



SEAVIEW
CHRISTIAN COLLEGE

Educating for Eternity • Equipping for Life

PARENT & STUDENT HANDBOOK

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PRINCIPAL'S WELCOME

Welcome to another exciting year at our College, where we are dedicated to partnering with you in the education and development of your child.

At the heart of our mission is a commitment to nurturing young people who are confident in their beliefs, motivated to achieve their personal best, and equipped to make a meaningful impact in the world.

Guided by our mission to Educate for Eternity and Equip for Life, we strive to develop well-rounded individuals who are grounded in strong values, equipped with the knowledge and skills to thrive, and inspired to serve others with purpose and integrity.

Our College is a vibrant community where character, faith, and learning come together. With a focus on holistic education, we offer opportunities for students to excel academically, grow spiritually, and develop the unique gifts God has given them. Whether in the classroom, on the sports field, in the arts, or through service, we aim to cultivate resilient, compassionate, and capable young people who reflect our shared values.

We are grateful for the trust you place in us and look forward to working together as partners in your child's journey. May this year be one of growth, discovery, and success for every student.

Kind Regards,



Bree Russ



GENERAL

1 College Leaders



Head of Secondary
Ms Greta Keys-Transfeldt



Head of Primary
Ms Samantha Hickman



Administrative Manager
Head of Operations
Ms Miriam Gregurke



SACE & VET Co-ordinator
Mr Peter Naughton

2 College Motto

Educating for Eternity – Equipping for Life

3 College Mission Statement

Seaview Christian College aspires to be a vibrant Christ-centred learning community where students will develop a passion for lifelong learning that values creativity, excellence, resilience and faith.

The goal of Seaview Christian College is to give every student a positive, exciting and solid foundation through the provision of real care and understanding in an environment of quality education.

We believe that this combination will develop a sense of belonging, security and engagement in school which will provide students with an excellent launch pad for life.

4 Purpose Statement

In the Bible, in the book of John (chapter 10, verse 10), Jesus said his purpose was to give people a rich and satisfying life.

“...but I came to give life - life in all its fullness.” John 10:10

Similarly, Seaview Christian College desires to equip children so that they can enjoy a life full of promise, purpose and hope. We want to shape young men and women of character, who are eager to meet life’s challenges using their God given gifts and talents.

We will do this by:

- Setting high academic and social standards
- Providing quality independent schooling within a Christian atmosphere of love, respect, peace and discipline
- Establishing positive teacher-student working relationships
- Valuing student ability and personal effort

5 Philosophy

Education is a lifelong process of teaching and learning which leads to the spiritual, intellectual, physical, social, ethical and emotional development of an individual. The ministry of the College is the provision of schooling where this happens.

6 History of the College

Located on Seaview Road, Port Augusta, Seaview Christian College is one of fourteen schools owned and operated by [Christian Community Ministries \(CCM\)](#), across four states.

The founding Principal, Jannie Basson, along with Primary Curriculum Co-ordinator, teacher and spouse, Louise Basson commenced teaching two composite classes at the start of the 2016 school year.

From humble beginnings, the school is continuing to enjoy strong growth. Two years on from when the school first opened its doors, enrolments grew from 15 to 66 students. From 2016 to 2021 we had 81 students. While it is not about numbers, but rather the individual, the College is expected to continue to grow in enrolments across year levels F-12.

7 School Values

Honour – We will have a deep respect for God and His things, demonstrated by living for God and honouring our parents, teachers, others and ourselves.

Diligence – We will do our best at whatever we do by setting high standards for ourselves and taking care of the tasks entrusted to us.

Faith – We aspire to live our lives by faith and trust in the almighty eternal, loving and holy God.

Courage – We will stand courageously for what is good and against what is evil. We won't step back when we fear of have previously failed.

8 Pastoral Care and Chaplaincy

Very much at the heart of Christian Education is the pastoral care of our students. We see the development and support of our students not just in academics but also in spiritual and emotional matters as very important in the development of our students. For this reason, we actively encourage and support the pastoral care of our students through the employment of Christian staff who recognise that this is very much a part of their role as a teacher. At the beginning of each day, we have 'form class' for 20 minutes which is used to support students spiritually, emotionally and in general administration. Our Form Class Teachers are available to encourage and help students with any difficulties that they are experiencing in school or life in general. We also have a Chaplain who is available to talk with students privately should the student require that type of support.

9 Governance

Seaview Christian College is a college that is owned and managed by Christian Community Ministries (CCM). Christian Community Ministries manages 14 Christian Schools in Australia. CCM has a board of directors that are responsible for the strategic planning and direction of the College, and a central office in Brisbane that provides administrative support to our schools.

10 Statement of Faith

We believe the Bible as originally given by God is divinely inspired, infallible, and entirely trustworthy, and is the supreme authority in all matters of faith and conduct, from which we can know that:

1. God: There is one true eternal creator God — Father, Son and Holy Spirit.
2. Creation: God created all things, making man and woman in His own image and for relationship with Him.
3. Sin: Sin entered into the world through human disobedience following the rebellion of Satan against God.
4. Christ: The Son, Christ Jesus, was born of a virgin and lived as a sinless man. Out of the abundance of God's love the Father gave His only Son, Jesus Christ, to die to save all people from sin. Christ rose from the grave defeating the power of sin.
5. Salvation: The death and resurrection of Christ brings salvation by grace through faith to those who repent, seek forgiveness, and believe in Him.
6. Spirit: The Holy Spirit, following Jesus' return to His Father in heaven, lives within those who have salvation as a comforter and guide; guaranteeing their eternal hope.

