

Introducing the Primary School

**DONVALE CHRISTIAN
COLLEGE**



*act justly
love kindness
walk humbly*

WELCOME TO DONVALE CHRISTIAN COLLEGE

Greetings in the Name of our Lord Jesus Christ.

Thank you for taking the time to enquire about Donvale Christian College. This information Booklet should assist you in becoming better acquainted with the College, its purpose and practices and in particular, the Primary School.

The teaching staff work together to create a supportive environment that fosters the love of learning in a framework that earnestly desires to honour God. The College is committed to providing a learning environment that encourages, challenges

and supports each student, and paramount in this endeavour is the development of Literacy and Numeracy skills. The College is equally committed to helping its students in their understanding of God's world by encouraging natural inquisitiveness and a desire to learn, while trying to address such questions as How? and Why?

As a Learning Community, we also recognise the need to develop positive relationships with one another based on mutual respect and love, as demonstrated to us by God through His Son, Jesus Christ.

The Primary learning years provide the foundation for more advanced learning. It is therefore with this focus in mind that the Staff commit themselves to delivering a quality Christian education to every child at Donvale Christian College.

Please feel free to enquire further about an appointment to view the Primary School and to meet with me to discuss your interests or concerns.

Yours in His Name,

ROSS GRACE

Head of Primary

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DONVALE CHRISTIAN COLLEGE

....is a Parent Controlled school which serves the Christian Community by providing Christ-centred education. Through high quality teaching and learning, in a nurturing, stimulating and Biblically directed environment, students grow in their understanding of God's world and in their commitment to serving Christ in all areas of life.

WE AFFIRM:

- ❖ The Lordship of Jesus Christ in all areas of life.

- ❖ The Scriptures of Old and New Testaments, as the divinely inspired Word of God

- ❖ The Scriptures as the only absolute rule for all faith and conduct

- ❖ The responsibility of parents to bring up their children in 'The discipline of the Lord.' (Ephesians 6:4)

THE COLLEGE

HISTORY

Donvale Christian College is a non-denominational co-educational Prep to Year 12 school operated by the Association for Christian Education of Box Hill. It is a member of the Christian Parent Controlled Schools Ltd.(C.P.C.S), and the Association of Independent Schools of Victoria (A.I.S.V.).

The Association for Christian Education of Box Hill was formed in 1960 when some members of the Reformed Church of Box Hill set out to give expression to their belief in Christ-centred education. Although land for the College was purchased in Donvale, the connection with Box Hill remains through the name of the Association.

The College itself commenced operating in 1975 with 90 children from Prep to Year 6, and three teachers. In 1976 the College commenced Secondary education with a Year 7 class consisting of 20 students. This class graduated the College in 1979 at the conclusion of Year 10. Year 10 remained the senior class until the end of 1983. In 1984 Year 11 was added. Year 12 commenced in 1985.

THE ASSOCIATION

The Association for Christian Education of Box Hill is a public company, limited by guarantee. It is subject to regulation by the Australian Securities Commission and the Corporations Law. Membership is open to parents of the College, past students and others who are committed to parent-controlled Christian education.

The members of the Association elect a Board of Directors who are responsible for the running of the College, and who appoint the Principal and Staff. The term "*parent control*" indicates that the responsibility and hence the final authority for the education of a child lies not with the State, nor with the Church, but with the parents. At Donvale Christian College the authority that parents have is exercised through the elected Board of Directors which establishes broad school policy and oversees the educational task which has been delegated to the Principal and Staff.

