A ministry of Creek Street Church

Creek Street
Christian College

Parent Handbook

2026

Established 1981

Reg No. 1824

Member
Association of Independent Schools Victoria
Christian Schools Australia

From the Principal

Dear Families of Creek Street Christian College,

We extend a warm welcome to all families and members of our broader community. The strong relationships we build with families who play a vital role as the primary educators of their children, are deeply appreciated and help foster a united and supportive school environment.

At Creek Street Christian College, we provide an array of learning programs that cater to students from Pre-Kinder through to Year 12. Our longstanding commitment to pastoral care ensures that students are nurtured in a safe and compassionate setting, allowing them to grow with confidence and reach their full potential.

Each day, it is a privilege to engage with our students and witness their growth, not only in academic achievement but also in their personal journey of discovering their identity in God. Guided by our Purpose Statement, “Helping students discover all God made them to be,” we believe that when students truly grasp how deeply they are loved and valued by God, it positively influences every aspect of their development.

We hope you find the Parent Handbook to be a helpful guide and look forward to partnering with you and your family throughout the school year.

Many blessings,

Lynne Hall

College Principal

Contents

Creek Street Christian College Vision, Mission, and Philosophy Statements

College Vision

Equipping students to impact the world for Christ and discover all God made them to be.

College Mission

Creek Street Christian College partners with families to provide a Christ-centred education within a nurturing, disciplined environment. We are committed to helping students discover their God-given potential, pursue academic excellence, while growing in faith, character, and purpose. Grounded in this foundation, we inspire students to live with integrity, cultivate a positive outlook, and become compassionate, self-disciplined individuals who contribute meaningfully to their communities; both locally and internationally.

College Philosophy

At the College, our approach to learning is holistic in nature. We have a commitment to the development of the whole student in a Christian environment. A Christian education provides unparalleled opportunities for students to discover their passions and nurture their talents. We teach, equip, activate, and release the students with the wisdom which comes from God.

Our four foundations of a true Christian Education are to learn to:
Know and Understand…
Our programs are designed to engage the learners by stimulating wonder and dynamic educational experiences. The students develop a deeper connection to content, understand that learning areas are related to each other and the world beyond the classroom. Our students take risks, become independent thinkers in a rapidly changing world, seeking and acquiring new skills and knowledge at every stage of life.

Apply/do...
Learning is developed through experience, action, and engagement. Through real-life experiential learning students at the College understand how to put their knowledge and skills into action in meaningful and positive ways locally, nationally, and globally. We believe the Bible is God's revelation to man and that it contains the principles and values that show us how to live and do what God has called us to do.

Collaborate...
God created us for relationships. In fact, the greatest commandment - love your God with all heart, all your soul, and all your mind (Mark 12:30-31) helps us build, maintain, and expand our relationship with God and others. At the College, much of what we learn is about ourselves in relation to experiences with others. Through this our students develop collaborative, interpersonal, social and language skills to help them develop an appreciation for the wider world and their place within it.

Become...
From Early Learning Centre (ELC) to Year 12, the students begin on a journey of discovering and embracing all God has made them to be and are helped to become their best versions of themselves. Students graduate from the College as open-minded, compassionate, balanced, resilient global citizens.