7. Life: Those who trust in Jesus as their Lord and Saviour are called to live a transformed life and as such we have the responsibility to:
 - a. Encourage other Christians through meeting together for worship and fellowship;
 - b. Uphold moral directives and ethical values contained in the Bible as expressed within the context of their personal life, their marriage life (the covenantal relationship of one man and one woman), and their relationships with others;
 - c. Share the good news to all the world;
 - d. Be active in expressing God's love through social justice.
8. Eternity: Jesus is the only way to a relationship with God. Those who have received salvation have eternal life as joint heirs with Christ. Those who do not believe in Christ are separated from God for eternity.
9. Return and New Creation: Christ will return as Lord to the earth and everyone will see him. There will be a new heaven and a new earth.
10. Marriage: Marriage has been divinely established by God and affirmed by Jesus as the voluntary, lifelong union of one man and one woman to the exclusion of all others. Marriage is a symbolic representation of the nature of God's love for us and for His church, anticipating His union with the believers in eternity. *Genesis 1:27; Genesis 2:18-25; Matthew 19:4-6; Ephesians 5:22-33; Revelation 19: 6-9.*
11. Sexuality: Marriage is the only context in which human sexuality is to be expressed and in which sexual intimacy is to be experienced. The Bible teaches that sexual behaviour is to be limited to monogamous, heterosexual, married couples and that believers are to abstain from sexual immorality. *Genesis 1:26-28; Genesis 2:18-25; Exodus 20:14; Leviticus 18:22; Matthew 5:27-28; Matthew 15:18-20; Acts 15:20; Romans 1:20-32; 1 Corinthians 6:9-20; 1 Corinthians 7:2; 1 Timothy 1:10; Hebrews 13:4*
12. Gender Identity: The two distinct, complementary genders (sexes) of male and female together reflect the image and nature of God (Genesis 1:26-27). The Bible ties gender identity to biological sex (Genesis 1:27; Genesis 2:22-24) and does not make a distinction between the two. God's intended best for humankind is that we live our lives in accordance with our biological sex. According to Scripture, our gender identity is to align with our biological sex, as designed by God. The determination of biological sex commences in the womb and is recognised at birth (Genesis 1:27; Genesis 5:1-2; Psalm 139:13-14; Mark 10:6). We therefore acknowledge the biological sex of a person as recognised at birth and require practices consistent with that sex. *Genesis 1:26-27; Genesis 2:22-24; Genesis 3:21; Genesis 5:1-2; Psalm 139:1-5 and 13-16; Matthew 19:4-5; Mark 10:6-7.*
13. Christian Character and the Appearance of Sin: Acknowledgement of our sin and acceptance of the loving grace of God will lead to purity and holiness as the Holy Spirit's work enables the believer to demonstrate the character of the perfect man, Jesus Christ. The Bible exhorts us to pursue godliness and to model Biblical standards of behaviour to our peers and the wider society in both word and deed. It also calls Christian believers to abstain from all appearance of evil and to be active members of a local Church and meet together regularly as a body so that we may encourage one another. *Leviticus 20:22-26; Deuteronomy 6:25; Psalm 133:1; Matthew 5:16; Acts 2:46; 1 Corinthians 14:26; Philippians 2:12-16; 1 Thessalonians 5:22; Titus 2:10-14; Hebrews 10:25; 1 Peter 1:13-16; 2 Peter 3:11-14; 1 John 1:5-10.*

ROUTINES AND PROCEDURES

11 Term Dates 2025

Term 1	Tuesday 28th January – Friday 11th April
Term 2	Tuesday 29th May – Friday 4th July
Term 3	Tuesday 22nd July – Friday 26th September
Term 4	Monday 13th October – Monday 8th December

12 Student Free Days and Public Holidays 2025

Australia Day Holiday	Monday 27th January
Adelaide Cup Holiday	Monday 20th March
Good Friday	Friday 18th April
Easter Monday	Monday 21st April
ANZAC Day Holiday	Friday 25th April
Student Free Day	Monday 28th April
Kings Birthday Holiday	Monday 9th June
Student Free Day	Monday 21st July
Student Free Day	Friday 5th September
Labour Day Holiday	Monday 6th October
Student Free Days	Tuesday 9th December – Friday 12th December
Christmas Day	Thursday 25th December
Proclamation Day	Friday 26th December
New Years Eve	Wednesday 31st December

13 Bell Times

Time	Lesson
8:30am – 8:50am	Form Group – Roll and Devotions
8:50am – 9:30am	Lesson 1
9:30am – 10:10am	Lesson 2
10:10am – 10:20am	Eating Time
10:20am – 10:45am	Playtime
10:50am – 11:30am	Lesson 3
11:30am – 12:10am	Lesson 4
12:10pm – 12:50pm	Lesson 5
12:50pm – 1:00pm	Eating Time
13:00pm – 1:25pm	Playtime
1:30pm – 2:10pm	Lesson 6
2:10pm – 2:50pm	Lesson 7
2:50pm – 3:00pm	Form Group – Dismissal

14 Lunch Orders

Lunch orders are available from Monday to Friday. Orders to be placed and paid for online before 10:30am every day. When selecting an item, please enter student name and class in the 'special instructions' section. Placing an order after 10:30am will give you the option to order for the following day. Ask the front office for the menu and link to order.

15 Attendance

At enrolment all families agree to support their child/children to attend school regularly. Regular school attendance is crucial for academic success and personal development. It also instils a sense of responsibility, preparing students for future commitments. Please be advised that the following process will be followed for all student with non-attendance, if 10 or more explained or unexplained absences are in a 5-week period:

1. Your child will be identified as 'at risk' due to non-attendance.
2. A letter will be issued to caregivers to inform the child being 'at risk' due to non-attendance and to improve attendance in a specified time frame.
3. If non-attendance continues, the Head of School will request a meeting (non-negotiable) to implement a support plan to increase attendance.
4. Continued non-attendance escalates to the Principal to discuss ongoing enrolment.

Our college is committed to supporting your child/children in reaching every potential both academically and socially. We want to equip your child for life and educate for eternity which is achieved through regular attendance.

16 Absence and Late Arrival

Contact the college by 8:30am and provide family and child name(s), absence date(s) and valid reason, by either:

- Seaview Carer Orbit App: Absence Form
- SMS: 0428038152
- Phone: (08) 7625 2600
- E-mail: office@seaview.sa.edu.au

Absences of 4 or more consecutive days must be pre-approved by the College. An exemption form will be required.

