Shirt</b>	College Blue Polo Shirt with new College logo.	To be worn for all College sport lessons and interschool sports
<b>House Shirt</b>	House T-shirt with house colours & emblems.	To be worn on house sport and activity days.
<b>Shorts/ Track pants</b>	College Blue Shorts with College logo. College Track pants with College logo.	No longer than knee length. May be worn in any term for warmth.
<b>Socks</b>	Plain White Sports socks – ankle length	Must be seen above the shoe line.
<b>Shoes</b>	Track shoes – predominantly white. Additional colours allowed.	Not available from the Uniform Shop.
<b>Sport Cap</b>	Students may wear College Primary hat for sports.	
Gr. 3– 4 Sports Uniform		
Uniform Item	Description	Notes
<b>Sports Shirt</b>	College Blue Polo Shirt with College logo.	To be worn for all College sport lessons and interschool sports
<b>House Shirt</b>	House T-shirt with house colours & emblems.	To be worn on house sport and activity days.
<b>Shorts/ Track pants</b>	College Basketball Shorts. College Track pants with College logo	No longer than knee length. May be worn in any term for warmth.
<b>Socks</b>	Plain White Sports socks – ankle length	Must be seen above the shoe line.
<b>Shoes</b>	Track shoes – predominantly white. Additional colours allowed.	Not available from the Uniform Shop.
<b>Track Suit**</b>	College Track Suit	** This is optional at this age level in place of track pants
<b>Sport Cap</b>	Students may wear College Primary hat for sports.	

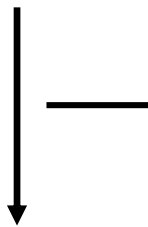
Gr. 5-8 Sports Uniform		
Uniform Item	Description	Notes
<b>Sports Shirt</b>	College Blue Polo Shirt with College logo.	To be worn for all College sport lessons and interschool sports
<b>House Shirt</b>	House T-shirt with house colours & emblems.	To be worn on house sport and activity days.
<b>Shorts</b>	College Basketball Shorts	No longer than knee length.
<b>Socks</b>	Plain White Sports socks – ankle length	Must be visible over shoe line.
<b>Shoes</b>	Track shoes – predominantly white. Additional colours allowed.	Not available from the Uniform Shop.
<b>Track Suit</b>	College Track Suit	
<b>Sport Cap</b>	Students may wear College Sports Cap for sport.	

Yr 9-10 Sports Uniform		
Uniform Item	Description	Notes
<b>Sports Shirt</b>	College Blue Polo Shirt with College logo.	To be worn for all College sport lessons and interschool sports
<b>House Shirt</b>	House T-shirt with house colours & emblems.	To be worn on house sport and activity days.
<b>Shorts</b>	College Basketball Shorts.	No longer than knee length.
<b>Socks</b>	Plain White Sports socks – ankle length	Must be visible over shoe line
<b>Shoes</b>	Track shoes – predominantly white. Additional colours allowed.	Not available from the Uniform Shop.
<b>Track Suit</b>	College Track Suit	
<b>Sport Cap</b>	Students may wear College Sports Cap for sport.	

APPENDIX 2

Uniform Referrals

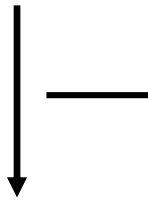
Home Room teacher



Uniform Sticker  
Parent Contact  
Still not compliant

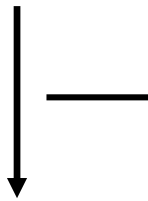
Home room Teacher

Plus Year Level Coordinator or Uniform Committee Member



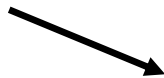
Uniform Pro Forma  
Parent Contact  
Still not compliant

Deputy Principal/Uniform Committee Member



Letter/Phone Call  
Parent Contact  
Still not resolved

Principal or Uniform Committee Member



Letter/Phone Call  
Parent Contact

### **Prep – Year 4 Honour Point System**

In Years Prep – Year 4, students are encouraged by in-class reward systems, as well as by encouragement certificates which are written by their teacher and given out by the Year Level Coordinator in weekly Chapels.