Faith

Statement of Doctrines and Beliefs

1. We believe the whole Bible is uniquely inspired by God & is therefore wholly trustworthy and of supreme and final authority in faith & life (2Timothy 3:16-17, 2 Peter 1:21).
2. We believe the sovereign God is one, in three co-equal persons, the Father, the Son and the Holy Spirit, who act together in creation, providence, redemption and restoration (Matt 28:19, Colossians1:12 -16).
3. We believe in the creation, test, and fall of man as recorded in Genesis; his total spiritual depravity and inability to attain to divine righteousness, apart from amazing grace (Romans 5:12-18).
4. We believe Christ died for our sins, was buried, and rose again the third day, and personally appeared to His disciples (1 Corinthians 15:1-7, Romans 4:24-25, Acts 10:39-41, 13:29-31).
5. We believe in the bodily ascension of Jesus to heaven, His exultation, and personal, literal, and bodily coming again the second time for His Church (John 14:2,3, Acts 1:9-11, 2:32-33, Philippians 2:8-11,1 Thessalonians 4:13-18).
6. We believe that Jesus Christ, the Son is fully God and fully man. We believe in His virgin birth, His sinless life, His sacrificial death in our place, His bodily resurrection, His bodily return to judge the living and the dead (John 1:1-14, 2 Corinthians 5:21, Romans 8:34).
7. We believe in the salvation of sinners by grace, through repentance and faith in the perfect and sufficient work of the Cross of Calvary by which we obtain forgiveness of sins and liberty from bondage originating in Satan (Ephesians 2:8,9, Hebrews 9:12, 10:12-14, John 8:31-36, Romans 5:11, Galatians 5:1,13).
8. We believe in the Holy Spirit who together with the Father and the Son is worthy of our worship, who convicts the world of guilt regarding sin, righteousness, and judgement. The Holy Spirit unites us with Christ, and makes us partake in Christ's risen life, pointing us to Jesus, freeing us from slavery to sin, producing in us His fruit, granting to us His gifts, and empowering us for service in the world. (John 3:5-7, John 14:16 -18, John 15:26).
9. We believe in His death and resurrection, the Lord Jesus Christ took the place of humanity, making full payment for the sins of all people. For those who accept His grace and exercise faith in Him, He secures forgiveness, a right relationship with God, a new life now and an everlasting life now that will continue at the end of history. (Romans 3:23-26, 2 Corinthians 5:21, 1 Peter 1:3, 1 Peter2:24).
10. We believe in water baptism, by immersion wherever possible, in the name of the eternal Godhead in order to fulfil the command of the Lord Jesus Christ (Matthew 28:19, Acts 2:36-38, 8:36-38, 19:1-6, Romans 6:3-4, 1 Peter 3:21).
11. We believe in the baptism of the Holy Spirit as a real experience at or subsequent to salvation, with scriptural evidence such as speaking in other tongues as the Spirit gives utterance (Acts 2:1-4, 8:14-17, 10:44-46, 1 Corinthians 12:13, Galatians 3:14).
12. We believe in the operation of the gifts of the Spirit as enumerated in 1 Corinthians 12:8-11, as manifested in the early Church.
13. We believe in the Spirit-filled life, a life of separation from ungodliness and perfecting holiness in the fear of God as expressing the true Christian faith (Ephesians 5:18, 2 Corinthians 6:14, 7:1, Galatians 5:16-17, 22-25).
14. We believe in the healing of the body by divine power or divine healing in its varied aspects as practised in the early church (Acts 4:30, Romans 8:11, 1 Corinthians 12:9, James 5:14).
15. We believe in the Table of the Lord, commonly called Communion or the Lord's Supper, for believers (1 Corinthians 11:23-32, Matthew 26:26-28).
16. We believe Satan is a personal spiritual being opposed to God and the salvation of humanity, sworn to enslave and destroy the human race, but his ultimate purpose has been brought to nothing by the Lord Jesus Christ (Genesis 3:1-15, Matt 4:1-11, Rev 20:10, Col 2:15).