If your child arrives to school after 8:30am, they must go to the front office to sign in and collect a late slip. A valid reason for late arrival must be provided by families.

17 Leaving the College during School Hours

When students are leaving the school early, the below procedure is to be followed: A student coming up to sickbay should always have permission from a teacher prior to arriving at the front office. This can be done via the following:

- Student movement slip (yellow) or student diary entry
- Phone call / internal radio transmission

If none of these is provided, the student will be sent back to the classroom or out to recess or lunch.

If a student is sent home or getting picked up early e.g. sickness/family/behaviour or other reasons, the teacher needs to be notified via phone call or radio by an admin staff member. Then, the admin staff member must make a note on the phone call register when this is done. Please inform the:

- Class teacher for primary students
- Form teacher for secondary students

A parent/caregiver is asked to sign out the student from the front office upon collection.

18 Visitors to the College

Any visitors/parents/caregivers coming on site must report to the front office and sign in on the visitor register. Requests will be directed from there. Visitors/parents/caregivers are not allowed to walk into the classrooms or learning space without permission during school hours. An appointment can be arranged if you wish to speak to a teacher.

19 Volunteers

Volunteer workers make a significant contribution to the College community by giving their time and sharing their God-given skills, talents and expertise. If you wish to volunteer, please ask for a Volunteer Pack from the front office. Documents, such as Working with Children Check, Responding to Risk of Harm, Abuse and Neglect and First Aid Certificate may be required with the application.

20 Uniform Shop

All uniforms must be purchase through the College Uniform shop.

Opening hours are as follows or an appointment can be booked through the front office.

Monday	8:00am – 9:30am	2:30pm – 3:30pm
Tuesday	8:00am – 9:30am	2:30pm – 3:30pm
Wednesday	8:00am – 9:30am	Closed
Thursday	8:00am – 9:30am	2:30pm – 3:30pm
Friday	8:00am – 9:30am	Closed

21 Homework

Homework can often be perceived as an inconvenience to parents and children, and it is not always easy to complete the tasks with enthusiasm. However, homework plays an important role in a student's successful achievement at school. Following are the reasons why homework is a vital part of the educational program at Seaview Christian College:

For Students:

- To revise and practise skills covered in class
- To explore subjects more fully than classroom time permits
- To extend learning by applying skills already gained to new situations
- Memorisation
- Practise basics
- Reinforce concepts
- Develop independent study habits and responsibility

For Parents:

- Homework enables parents to show an interest and be involved with schoolwork
- It enables parents to nurture a love of learning in their children
- It gives opportunities for increased communication regarding a student's progress
- It makes parents aware of the educational program

If there are occasions where homework is proving to be difficult, or when there are family circumstances that prevent homework being done, parents are asked to communicate this to teachers via the student diary.

22 Homework Primary

It is important that families and teachers cooperate in the establishment of a homework routine for students. This helps in the management of family and College commitments.

Why we set homework (Some goals for students in homework) Students will have the opportunity to:

- Practice and reinforce work learnt in class
- Practice setting goals and gain a sense of responsibility
- Establish study habits and a work ethic
- Refine skills of time management and organisation
- In addition, homework encourages families to be involved and to talk through problems.

What role do we encourage parents to play in their child's homework?

- Provide an environment where children can be supervised and encouraged if necessary
- Respect your child's knowledge and skills
- Communicate with teaching staff
- Sign Diary
- Agree with their child on homework times and strategies that enable their child to complete their tasks
- Allow students to work out and find out for themselves whenever possible
- Don't do it for them!

Parent involvement in homework is beneficial to students and positive parental involvement in homework is associated with higher levels of student achievement.

Bedtimes are very important – more important than homework!

Suggested work times per week:

Please note:

- The times indicated are merely suggestions.
- Reading can be a physical paperback book; it does not have to be on a screen.

Reception:

- English: TLC Flash Cards & TLC Homework Booklet
- Semester 2: Point 1 above plus decodable readers
- Maths:
 - Semester 1 Booklet Numbers 1-10
 - Semester 2 Booklet Numbers 11-20
- IXL
- Suggested time per week: 1 hour

Year 1 - 2:

- English: Reading (decodable / readers at student's level) and Lexia
- Maths: Times tables and IXL
- Suggested time per week: 1.5 hours

Year 3-6:

- English: Lexia & Spelling (Spelling Mastery)
- Maths: Times tables and IXL
- Suggested time per week: 2 hours

23 Homework Secondary

It is important that families and teachers cooperate in the establishment of a homework routine for students. This helps in the management of family and College commitments.

Homework should not unduly interfere with family activities. From about Year 6, a major part of homework should be allocated on a weekly basis, so that family activities can be accommodated. Each class/year level/subject needs to have a well- developed and meaningful homework program. Students will need assistance from both teachers and parents in the organisation of their weekly homework timetable. Diaries are issued to students as a communication medium for teachers, parents and students.

We acknowledge that out-of-school activities allow students to learn and grow.

What should parents do when they find there is a problem with homework?

- Communicate with teachers if there are any issues

What role do students play in homework?

- Accept responsibility for the completion and standard of homework
- Ask for help if needed
- Ensure it is handed up on time
- Work to time limits (extra review/revision may be possible when set tasks are finished early)

What is a teacher's role in setting, collecting and marking homework?

- Provide interesting, meaningful and challenging homework
- Provide a balance of different types of homework
- Give clear and easily understood instructions
- Be consistent
- Teach the skills and give information that is necessary to complete the homework
- Revisit work in the classroom if necessary
- Mark and comment on work, giving feedback to students that positively reinforces what they have done
- Expect a consistent level of achievement
- Communicate clearly with parents and students
- Establish routines of homework

What kinds of activities can make up homework?

- Reading
- Observations and discussion
- Collecting and bringing things from home
- Drawing
- Projects and Assignments
- Subject-specific activity sheets

Homework for Year 7-12 Students

Homework is set as an extension of the work done in class. It may involve completing class work, preparing for a future lesson, working on an ongoing assignment or project and may include revision and preparation for the examination period.