-THE COLLEGE ADMINISTRATION

COLLEGE BOARD

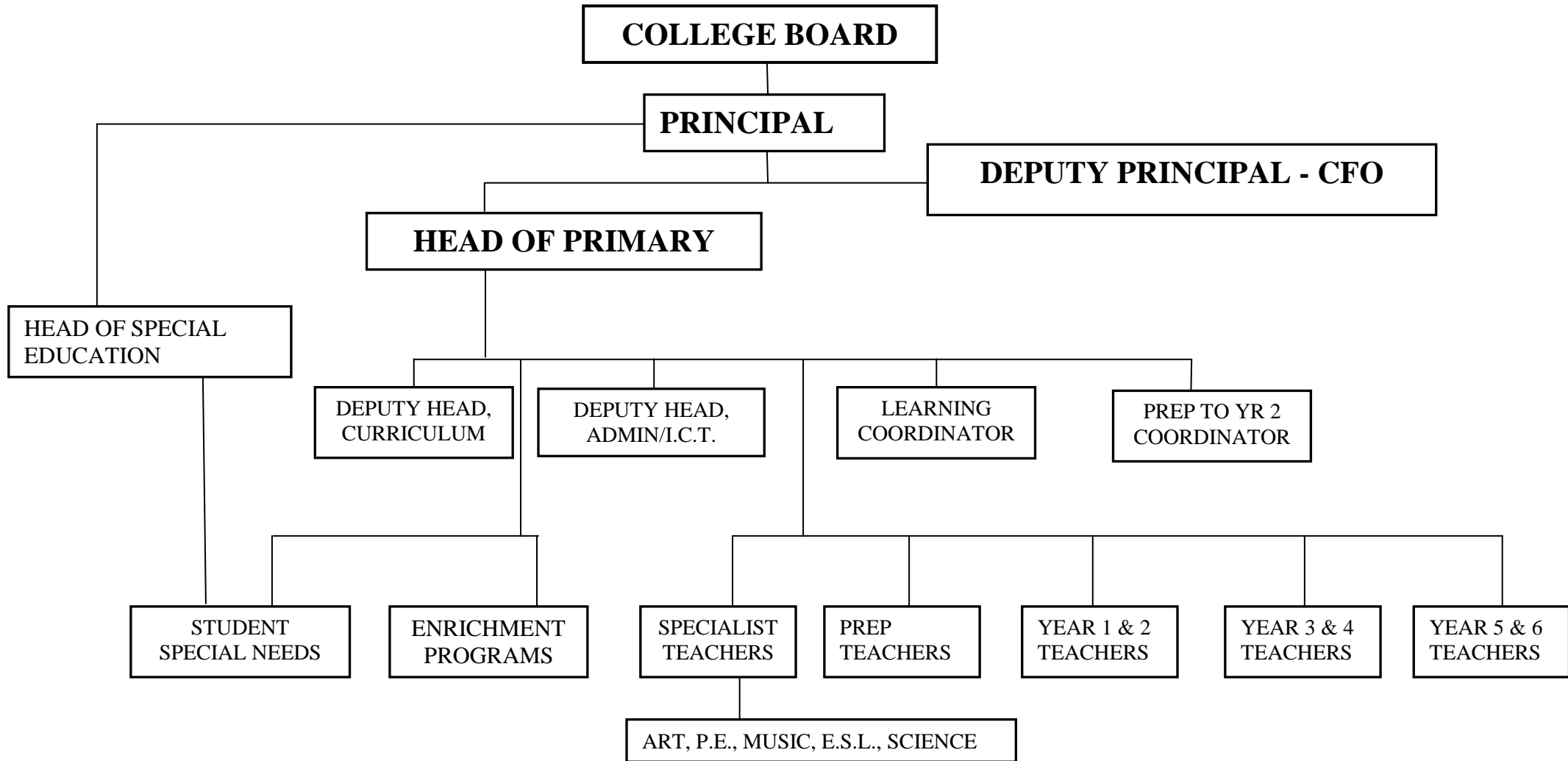
The College Board is the governing body of the school and currently comprises of 9 members. All Board members are elected by the other members of the Association for a three year term.

Information regarding membership of the Association is available from the College Office by contacting 9844 2471 during business hours.