17. We believe in eternal life for believers and a person who rejects the gift of eternal life in the Lord Jesus Christ will be eternally separated from God. (John 5:25, 3:16, John 3:36, Rev 20:12-15).
18. We believe that there is one true universal Church made up of genuine believers, and that this one universal Church is important to God and composed of many local churches in given localities. These churches are under the sovereign headship of the Lord Jesus Christ, exercising autonomous government under Him, administering all its local affairs and ministry as well as the propagation of the gospel (Acts 15:22, Matthew 16:18, 18:15-20).
19. We believe God has instituted the family as the central social structure and parents have the primary responsibility for bringing up their children. Parents are to instruct and care for their children and provide for their physical, spiritual, and educational upbringing. God has also instituted the church to make disciples of all nations and provide spiritual teaching. He has established civil governments to make laws, keep civil order and promote human flourishing. Each of these institutions has distinct roles and responsibilities which overlap but one should not usurp the role of the other (Genesis 1:28, Mark 12:17, Romans 13:1-7).
20. The College plays an important role in the formation of students- in leading and nurturing the, spirit, mind and body, to lay hold of their unique purpose and potential in God's world, and to equip them for a life of fulfilment and significance. It is the aim of the College that graduating students will be transformational in their future callings and vocations (Psalm 127:3-4, Psalm 139:1-18).
21. We believe God has created humanity in His image and ascribed dignity, sanctity and worth to human life from conception until death. God requires human life to be accorded respect and to be protected from harm (Genesis 1:27, Psalm 139:13-16, Exodus 20:13).
22. We believe God has created humanity as distinctly male and female and has ordained a normative connection between binary biological sex and a person's true self-conception as male and female. The two distinct, complementary genders (sexes) of male and female together reflect the image and nature of God. The Bible ties gender identity to biological sex. 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 confirmed at birth. We recognise that in a very small number of cases sex may be indeterminate at birth and a determination of sex may be required.
    We 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, Matthew 19:4, Genesis 5:1-2, Psalm 139:13-14, Mark 10:6).
23. We believe some people will marry and some will remain single: one is not inferior or superior to another, and both have dignity, according to the Bible. God has instituted marriage between one man and one woman for life to be the only Scriptural covenantal, sexual, and procreative union for humanity which signifies and mirrors the covenant love between Christ and His Church. Married couples must be sexually faithful to each other. Sexual relationships outside of marriage between a man and a woman are contrary to God's will and command for humanity (Genesis 2:23-24, Matthew 19:5-6, Ephesians 5:22-32).
24. We believe humanity, originally created for a relationship with God, turned away from God and thus became sinful by nature and practice, unable by any personal merit or effort to restore that relationship. This fall has corrupted human identity and purpose, impacted sexuality, family and social relationships, and has separated humanity from fellowship with God (Genesis 1:26-31, Romans 1:18-32, Romans 3:23, Titus 3:3-7).
25. 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, 2 Thessalonians 5:22, Titus 2:10-14, Hebrews 10:25, 1 Peter 13-16, 2 Peter 3:11-14, 1 John 1:5-10).

26. Creek Street Christian College Incorporated aims to spread and strengthen the teaching of Christian faith, as articulated in this Statement of Doctrines and Belief, the maintenance of the doctrines upon which that faith rests, and the observances that promote and manifest that faith. In the context of Christian schooling, conduct that is inconsistent with the Christian beliefs of the College, including on the part of the student body, can impact detrimentally on:
    a. the College's ability to be conducted in conformity with its Christian doctrines, tenets, beliefs, or teachings.
    b. its ability to maintain its Christian ethos; and
    c. its ability to model a Christian standard of conduct to each individual student and to the student body.