The Diary is to be used to record all homework, assignments, projects and deadline dates. Homework must be recorded in the Diary each night. 'None set' is not an acceptable entry.

Students may be required to stay in at recess or lunchtime to complete work. This may be recorded as a negative notification on Edumate.

A recommended time frame for homework is as follows:

- In Years 7-9 set homework could be up to but generally not more than 5 hours per week
- In Years 10-12 the amount of time devoted to homework (includes reading, revision and independent study time) will vary according to the student's learning needs and individual program of learning. Homework could be up to but generally not more than 10 hours per week

24 Assessment

What is Assessment?

Assessment refers to the collection of information about student learning and achievement. It is an important tool in the process of; Teaching → Learning → Assessing → Reporting

The major purposes of an assessment program are to;

- Promote, assist and improve learning
- Improve teaching
- Encourage students to strive to do their best
- Provide meaningful reports to parents or guardians on students' achievements
- Provide information for the issuing of certificates of achievement (e.g. Sace)
- Assist students to set goals for their learning

Types of Assessment

Children are unique and are created with differing learning styles. One student will learn quite easily by studying from a textbook, while another student may learn better from hands on experience. While the College provides a broad subject choice to cater for differing student interests, teachers also strive to use different teaching methods to cater for students' differing learning styles. A variety of assessment techniques are also used to support the teaching and learning in class. Examples of various types of assessment include:

- a) Assignments (reports, essays, posters, brochures, multi-modal / oral presentations etc)
- b) Exams (multiple choice, short answer, essay, practical etc)

25 Academic Integrity

Plagiarism

- Claiming someone else's work as your own
- Any works plagiarised will not be marked

Significant Contribution of Help

- Someone else contributing partially or significantly to the response
- Giving someone else your assignment is a significant contribution of help! Students can be interviewed or required to show progress work.
- Compromised work will receive "NA"

Progress Checks

- Teachers will check on the progress of the assignment each week prior to the due date
- If, in the teacher's opinion, students are not on track to complete the assignment by the due date they will contact parents

26 SACE

The SACE is a significant qualification for students in South Australia, marking the completion of their secondary education. To achieve the SACE, students must accumulate a total of 200 credits by the end of Year 12. This is achieved through a combination of compulsory subjects, elective courses, and possibly vocational education courses (VET).

Compulsory Subjects

For students to successfully complete their SACE, they are required to study the following compulsory subjects:

- Mathematics
- English
- Exploring Identities and Futures (EIF)
- Activating Identities and Futures (AIF)

27 SACE Examinations

SACE Exam Regulations

SACE exam regulations are set by the SACE Board, and the College acts solely as a facilitator. As such, we are unable to alter expectations, dates, times, or content.

Strict rules apply to all examinations, and specific details regarding the format of each exam will be communicated based on the subject.

Absences or Illness During Examinations

Absences must follow strict guidelines, and approval must be obtained from the SACE Board. If your child is unable to attend an exam, please contact the Head of Secondary immediately. Failure to follow the appropriate procedures may result in an incomplete SACE.

Cheating

Incidents of cheating in an examination will be referred to the Head - Secondary who will determine the penalty to be applied.

Expected penalties for cheating would include both notification of parents and a zero grading in Year 7-10 and NR in Year 11-12.

28 Subject Selection

During Term 3, students entering Year 9 & 11 are required to select subjects for the following year. Students and parents will be invited to a subject selection night where they will be provided with the relevant information necessary to make informed decisions.

Subject Changes

At the end of a semester, students in Years 9 to 12 may request a subject change. Students who desire to change subjects will need to adhere to the following procedures:

1. Meet with the Head - Secondary to discuss the change
2. Complete a Subject Change Form available from student reception
3. Take the completed and signed form back to the Deputy - Secondary for final approval

Please Note: These changes should be finalised before the end of Week 2 of the new semester.

29 Stationery Requirements

Primary and Secondary

Books and stationery are supplied to primary and secondary students.

Care of Stationery

At the College, we endeavour to instruct students in the proper care of their own belongings. As a part of this, we expect all students to keep their supplies in a neat and orderly manner. This includes not only making sure that they have the correct tools for their work, but also making sure that all material is cared for appropriately.

Students will be asked to replace items if any of the following is found:

- Graffiti
- Inappropriate pictures – including pop stars, bands and celebrities
- Incorrect use of books
- Damaged beyond normal wear and tear

30 The National Consistent Collection of Data on School Students with Disability (NCCD)

What is it?

The Nationally Consistent Collection of Data on School Students with Disability (NCCD) takes place every year. The NCCD is a collection that counts:

- The number of school students receiving an adjustment or ‘help’ due to disability
- The level of adjustment they are receiving to access education on the same basis as other students.

Students are counted in the NCCD if they receive ongoing adjustments at school due to disability. This ‘help’ allows them to access education on the same basis as a child without disability. The NCCD uses the definition of disability in the Disability Discrimination Act 1992. Schools provide this information to education authorities.

Why is Data being collected?

All schools in Australia must collect information about students with disability.

The NCCD:

- Ensures that the information collected is transparent, consistent and reliable
- Provides better information that improves understanding of students with disability
- Allows parents, guardians, carers, teachers, principals, education authorities and government to better support students with disability.

What are the benefits of NCCD for students?

The information collected by the NCCD helps teachers, principals, education authorities and governments to better support students with disability at school.

When does NCCD take place?

The NCCD takes place in August each year.

Is the NCCD Compulsory?

Yes. All schools must collect and submit information each year for the NCCD. This is detailed in the Australian Education Regulation 2013. For more information, ask contact us at school.

How is Student’s Privacy Protected?

Protecting the privacy and confidentiality of all students is an essential part of the NCCD. Data is collected within our school. Personal details, such as student names or student identifiers, are not provided to federal education authorities.

More information can be gained from the NCCD Portal.

31 Library Rules and Procedures

Library opening hours

Class times PLUS Recess – Primary; Lunch – Secondary.