### **Year 5-12 Honour Point System**

We here at Lighthouse Christian College have been hard at work trying to improve student behaviour in the College. Historically, we have reacted to difficult students through systems like demerits and the 'Primary' colours system, which are great at identifying and punishing the worst of worst. However, we also recognise that positive reinforcement can also improve behaviour. We know that we have a great community, but we need to fully explain how students can receive bonuses through the honour system.

Our current system awards Honour Points to deserving students. We are well versed in research done on concepts in psychology such as positive reinforcement and how it can improve behaviour, and we have also found that some of the most meaningful, memorable moments at Lighthouse come from the positive interactions students have with each other and with teachers. Everyone's had one of these days: You are struggling at College and find yourself in a situation where a classmate could have easily criticised you, but instead goes out of his way to be a helpful, compassionate team-player.

When students demonstrate honourable character in any of the following areas, they will be eligible to receive *Honour Points*:

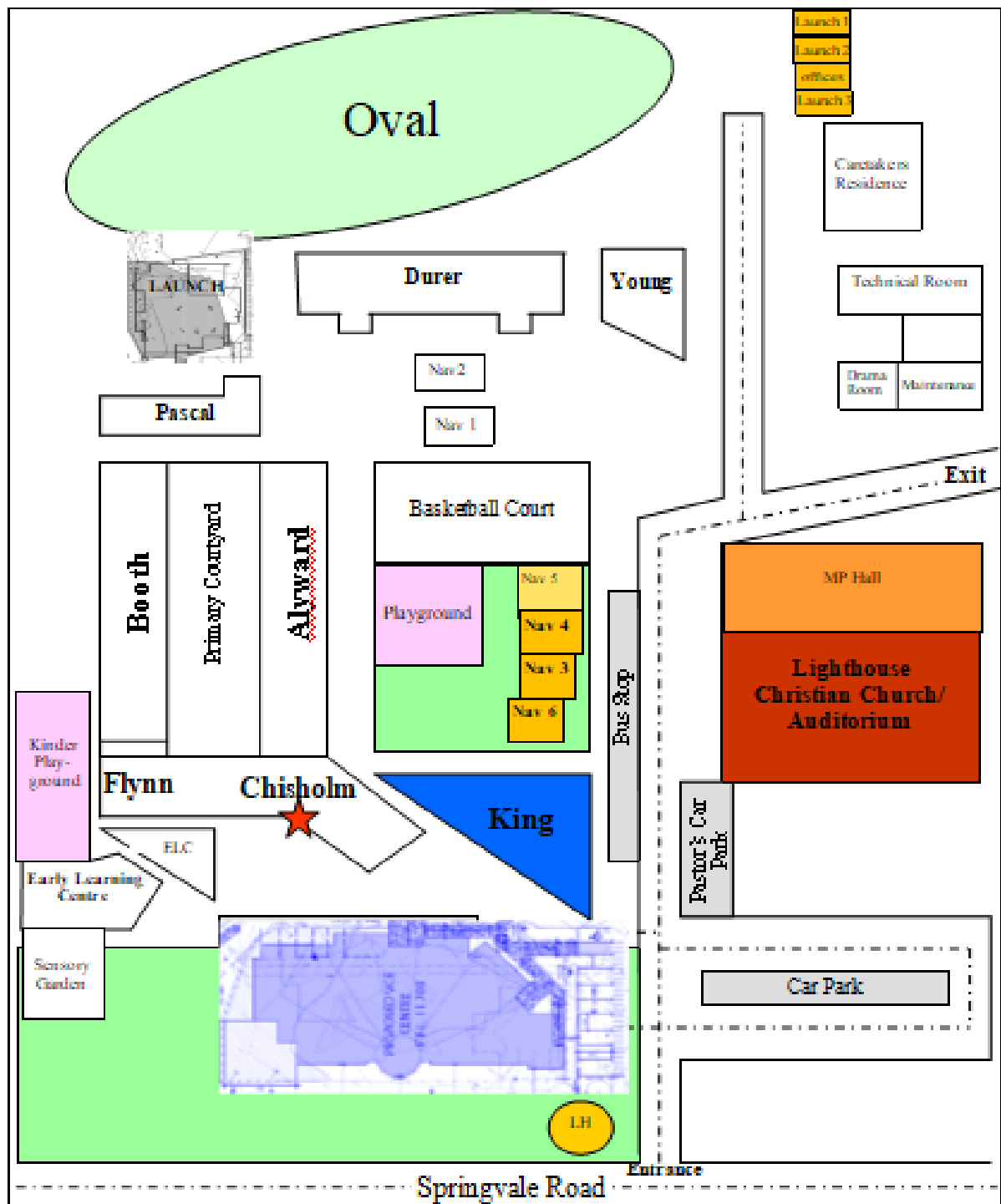
- ✓ Friendship
- ✓ Compassion
- ✓ Courage
- ✓ Excellence
- ✓ Responsibility
- ✓ Community
- ✓ Integrity
- ✓ Humility
- ✓ Respect
- ✓ Love