    The use of college facilities or property in a manner that is inconsistent with its Christian doctrines, tenets, beliefs, or teachings can have the same impact. Such conduct can remove the ability of the College to act in conformity with its doctrines, tenets, beliefs, or teachings and can incur injury to the religious susceptibility of adherents of its religion (Psalm 127:3, Proverbs 22:6, Matthew 5:13-16, Matthew 18:10, Mark 9:37, 42, Luke 17:1-2, Acts 20:28, Ephesians 2:20-22, Ephesians 5:3, Hebrews 10:24-25, Hebrews 13:17).
27. We believe that the Christian faith is a life-transforming faith. That transformation is enabled through the active power of the Holy Spirit. Accordingly, an active faith will be authentically evidenced in a believer's actions. We believe that the Christian faith cannot be authentically conveyed by a person whose words are inconsistent with their actions. The Christian faith's most authentic representations is found in an alignment of expressed affirmation and practice. Accordingly, actions can inform the content of one's faith. Every staff member represents the dramatic outworking of the Christian faith through the testimony of their acceptance of Jesus Christ as Lord and through the resultant ongoing daily transformation towards Christ's likeness, as evidenced through the fruits of the Spirit. Across the full complement of occupations found within our staff community, every member plays a crucial role in demonstrating the outworking of an authentic Christian life to the wider school community. It is for this reason that we believe that, in the context of Christian schooling, 'it takes a village to raise a child' and that 'faith is caught, not taught' (Matthew 7:20, 1 Corinthians 12:12-31, 2 Corinthians 3:17-18, Galatians 5: 16-26, 1 Thessalonians 5:22, James 1:22-25, James 2:14-26).
28. Those called to model the Christian faith to others receive the high and worthy calling. Those who accept such a calling do so acknowledging that conduct that is inconsistent with the professed beliefs can place an impediment toward, or negatively impact upon, the faith of other believers, or those who are yet to express faith in Jesus Christ.

    We believe that such impediments or impact can also occur where Christian believers have failed to model the Christian life but continue to personally affirm Christian beliefs (Matthew 18:6, Romans 14, Ephesians 4:1, 1 Timothy 3; 1 Timothy 4:12, 2 Timothy 2:15, Titus 1:7-14, Hebrews 13:7, James 3:1).

- NOTE: Bible version used is New King James translation.

College Values

Helping students **DISCOVER** all God made them to be.

D	**Devotion**	'Till I come, devote yourself to reading, to exhortation and to teaching and instilling doctrine.' 1 Timothy 4:13 AMP
I	**Integrity**	'Joyful are people of integrity, who follow the instructions of the Lord.' Psalm 119:1 NLT
S	**Service**	'God has given each of you a gift form his great variety of spiritual gifts. Use them well to serve one another.' 1 Peter 4:10 NLT
C	**Compassion**	'Therefore as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience.' Colossians 3:12 NIV
O	**Optimism**	'I can do all things through Christ who strengthens me. 'Philippians 4:13 NKJV
V	**Vision**	'Where there is no vision, the people perish: but he that keepeth the law, happy is he.' Proverbs 29:18 KJV
E	**Excellence**	'And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritances; for you serve the Lord Christ.' Colossians 3:23-24. NKJV
R	**Respect**	'Show proper respect to everyone, love the family of believers, fear God, honour the king.' 1 Peter 2:17 NIV

College Logo

The College logo is designed in the shape of a shield. The shield represents the greatest weapon a Christian possesses and is mentioned in Ephesians 6:16.
'Above all take **the shield of faith**, with which you will be able to quench all the fiery darts of the wicked one' (New King James).

The shield was an important piece of armour for a soldier to protect all the parts of his body and to buffer the arrows and darts that the enemy fired at him.

The Bible lies open on the shield. For Christians, the Bible occupies the central position in their lives. It is the guidebook containing the **inspired word of God** that shows them how to live in a manner that is pleasing to Him.

Above the Bible is a sword and a dove. These two graphics are linked together through the verse in Ephesians 6:17 which tells the Christian soldier to take the 'Sword of the Spirit which is the Word of God'. It acknowledges the active working of God's anointed word in our lives. The parallel of God's word being like a sharp sword which divides evil from good is mentioned in Hebrews 4:12.

Two College colours seen in the logo are royal blue and white. Royal blue was chosen as it is the heavenly colour of the Holy Spirit. White speaks of the robe of righteousness which we receive when we become a Christian. This represents holiness, purity and living the right way before God. A third colour, red, has been introduced into the uniform to signify the blood of Christ which cleanses us from all sin.

Dove Logo

The dove logo is used on uniform items and in places where a simplified emblem is required.

College Motto

The College Motto: 'Seek Truth: Love Mercy' is based on the scripture in Proverbs 3:1 - 4 (NKJ)

1. *"My Son do not forget my law*
   But let your heart keep my commands
2. *For length of days and long life*
   And peace they will add to you
3. *Let not mercy and truth forsake you*
   Bind them around your neck
   Write them on the tables of your heart
4. *And so find favour and high esteem*
   In the sight of God and man."