Borrowing:

- Foundation students are permitted to borrow 1 book per week
- Years 1-6 students are permitted to borrow 2 take home books per week
- Secondary students are permitted 4 books for 2 weeks
- Selected reference books may be borrowed overnight

Textbooks

Textbooks are issued to secondary students through the library.

Care of Resources

Students are expected to care for materials borrowed from the library. While normal wear and tear is expected, damaged or lost materials must be replaced, and parents will be billed for the item/s. If items are accidentally damaged, please return to the library as soon as possible. Please do not attempt to make repairs to books as the library staff are best placed to make these repairs.

COMMUNICATION

32 General

Communication within the College community is an extremely important aspect of school life for staff, parents and students to consider. Communication can be a powerful tool for improving understanding and relationships, but it can also be a destructive force of misinformation leading to relationship breakdown. For this reason, the College encourages open communication between school and home in a variety of ways.

33 Diary – Year 6-12

The Student Diary is a very important resource for the student, parents and College staff. Although it is a good organisational tool, it is also designed to be a major channel of communication between the College and home. Students must keep the Diary in the best possible condition. Misuse (e.g. graffiti, foreign stickers) may result in replacing the Diary at the students' expense. It is important that students adhere to the following guidelines in relation to the use the Student Diary:

- Students should take the diary with them to classes and home every night
 - Homework should be written into the Diary at the end of each lesson or as directed by teachers
 - Parents should regularly seek to check the Diary for the following:
 - The amount of homework the student is required to complete.
 - Assignment Due Dates – to monitor students' progress on assignments
 - Teacher comments – feedback on student's class work and behaviour
 - Parents may communicate to staff via the Diary
 - If the Diary is lost, the Form or Class Teacher must be notified immediately. The student will be required to write down homework details on a piece of paper until the diary is found. If the Diary cannot be found within 5 days, the student will be required to purchase another.
-

34 Formal Complaints

The College welcomes suggestions and comments from parents and takes seriously complaints and concerns that may be raised. If you are concerned, then you should deal with that concern. The fact that you have a concern is a valid reason to follow it up. It is preferable not to discuss your concern with other parents. Although well meaning, this can easily lead to an atmosphere of negativity.

As a Christian College, we urge everyone to deal with concerns in ways which reflect Biblical teaching on dealing with disputes. We follow the Matthew 18 principle of going to see the person with whom you may be having a problem.

In dealing with your concerns, you are asked to observe the following:

1. Take your concern directly to the staff member involved. If, for example, you are concerned about the level of homework a certain teacher has given or a consequence given, then go directly to that teacher with the concern and express it openly in Christian love. To do this, make an appointment through the office, with a note in the diary or an email to the teacher.
2. If you believe that your concern has not been understood or dealt with adequately, then please feel free to make an appointment with:
 - a. Head of Department - Primary – for concerns relating to Primary school issues.
 - b. Secondary – for concerns relating to Secondary school issues.
3. If the concern is still unresolved then please feel free to make an appointment to see the Principal
4. If you are not satisfied after this meeting, the Principal will offer to refer the matter to the Christian Community Ministries head office where matters will be examined thoroughly before responding.

Please find the CCM Complaints Process Guide [here](#).

Confidentiality

Your complaint or concern will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Principal and those directly involved. We cannot entirely rule out the need to make third parties outside the school aware of the complaint and possibly, also the identity of those involved. This would only be likely to happen where, for example, a child's safety was at risk, or it becomes necessary to refer matters to the Police. While information relating to specific complaints will be kept confidentially on file, we would point out

that anonymous complaints might not be pursued. Action, which needs to be taken under staff disciplinary procedures, due to a complaint, will be handled confidentially within the school.

35 Communication with Teachers

As parents, you may organize an interview at a convenient time after school by ringing the office, writing an email message, or writing a note in your student's diary. Teachers will respond at a suitable time. We do request that parents be considerate of teachers once class has started. It is important that parents do not keep teachers from their supervision or teaching duties. Parents are also welcome to visit the classroom to assist or to observe.

Positive Home/ School Communication

Student performance can be improved when students see parents and teachers interacting in a positive way about their learning. To assist in developing an environment of positive communication the College has set down the following guidelines.

Communication should be conducted:

- In a spirit of friendliness, using excellent manners and appropriate language
- In a manner which is concise and purposeful
- In a timely way, it is better to communicate about things when they are current

36 Reporting Procedures

As a parent, you need to know how your child is going in school. You also need to have access to information about academic grades etc. You are always welcome to speak to your child's teacher to either share information or ask for information. The students are also required to record results of exams and assignments in the Diary throughout the year. Please check the student's Diary regularly for results and communication from teachers about the progress of your student.

Secondary student results can be accessed through the College App and Parent Portal at any time. Please see information on the Parent Portal in this handbook. The College also issues Semester reports at the end of each semester. The reports will contain:

- Students' academic results
- Information on behaviour and attitude in class
- Comments on the student's strengths and weaknesses in class
- Strategies on how the student can improve

37 Three Way Conferences – Parents, Student and Teacher

Conferences will be conducted in Term 1 and Term 3. The conference provide an opportunity for parents, students and teachers to discuss the progress of their child. Information on how to make an appointment with a teacher during this time will be provided prior to the evenings. Parents are welcome to meet with teachers or communicate through the diary or email at any time to discuss their student's progress or other related matters. Please contact the College Office, use the diary or email the teacher directly if you would like to make an appointment with a teacher.

38 Newsletter

A college newsletter is published regularly and is available through the app. The newsletter contains up to date information on what is happening in College life, what events are coming up, as well as various other items.

39 Website

Our website contains general information regarding our College. Some specific information which students and parents might find helpful is under either primary or secondary depending on the year level of your child.

40 Parent Mobile App

Our school administration system is called Edumate which allows our school to provide both parent and student portals. The college uses the Carer Orbit App to help keep parents and carers informed and connected with the College, it provides users individualised school information in real time (as it is entered by school staff) and will allow parents/carers to receive the latest updates, links to school services, and respond to information and requests from the College. New families will receive a letter with information on how to access Carer Orbit App early in the school year. Carer/parents should login as yourself, please do not use your partner's login details or allow your student/s to login under your details.