COLLEGE MANAGEMENT

PRINCIPAL:	Mrs Yvonne Bradley
DEPUTY PRINCIPAL:	Mr Harry Burggraaf
HEAD of SECONDARY (Students):	Mrs Pamela Lavery
HEAD OF SECONDARY (Admin)	Mr Chris Kay
HEAD of PRIMARY:	Mr Ross Grace
GENERAL MANAGER <i>(Finance & Operations)</i>	Mr Ross Henson

THE COLLEGE ADMINISTRATION AS IT RELATES TO THE PRIMARY SCHOOL



COMMUNICATION WITH THE COLLEGE

The College telephone number is 9844 2471 and the Facsimile number is 9844 1102. The College web address is www.donvale.vic.edu.au. Primary parents can contact the Head of Primary, Mr Ross Grace at

gracros@mail.donvale.vic.edu.au

If you need to contact a staff member during the day, please ring the College on the above number. If the staff member cannot be contacted, leave a message. Your telephone call will be returned as soon as possible.

WHO TO CONTACT

When your child is sick or late:

- ❖ The Classroom Teacher
- ❖ The Head of Primary

When property is lost:

- ❖ Search the Classroom
- ❖ Search the Lost Property Box
- ❖ Ask at the Uniform Shop
- ❖ Classroom Teacher

Regarding a fee enquiry

- ❖ The General Manager
(*Finance & Operations*)
- ❖ Main Office

For a report on your child's progress

- ❖ The relevant teacher
- ❖ The Head of Primary

For information on School Uniform

- ❖ School Diary
- ❖ Parent Information Booklet
- ❖ The Uniform Shop
(*During specified times*)
- ❖ The main office
- ❖ The Head of Primary

For a transport query

- ❖ The main office

ASSESSMENTS AND REPORTING

Assessment is a continual part of teaching. It helps to determine the skills and knowledge a student has retained and/or acquired. This helps the teacher to tailor programs to meet the need of the student.

Formal reports are issued mid-year and at the end of the year.

The mid year report is closely followed by a 15 minute parent-teacher interview. The focus of this interview is on

- ❖ what the student has achieved
- ❖ how he or she has gone about their learning
- ❖ the personal development of the student

The end of year report comments on the growth and development in learning of the student over the year. Staff are available for interviews after school. If you need to discuss a matter with a teacher, please approach the teacher to make a mutually convenient time for you both to meet. If you are unable to make contact with the teacher concerned, please contact the Head of Primary or the main office.

INFORMATION NIGHTS

At the **beginning of Term 1**, the Prep teachers hold an Information Night outlining their expectations as well as an overview of the curriculum. For Years 1 to 6, the Information Evening is replaced by a ten minute Parent Teacher interview. This interview allows the parent an opportunity to raise any concern regarding their child's learning and/or social development.

During **Term 2** the Specialist Teachers conduct an Information Night on the features of their particular program. They also identify the skills they wish to develop in the children as well as how their program compliments and enriches the classroom program.

In **Term 3** the focus of the Information Night is on a particular area of the curriculum. For example, the Phonics Program, the Spelling and Reading Program or Numeracy Development. These nights are advertised well in advance so that you can organise your personal diary.

LUNCH ORDERS

The College Canteen operates on all school days throughout the year. Students can request a lunch order by placing a **named** brown paper bag, with the correct money, into the lunch order box in their classroom. Students may also access the canteen at morning recess.

TRAFFIC MOVEMENT & PARKING

The College has grown to a point where there are in excess of 1000 students, of whom 95% travel to school by private car. Safety in and around the car park is of a prime concern.

There are two main Car Parks

- ❖ Prep to Year 2 Carpark
- ❖ Major (*Secondary*) Carpark

Prep to Year 2 Carpark

This carpark is located at the front of the College and is designated for families who have a child within the specified year levels. If in addition to your Prep to Year 2 child you also have a child in a higher level, you are still permitted to use this facility. The carpark is extremely busy in the morning just prior to school and in the afternoon at collection time. Car spaces are marked out on the asphalt, so when parking please park **ONLY** in the designated spaces. Cars displaying the Prep to Year 2 Car Pass are the only vehicles permitted to access this area.

Major Carpark

This carpark is located at the back of the College grounds. Families with students in Years 3 to 12 should be parking in this area.