Our motto has two main challenges:

- Firstly, to seek out and know the truth. The Bible says that Jesus is the way, the truth and the life and was our example of someone who lived according to God's truth (His Word and Ways). Christians acknowledge this is not an easy task, but with God's help it is possible to accept the challenge and live by it.
- Secondly, in understanding Truth we acknowledge as Christians that God is merciful and always forgives those who ask. The Bible says that because God has forgiven us and always forgives us we should be the same in our treatment toward other people.

Purpose Statement

Helping students *discover* all God made them to be.

Admissions Policy

It is our expectation that families who wish to be part of our community will give their full support to the Christian ethos of the College and that this support is ongoing for the duration of the time the children are with us. We expect that we will have their support and understanding of the importance of our faith and belief in the love that God has for each one of our students.

Members and friends of the local Church community are encouraged to enrol their children and to take advantage of the benefits offered by our College. Other members of the community, who are Bible believing people, are invited to enrol their children, provided they can accept the Statement of Faith and the College's Christian basis as outlined in this Parent Handbook.

Students who will best enhance the College community will be admitted to the College. This will be determined by carefully considering whether the student is able to comply with the College programme and the behaviour standards that are set. Most importantly it also requires that a positive attitude be possessed towards the spiritual essence of the College.

Our College will endeavour not to exclude anyone because of financial hardship and will not discriminate based on race, gender, national or ethnic origin or anything else.

The College requires that all students accepted for enrolment should fully participate in all learning areas being provided by the College, including all Chapel sessions, Devotions and Christian Living classes. They must also have a clear understanding of and conform to the College's expected standards of behaviour and discipline procedures.

As both the home and the College are involved in the transmission of values and attitudes, it is essential that they work in harmony with each other.

Enrolment Procedure

Please refer to the Enrolment Procedure available on the College website.

Daily Schedule

Pre-Kinder

Our students in are expected to attend the College from 08:30 until 12:30 on Mondays and Fridays. After School Care is not available for this age group.

Kinder

Our students are expected to attend the College from 08:30 until 14:40 on Tuesdays, Wednesdays and Thursdays. Students are eligible for After School Care.

Primary and Secondary College

Students in Primary and Secondary College are required to be at the College prior to the 08:50 bell. Students arriving after 09:00 will be marked as late. Times late are recorded on the College Management System.

While Primary and Secondary College classes from Prep to Year 12 are provided on the one campus the various faculties have separate timetables to make best use of our facilities.

Prep-2	Year 3-6	Secondary
08:50 - 09:30 - HR/CL/Chapel	08:50 - 09:30 - HR/CL/Chapel	08:50 - 09:30 - HR/CL/Chapel
09:30 - 10:00	09:30 - 10:00	09:30 - 10:30
10:00 - 10:30	10:00 - 10:30	
10:30 - 11:00	10:30 - 11:00 - 1st Break	10:30 - 11:30
11:00 - 11:30 - 1st Break	11:00 - 11:30	
11:30 - 12:00	11:30 - 12:00	11:30 - 12.10 - 1st Break
12:00 - 12:30	12:00 - 12:30	
12:30 - 13:00	12:30 - 13:10 - 2nd Break	12:10 - 13:10
13:00 - 13:40 - 2nd Break	13:10 - 13:40	
13:40 - 14:10	13:40 - 14:10	13:10 - 13:55
14:10 - 14:40	14:10 - 14:40	13:55 - 14.20 - 2nd Break
14:40 – 15:10	14:40 – 15:10	14.20 - 15.20
15:10 - Dismissal	15:10 - Dismissal	15:20 - Dismissal

College Year

The College year is based on four terms.

Our College recognises public holidays and allows for staff professional learning and curriculum days as the need arises. When staff professional learning days are taken these are generally scheduled adjoining College holidays for family convenience.