RULES AND GUIDELINES

41 Student Behaviour Development and Discipline

At Seaview Christian College, we have high expectations for student behaviour, whilst recognising that students are still developing the ability to self-manage and be self-disciplined. The basis of our understanding of human relations, values, and behaviour education is the Scriptures. Our aim is to actively teach Christlike character through our College values, providing direction and guidance to cultivate self-discipline and foster Godly character.

In a school environment, behaviour education is important so that:

- Students have a clear understanding of behavioural standards
- Students develop an understanding of right and wrong behaviour
- Students develop the skills to be self-disciplined
- We create a safe, respectful, and productive working environment for all

42 Character Development Approach

- Affirms that each student is uniquely created by God, designed for a purpose with God-given gifts and strengths.
- Is committed to the delivery of high-quality curriculum in safe, supportive and disciplined learning environments that set clear standards of behaviour.
- Promotes student well-being and recognises this is fundamental to a student's success: academically, emotionally, physically and spiritually.
- Intentionally develops character as an integral part of the teaching and learning process.
- Believes achievement, presentation and behaviour in the College should reflect Christian, God-honouring values.
- Employs a proactive approach with evidence-based engagement strategies to promote positive behaviour.
- Responds to inappropriate conduct with truth and grace where consequences are just, progressive and predictable.
- Implements a consistent process where accountability, ownership and restitution are sought through restorative practices.
- Maintains high expectations in an orderly environment where student learning is optimised.
- Explicitly communicates College standards and responses to the College community.

43 Student Code of Conduct

Respectful

“Submit yourselves for the lord’s sake to every human authority: whether to the emperor, as the supreme authority, or to governors, who are sent by him to punish those who do wrong and to commend those who do right. For it is God’s will that by doing good you should silence the ignorant talk of foolish people.” 1 Peter 2:13-15

Everyone within our learning community has the responsibility to respect:

- The authority staff members have in carrying out their roles
- The right of staff members to carry out their roles without disruption
- The right of other students to learn without disruption
- The right of others to be physically and emotionally safe
- The right of others to be respected and to be treated with dignity
- The right of others to have their property cared for
- The effort of families and others (including volunteers) to enable students to have the learning opportunities that exist at Seaview Christian college

Responsible

“But the fruit of the spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.” Galatians 5:22-23.

Everyone within the Seaview Christian College community has the responsibility to:

- Take responsibility for their own behaviour
- Not blame others or things for their poor behaviour
- Speak the truth at all times
- Make good and wise choices
- Regulate emotions
- Demonstrate self-control
- Use appropriate words

Resilient

“Consider it pure joy, my brothers and sisters, whenever you face trials of many kinds, because you know that the testing of your faith produces perseverance. Let perseverance finish its work so that you may be mature and complete, not lacking anything.” James 1:2-3.

Our vision is to see students:

- Develop self-discipline
- Develop patience
- Develop perseverance

Bullying and harassment are unacceptable behaviours within our learning community.

Students: students are to show the utmost care and respect to fellow students.

This is demonstrated by the following:

1. Encouraging others when successful or when trying to be successful
2. Including others rather than excluding
3. Recognising that we are all different and unique
4. Look for opportunities to help other students in need

Facilities: students are to show the utmost respect and care for our college facilities and resources.

This is demonstrated by the following:

1. Using all facilities and resources in the way in which they are intended
2. Keeping the college clean and free of rubbish by being responsible for our own actions and even in taking responsibility for others rubbish etc
3. Being thoughtful in what we do to minimise the chance of damage to facilities and resources

Yourself: students are to commit themselves wholeheartedly to every endeavour in the college.

This is demonstrated by:

1. A positive attitude to all activities and a ‘can do’ attitude, which creates a positive and energetic environment for all
2. Diligence in getting all work, homework, assignments and revision completed by the due date in order to achieve the best possible results
3. Not giving up when things are difficult or treating particular activities as unworthy of your full effort

Intimate relationships

Students are not to engage in boyfriend / girlfriend behaviours, such as displays of affection, intimate physical interaction or secluding themselves away.

Prohibited items

The following items are not to be brought to school:

- Chewing gum
- Mobile phones & smart watches – must be handed in on arrival to school
- Aerosol cans
- Alcohol, drugs, vapes, cigarettes or any other smoking paraphernalia etc.
- Weapons including tools with a blade.
- Electronic devices including, but not limited to, iPods, video games, and cameras
- Glass containers and bottles.

- Lighters
- Soft drinks and energy drinks

Refer to:

- Behaviour management policy
- Anti-bullying policy
- Uniform policy
- Technology policy
- Student attendance policy

44 Uniform

Uniforms may be purchased through the College shop. A price guide is available on our website or at the front office.

Monday	8:00am – 9:30am	2:30pm – 3:30pm
Tuesday	8:00am – 9:30am	2:30pm – 3:30pm
Wednesday	8:00am – 9:30am	Closed
Thursday	8:00am – 9:30am	2:30pm – 3:30pm
Friday	8:00am – 9:30am	Closed