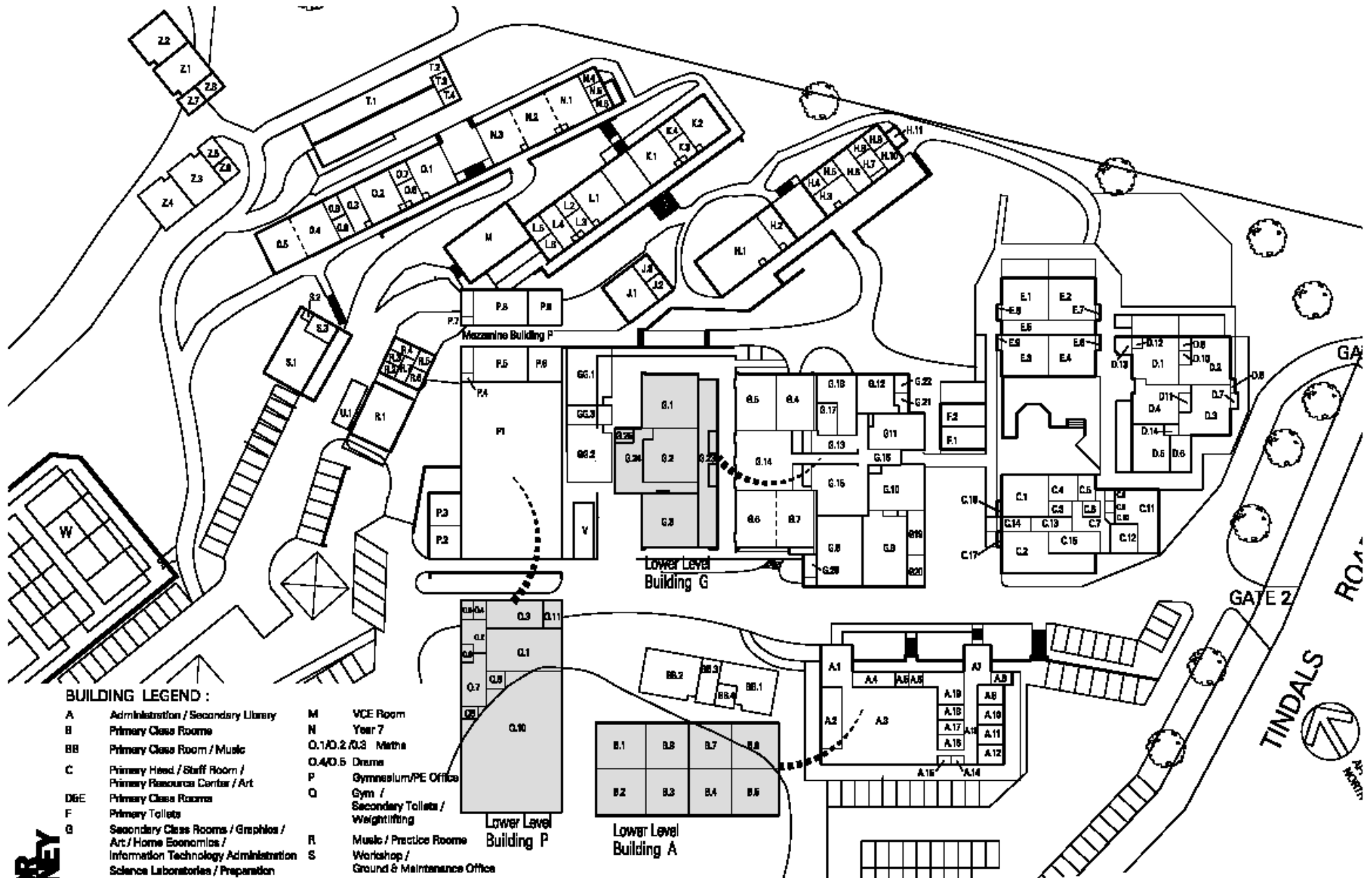
Disabled Parking

There is one space reserved for Disabled Parking opposite the office of Head of Primary and a further two spaces located close to the Administration Building in the Prep to Year 2 Carpark and one place in the Major Carpark.