Communication

Office Hours:	Monday to Thursday 8:15 to 16:30	Friday 8:15 to 16:00

Phone:	54421722
Absence line:	**5441 2442**
Email:	info@creekstreet.vic.edu.au
Website:	www.creekstreet.vic.edu.au
Address:	91 Creek Street Bendigo 3550

Communication with Parents

Parents may be contacted by the College or staff by phone, email, SMS, Compass, TrustLoop or mail. We ask that parents ensure that their contact details are kept up to date throughout the year to facilitate this expedient communication. SMS messages are primarily used to contact parents should their child be absent without notification, for reminders or to notify of changes to plans for excursions and other events.

Bulletin

A parent bulletin is sent out fortnightly in Week 2,4,6 and 8 of each term.

Communication with Staff

The College encourages parent-teacher communication, and all staff are happy to speak with parents to facilitate the smooth running of the College and to work towards maximum use of all educational opportunities presented to students.

For this reason, families are asked to maintain a positive and open relationship with the College; ensuring interactions with staff are conducted in an appropriate manner.

This can be achieved by:

- Writing a letter or an appropriate note to the teacher, staff may do the same in reply
- By telephone, although teaching staff are not readily accessible during the day and do not take calls when teaching or supervising students. In most cases the office staff would take a message for the staff member
- Via email address as listed on our website/Compass
- By interview as organised via the College office.

We would also ask that parents please keep teachers informed of any family circumstances which may impact students during their day. It may be that teachers need to be particularly sensitive to students needs should there be a change in their usual home routines or any emotional upset.

Interaction with Staff

While we are pleased to assist parents in any way, interruption to teachers' preparation time prior to the 8.50am bell each morning should be avoided. Teachers' priority is to their students and this time of the morning is particularly important in setting up for the day's learning.

In some instances, a written note or phone call to the College office may be a more appropriate and understanding method of communication. Parents wishing to speak to teachers at length are asked to make an appointment at the College office. If parents do wish to speak with teachers, it is appropriate to let them know what the topic of conversation will be so they can be appropriately equipped to answer any questions parents may have.

Creek Street staff are employees of the College. Staff have the right to a safe and supportive work environment. The College, under various legislation, must ensure that staff are interacted with in an appropriate manner.

Parents are asked to take the time to seek clarification, to ensure they are open to hearing another side, and those who seek to maintain relationship will receive the highest level of service and support from College staff.

Communication with Students During the Day

While acknowledging that there may be times when messages need to be passed from parents to students, we do ask that these be kept to urgent matters only. Every effort will be made to convey a message, but no responsibility will be accepted for any messages not received. Year 7 to Year 12 students will be notified of messages via the message screen outside their main locker area, which will request they come to the College office.

We **do not permit students to use mobile phones during the day**, so messages left for them on their phones are not encouraged and should not be expected to be accessed until the end of the day. Parents should also be mindful that **communication via electronic devices is not permitted** during school hours.

Finance Matters

Government Allowances

A Government Conveyance allowance is available to students who live more than a radial distance of 4.8 kilometres from the nearest Christian school and are not using a Government bus service. Application forms are available at the College office.

An Education Maintenance Allowance is available half-yearly to low-income families who hold a Health Care or Health Benefits card. Application forms are available at the College office.

College Tuition Fees

Creek Street Christian College has partnered with specialist provider Edstart to make managing school fee payments easier. Through Edstart Plus, the college is able to provide flexible payment options to all families for the payment of school fees.

- Pay weekly, fortnightly, or monthly or by term by selecting the schedule that works best for you
- Ability to choose your preferred day for when payments are made
- Spread your school fee payments over the full school year
- Option to pay via direct debit, debit/credit card or BPay
- Adjust your repayments at any time
- No credit checks or additional costs to families

Information is obtainable from the College Office or from our website.