GIRLS FORMAL UNIFORM		BOYS FORMAL UNIFORM		UNISEX SPORTS UNIFORM
YEAR 3 - 6	YEAR 7 - 12	YEAR 3 - 6	YEAR 7 - 12	RECEPTION - YEAR 12
College Hat reversible navy blue and house colours hat with College logo print, compulsory				
Homework Folder navy blue folder with College logo print, compulsory <i>Note: for Reception - Year 4 students only</i>				
College Backpack navy blue backpack with College logo print, non-compulsory				
Dress short-sleeved, checked blue pleated/unpleated dress with bow tie and embroidered College initials	Blouse short-sleeved, light blue blouse with bow tie and embroidered College initials Skirt navy blue skirt	Shirt short-sleeved, light blue shirt with embroidered College initials Shorts navy blue shorts Pants grey trousers (winter)	Shirt short-sleeved, light blue shirt with embroidered College initials Shorts navy blue shorts Pants grey trousers (winter)	Polo Shirt short-sleeved, navy blue sports polo shirt with embroidered College initials Shorts navy blue sports shorts with embroidered College initials Pants navy blue track pants (winter)
Socks plain white crew socks Tights/Stockings navy blue (winter)		Socks plain navy blue crew socks		Socks plain white crew socks
Shoes plain black sports sneakers (laces or velcro)				
Shoes must be plain black sports sneakers (lace up or velcro) that are constructed of sturdy material, provide adequate support and cover the entire upper section of the foot for protection. Skate shoes (flat soles) are not acceptable. Students must wear these shoes with both their formal and sports uniforms. For sports lessons and annual athletics/sports days students are permitted to bring other specialty sports/running shoes to change into if required.				
Jumper navy blue v-neck jumper with embroidered College logo (winter)				Jacket navy blue softshell jacket with embroidered College initials (winter) <i>Note: can be worn with formal uniform.</i> Rugby Tops navy blue rugby top with light blue and white stripes and embroidered College initials
As part of enrolment at Seaview Christian College, students are required to wear the uniform items as listed on this brochure. All uniform items must be purchased through the College Uniform Shop with the exception of shoes and hair ties. A copy of the full uniform policy is available on the College website or by request from the front office. Scheduled uniform days will be communicated at the start of each school year. These days are subject to change, families will be notified if this occurs.				

OTHER UNIFORM EXPECTATIONS

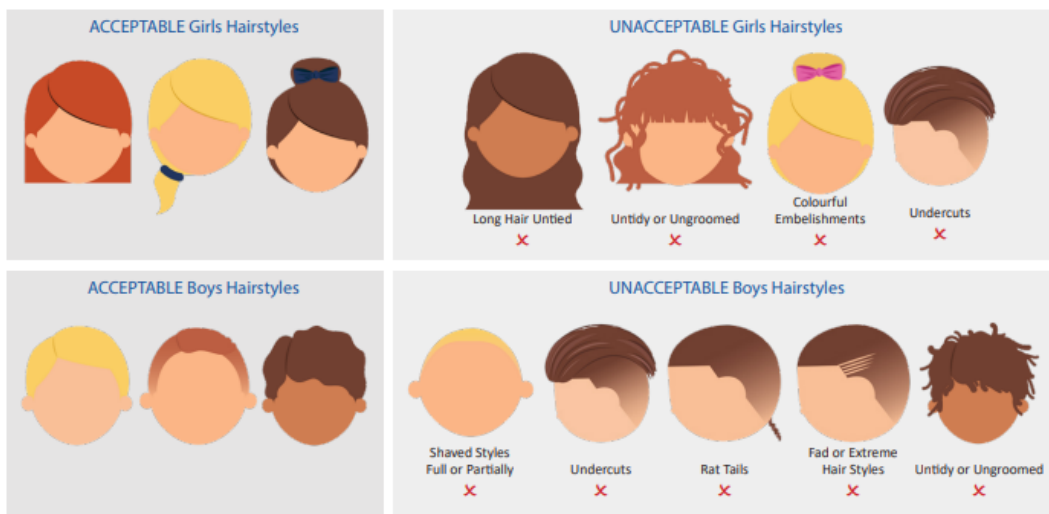
ACCESSORIES

- Allowable jewellery for girls is one pair of small, plain gold/silver sleepers or small, plain studs worn in the lower ear lobe and a small silver, gold or black wristwatch. A medic-alert neck chain or bracelet may be worn also, where this is medically required.
- Allowable jewellery for boys is a small silver, gold or black wristwatch only. A medic-alert neck chain or bracelet may be worn also, where this is medically required.
- Jewellery relating to/maintaining extra ear/body-piercing is not acceptable while attending the college.



ACCEPTABLE HAIR GUIDE

- Hairstyles are to be conservative. No extremes in style or cut are permitted. Hair should be styled in such a way as not to interfere with correct wearing of the hat.
- Girls' hair that touches the shoulder or longer in length must be tied up or braided. Short hair is to be worn away from the face. Hair ties and accessories must be either navy blue, black and/or white.
- Boys' hair is to be tidy, and of a short style no shorter than a no. 2 cut length. Hair needs to be off the ears, eyes, eyebrows and nape of the neck. Undercuts, mohawks, rats tails, mullets, razor patterns are not acceptable. Only minimal hair product is permitted.
- Boys are to be clean-shaven at all times. Sideburns are to be no lower than the bottom of the ears.
- Unnatural hair colour is not acceptable.



MAKE-UP / OTHER

- Make-up (concealer) only permitted in small quantities to cover blemishes.
- No fake eyelashes or eyelash extensions.
- Nail polish and/or fake nails are not permitted.
- Body tattoos are not permitted.

Guide effective from 1 January 2024
Guide updated 2 April 2025

45 Student Drivers

Students who wish to drive to and from school must complete the required approval process through Student Services. This process ensures the safety and accountability of all student drivers and includes the following steps:

- Completion of the Student Driving Form – The student must complete and submit the form, which requires:
 - Parent/guardian consent
 - Vehicle details and proof of a valid driver's license
- Approval Process – The form will be reviewed by:
 - The Head of Secondary
 - The Principal

Important: Students must not drive to school until they have received official approval. Failure to follow this process may result in disciplinary action.

46 Lockers

Secondary students each have their own locker with a combination lock in which to store books and other school materials. Students who are given the opportunity to use a locker will need to adhere to the following guidelines:

- Student lockers are to be used for the purpose of storing books and other school materials
- The lockers and locks are the property of the school and any misuse or loss will incur a fee to replace the locker and/or lock
- Stickers are not to be placed on any surface of the lockers
- Students may use the lockers before school, after school, morning tea, and lunchtimes. Lockers are not to be used between lessons. Therefore, it is important that students organise all the equipment required for the lessons in between these times.
- When not in use the locker must be locked
- Every student is expected to safeguard the security of his/her locker. The College does not take responsibility for thefts from lockers. Money and articles of value should not be placed into lockers but taken to reception for safe keeping.
- Students must not interfere with other lockers or padlocks
- Theft is a serious matter and if detected may result in prosecution, suspension or exclusion
- The College reserves the right to inspect lockers without notice at any time
- Students are not to share lockers or the combination of locks
- The College reserves the right to withdraw the use of lockers at any time

47 Mobile Phones, Smart Watches and Electrical Devices

Mobile phones and Smart watches are not permitted to be held by students when at school. If parents require their student to have a mobile phone at the College, the mobile phone **MUST** be handed in on arrival at school and collected at the end of the day. Mobile phones are **NOT** to be kept in bags or lockers.