<b>Honour System</b>					
<b>Stage 1</b>	<b>Stage 2</b>	<b>Stage 3</b>	<b>Stage 4</b>	<b>Stage 5</b>	<b>Stage 6</b>
<b>Honour Points</b>	<b>Honour Certificate</b>	<b>Bronze Award Metallic badge</b>	<b>Silver Award Metallic badge and Voucher (\$20 )</b>	<b>Gold Award Metallic badge and Voucher (\$50)</b>	<b>Platinum Award Embroided pocket on blazer / jumper and Voucher (\$100)</b>
<b>Receives this for significant achievement in an area</b>	<b>Receives this award when 3 Honour Points have been collected</b>	<b>Receives this award when 6 Honour Points have been collected</b>	<b>Receives this award when 27 Honour Points have been collected</b>	<b>Receives this award when 70 Honour Points have been received</b>	<b>Receives this award when 100 Honour Points have been received</b>
	<b>3 Honour Points</b>	<b>9 Honour Points</b>	<b>27 Honour Points</b>	<b>70 Honour Points</b>	<b>100 Honour Points</b>

## **Well-being – Pastoral Care**

At Lighthouse Christian College we value each student and seek to support them in every way we can. Students are part of a homeroom class in which they spend the first 15 minutes of every day; homeroom teachers are the first level of pastoral care for our students. These homeroom teachers are then supported by Year Level Advisors (at secondary), the Student Management Team and the chaplain and Wellbeing Team. Jesus has called us to shepherd (the original meaning of “pastoral”) the students in our care and we seek to work with you as parents and carers to ensure this happens effectively across the College. The Wellbeing Team has counsellors who can work with our students through various challenges and trials of growing up and/or we can refer students for external support as well. We also run proactive wellbeing programs across the College promoting self-esteem, confidence, cyber safety, resilience and many other positive character traits. The College has a zero tolerance policy towards bullying and any and all incidents are dealt with promptly with support for all parties. Please contact the chaplain through the College office with any questions or concerns.



**Building Index**

**Alyward**  
**Booth**  
**Chisholm**  
**Durer**

Senior Primary Area  
Junior Primary Area  
Administration  
Middle & Senior  
School Area

Early Learning Centre

**King**  
**Lighthouse Christian Church**

Lighthouse Christian Church

Kindergarten

Creative Learning Centre  
Exploration Hub/Library  
Auditorium

MP Hall

Pascal  
Young



Multi-Purpose Hall  
Science Laboratory  
Language Express  
Reception



927 SPRINGVALE ROAD  
KEYSBOROUGH 3173  
T: (03) 8796 7373

[WWW.LIGHTHOUSE.VIC.EDU.AU](http://WWW.LIGHTHOUSE.VIC.EDU.AU)

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