The College Council review the tuition fees each year and endeavour to set them at a level that is affordable to most families within our community. An administration fee may be charged for overdue fees especially if no arrangement has been made with the College, or if the arrangement is not adhered to. Fee accounts are distributed to families each term.

Please note that non-payment of fees in a timely manner may jeopardise your child's position and any sibling's future enrolment in the College. All costs associated with the follow-up of outstanding accounts handed to the debt collection agency will become the parent's/caregiver's responsibility.

Collection of Money

All money should be placed in an envelope with the student's name, amount, and statement of purpose on the outside. Primary College students hand their money to their homeroom teacher while Secondary College students take their money directly to the College office before 09:00 or learning area teacher as applicable. In most cases provision will be made for electronic options for payment.

Staff Community

College Executive Team

Principal

Mrs L Hall	B.T, B. Ed, Master of Educational Leadership, GAICD

Assistant Principal: Student Well-Being

Mr J Ball	B.T, B. Ed

Assistant Principal: Teaching and Learning

Mrs M Boulanger	MA (Ed, Ling), Dip.Ed, B.Lang

Corporate Services Manager

Mr S Eldridge	B.Bus(Acc), MBA, CPA, GAICD

Teaching Staff

Dr D Annor	B. Ed – Maths, Dr of Philosophy in Maths
Mr B Apostolou	B. Ed
Mrs R Apostolou	B. Ed, Grad Cert TESOL
Mrs B Ball	B.T, B. Ed, Grad Dip Early Childhood Teaching
Mr J Ball	B.T, B. Ed
Mr T Barnes	B. Ed, B. Th, GCDiv
Mrs M Boulanger	MA (Ed, Ling), Dip. Ed, B. Lang
Mrs A Bourdon	B. Ed, Grad Cert of Teaching Students with Autism Spectrum Disorder, Grad Dip of Teaching Students with Autism Spectrum Disorder
Mrs J Campbell	B.T, B. Ed
Mrs J Cherry	B. Arts, Dip. Ed
Mrs S Colquhoun	B. Ed, Dip. T
Mr S Diedricks	Dip Sport Management, Post-Graduate Cert in Education, B. Ed in Educational Management, M. Ed Leadership & Positive Behaviour Support
Mrs Z Diedricks	B. Law, Teacher-Preparation & Cert Program, M. Ed
Ms J Donier	M. Teach (Sec) – LOTE and TESOL and MA
Mrs K Douglass	B. Ed, B. Science, Cert IV TAE
Mrs L Eldridge	B. Ed, Cert 3 Ed Sup
Mrs H Franklin	M. Teach(PEC), BContempArts, Dip. Ath
Ms A Gaskell	B. Ed, B. Applied Sci. Grad. Dip Arts (Theology/Ministry), Grad. Dip. Counselling.
Mrs T Gouws	B. TechDip, NatDip, CertEd
Mr J Grey	B. Min, Grad Dip Ed, Cert 4 (Youth Work)
Mrs M Grey	B Ed (Secondary)
Mrs A Holmes	B. Ed