Visitors to the College

There are three assigned Visitors car spaces near to the Administration building. If these are all occupied, visitors are encouraged to use the spaces in the Prep to Year 2 Carpark along the fence-line. On all occasions please observe the **No Standing** signs which require the specified area to be left free between 9.00am and 3.00pm, as our car park converts into a play space between these times.

PLEASE REFER TO THE MAP FOR MORE DETAILS



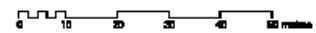
BUILDING LEGEND :

- | | | | |
|-----|---|-------------|---|
| A | Administration / Secondary Library | M | VCE Room |
| B | Primary Class Rooms | N | Year 7 |
| BB | Primary Class Room / Music | O.1/O.2/O.3 | Maths |
| C | Primary Head / Staff Room / Primary Resource Centre / Art | O.4/O.5 | Drama |
| D&E | Primary Class Rooms | P | Gymnasium/PE Office |
| F | Primary Toilets | Q | Gym / Secondary Toilets / Weightlifting |
| G | Secondary Class Rooms / Graphics / Art / Home Economics / Information Technology Administration | R | Music / Practice Rooms |
| GG | Science Laboratories / Preparation | S | Workshop / Ground & Maintenance Office |
| H | Secondary Heads / Administration | T | Technology / Woodwork |
| J | BOSE / Staffroom | U | Not Allocated |
| K | English | V | Uniform Shop |
| L | LOTE / VCE office | W | Basketball / Tennis / Netball Courts |
| | | X | Ground & Maintenance Storage |
| | | Y | Not Allocated |
| | | Z | Secondary Class Rooms |



UPPER OVAL

DONVALE CHRISTIAN COLLEGE ROOM LOCATION PLAN



Revised: 16 June 2005

P+C Ref: 4274

UNIFORM REGULATIONS

A condition of enrolment at the College is that students abide by the following regulations. For more details please refer to the Uniform Policy in the College Prospectus or the Student Diary. ***If a student is required to be out of uniform, then a signed letter is required from the parents of that student.*** Failure to do so will result in an 'out of uniform' slip being issued to the student concerned.

REGULATIONS FOR ALL PRIMARY STUDENTS

1. Uniforms must be kept neat and clean at all times.
2. Jewellery (with the exception of a wrist watch) is not acceptable and must NOT be worn with the School Uniform. Girls may wear plain gold or silver studs or sleepers in the ear lobe only, with a limit of one per ear.
3. Non regulation items must not be worn at any time with School Uniform.
4. Non regulation items may be confiscated and held for a period of one term. Staff will accept no liability for the safe-keeping of such items.
5. Coloured nail polish and make up must not be worn at school.
6. Summer and Winter uniforms are to be worn as prescribed: regulation-brands only are to be worn as supplied by the Uniform Shop or accredited supplier. School shoes are to be black leather lace ups or straps/T-bars for girls.
7. It is strongly recommended that hair of shoulder length or longer be tied back. Any extremes in hairstyles or colour will not be accepted. Any discussion on such a matter will be determined by the College Management.
8. The above standards of dress and behaviour must be maintained to and from school. The sports uniform (or any items thereof) must not be worn to and from school unless specified by the Head of Primary.

LOST PROPERTY

All personal items are to be clearly named. If any property is lost, please first check with the class teacher and then in the Lost Property boxes located outside the office of Head of Primary and near to the Prep Rooms. If unsuccessful, then please check at the Uniform Shop.

DISCIPLINE AND WELFARE POLICY

A detailed copy of this Policy is contained in the College Prospectus. Please read this important document very carefully.

As a Primary School, we have an addendum to this policy:

As members of a Christian Community we will honour God and serve each other by:

- ❖ Using and developing our God given skills and talents
- ❖ Accepting our responsibility to learn
- ❖ Respecting people and property
- ❖ Ensuring each of us is safe
- ❖ Obeying the College Rules

This statement is on display in each Primary Classroom and determines the framework of operation for every class.

We also acknowledge those students who have made significant progress in their studies or shown responsibility by making sound decisions. These students are often recognised at a Monday morning assembly, by receiving a certificate or an award.