Tablets, MP3 players, hand-held games etc. are not permitted at the College. If a student is found to have possession of one of these devices during school hours, they will have the item confiscated for one week. If there is a re-offence, the confiscated item would only be returned to a parent or guardian.

HEALTH AND SAFETY/PROTECTION OF STUDENTS

48 First Aid, Medication and Health Matters

Parents are to inform the college and complete a medication form (available from the College office) if their student needs to have any medication at school. Medication must be in the original container on which the doctor / pharmacists' instructions are clearly labelled. Medication is to be held at the office and will be administered to the student as prescribed. Over the counter medications, for example, pain relief such as Paracetamol or Nurofen, cannot by law, be administered at school unless the same procedure as for prescribed medication, as above, is used.

Any medication that is not collected at the end of the year or that is expired will be disposed of.

Students who are unwell should not be sent to school. Students who become sick during the day or sustain an injury while at school are to report to the College Office with the permission of a staff member. If the illness or injury is beyond the scope of our staff to deal with, parents and / or the ambulance will be called.

49 Parking and Traffic

Please take note of the following in order to keep your child and others safe whilst on the school grounds:

- You may pull in to the zones along Seaview Road to drop off or pick up, but you must park your car within the college parking area provided. Leaving your car parked with the engine running (unattended) is prohibited and illegal.
- Drive as far forward in this area as possible to allow other vehicles to pull in behind you
- Discuss with your child about whether you need to park and enter the school or could you simply drop off and pick up in these zones

In an effort to ease congestion and maintain traffic flow, please observe the following:

- Do NOT call children across the road or ask them to cross unassisted
- Do NOT double park in any of our car parks or in the area outside the school gate

50 Bus Travel

The college supports bus travel for students to and from the college. A bus information pack and application can be requested from the front office.

51 Evacuation Procedures

Emergency facilities, procedures, training and practice drills will be formulated and practised to assist in protecting the health, safety and welfare of all employees, visitors, contractors and members of the college community in the event of any reasonably foreseeable emergency situation/s. The college will endeavour to identify all reasonably foreseeable situations that may constitute an emergency.

If the EVACUATION SIGNAL is heard, i.e. 'Evacuation Alarm – Whoop Whoop Sound', the following evacuation procedure is undertaken by the teacher:

1. Shut all windows and doors, line children up at class door
2. Walk at rear of class along the predetermined route (refer to emergency exits map in room) to your designated position on the front lawn assembly area
3. Collect class list from your Warden and arrange class alphabetically behind your placard in a boys and girl line as per the list (If weather conditions permit the students are to sit on the grass)
4. Check all students against the class list; record any absentees and return the completed list to your Warden
5. Keep students grouped together, quiet and calm and await further instructions

52 Lockdown Procedures

If LOCKDOWN signal is heard i.e. “Waltzing Matilda” tune or code word follow the lock-in procedure:

If during lesson time:

1. Shut all windows and lock all doors. Close curtains/blinds
2. Everyone under desks until further instructions
3. Following the “ALL CLEAR” message on PA

If during recess/lunch time:

1. Go to classroom, let students in
2. Shut all windows and lock all doors. Close curtains/blinds
3. Everyone under desks until further instructions
4. Following the “ALL CLEAR” on PA

53 Privacy Policy

The Privacy Policy governing the Christian Community Ministries Colleges and Early Childhood Education & Care Centres can be found on the College’s website. If you would like a printed copy of the Privacy Policy please contact the College office on 7625 2600.

54 Computer Usage Policy

Seaview Christian College has a notebook computer 1 to 1 program for all students at no additional cost to families. Secondary Students can use their allocated notebook computer both at the College and at home. A Notebook Computer Agreement will need to be agreed to by the student and parent before a computer is allocated each year.

55 Anti-Bullying Policy

Seaview Christian College aims to have a safe, bullying free environment. Bullying is viewed as a serious offence and is dealt with under our school-wide bullying policy. Bullying may include actions such as the following:

1. Name calling
2. Constantly repeated behaviour, which is annoying to others
3. Actions, which others find intimidating such as standing in, too close a proximity to another, shoving, feigned tripping and the like
4. Physical abuse such as hitting or kicking
5. Exclusion from games and activities
6. Insulting talk

Students who feel uncomfortable or threatened by the actions or words of another student should report the matter to a teacher or another staff member immediately. The College Anti-Bullying Policy sets out actions to be followed whereby such complaints are investigated and follow-up actions identified. A full copy of the policy is available in the College Office. Parents are encouraged to contact the class/form teacher if you have knowledge or suspicions that your student is being bullied. Please also encourage your student to talk about their day so that you remain in touch with what is happening day to day with them.

Please find our Anti-Bullying Policy on our College’s website.

CHILD PROTECTION AT SEAVIEW CHRISTIAN COLLEGE

56 Overview

Seaview Christian College recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason, the welfare and best interests of the children within our college will always be a primary consideration.

We expect our students to show respect to our staff and volunteers and to comply with safe practices. We also expect all staff to ensure that their behaviour towards and relationships with students, reflect proper standards of care for students, and are not unlawful. The College will respond diligently to a report of suspected or actual harm, or risk of harm to a student.

All staff are trained in *Responding to Risks or Harm, Abuse and Neglect – Education and Care* and are mandated to report any suspected or actual harm, or risk of harm to a child.

If at any time you believe a child to be at risk of harm, please report to College staff immediately or contact South Australian Police on 000 or 131 444.