Mrs C Hess	B. Ed, Dip. T
Mrs M Kennedy	B. Ed (Primary)
Mr M Knight	B. Ed
Mrs A Knott	B. Ed & B. Arts
Mr J Knott	B. Ed & B. Arts
Mr M Lamb	B. Ed, B. Arts & Teaching (Science) Master's in Education
Ms A Ling	B Early Childhood Education
Mrs E Malone	B. Ed (Early Childhood) and Dip. T (Early Childhood)
Mrs L Marx	B. Ed – Foundation Phase Teaching
Mrs T Monteath	B. Ed (Special Needs)
Mrs K Muir	B. Ed - Early Childhood
Mrs M Muston	B. Visual Arts, Dip Ed
Mrs S Naunton	B. Ed (Primary)
Mr I Nicholas	Dip of Primary Teaching
Mrs L Nott	B App Sci- Rural Technology, B Teach- Early Childhood
Mr B Rayson	B. Ed
Mr P Reghenzani	M. Ed, BA, DipCMT, Cert 3 CS
Mrs N Pearce	M. Teach (Sec), B. Crim(Honours)
Mrs N Roberts	B. Ed, B. Teaching (Primary)
Mr A Sloan	B. Ed
Mr P Somerville	M. Comp, B. App Sci, Dip. Ed, Cert IV TAE
Mrs G Stone	B. Arts, Master of Teaching in Secondary Education
Mrs G Stubs	B. Arts, Grad Dip Librarianship, Dip Ed
Ms W Tano	B. Sci, M. Teach (Sec)
Ms C Trimnell	BE(Elec), Beng (Civ), GradDipEd, Cert IV TAE
Miss R Walton	B. Ed, M. Teach
Mrs J Whitehead	Dip of Children Services
Mrs F Whiteside	B of Early Childhood Studies
Mrs J Wright	B. Ed Sec
Mr M Wright	B. Ed, Cert IV Outdoor Recreation, M. Teach
Mr W Volkofsky	M. Teach, B of Science-Physics, Dip of Christian ministry & Theology

Chaplains

Mrs T Fathers	B. SocWk
Mr M Peautigitama	Dip in Christian Ministries

Executive Assistant/Office Manager

Mrs J Caldwell	Cert III Business (Administration)

Finance Manager

Mr T Gibbs	B. Bus (Acc), CPA

Finance Officer

Mr G Coulson

Daily Operations Manager

Mr T Schofield	M. Leadership and Management; B. Bus Admin and Mgt

Administration

Mrs C Healy	Cert III Business (Administration), Cert IV Graphic Pre-Press
Mrs K Sargeant	
Mrs R Ladd	

Library

Mrs G Chiu	MIMS, PGDE, BA(Hons)

Student Hub

Mrs J Gibbins	B. Ed, Cert III SR
Mrs P Abud	
Mrs G Bruns	B. Arts, Dip. Ed
Ms L Davies	
Miss J Davies	
Mr N Davies	
Mrs J Farnell	
Mrs A Hall	Cert III EdSup
Mr O Hosking	
Mrs T Hunter	
Mrs B Nicholas	
Mrs S Leerson	Cert IV ministry
Mrs H Mitchell	Cert III Early Childhood Education
Miss A Oglethorpe	
Miss L Powell	
Miss A Roberts	
Mrs M Santos	
Mrs G Stone	
Mrs F Strydom	
Miss R Walton	B. Ed., M. Teach

Language Assistant

Mrs F Le Guen	Certificate III Education support – Bachelor secretariat

Camp Coordinator

Mrs K Mackinder	Dip of Primary Teaching

Digital Workplace Coordinator
Mr D Austin

After School Care

Mr S McWilliam	Dip. Early Years Ed, Dip of Min and Theology, Cert IV Youth Work
Mrs B Nicholas	
Mrs K Rogers	Cert III – Children's Serv (Centre based care – infants), Cert of Ed Support – Integration Aide/Teacher Aide

Cleaners and Grounds maintenance
Mr A Blume

Property Manager

Mr C Caldwell	Cert III in Cabinet Making, Cert III in Commercial Cookery and Working at heights

Family Community

Since it has been shown that the number one training influence in the life of a child is his or her home, it is essential that parents provide their children with a Christian model upon which to base their lives. Parents need to provide a supportive and loving home environment in which their children can feel secure and appreciated.

Although it is imperative that the home and the College function in harmony and are supportive of one another, it is the home rather than the College that will have the greater influence on the child's learning and character development. Thus, it is of utmost importance that the values and attitudes observed by the student at home are consistent with those presented and upheld at the College.

Parental Support

Regarding the enforcement of all rules, parents are requested to:

- give the College the benefit of any doubt
- realise their child's reporting can be emotionally biased and without complete information
- realise that there are reasons for all rules and that they are enforced without favour
- support the College's administration and contact us for all the facts
- speak positively about the College and College staff in front of students and other parents
- allow College staff to deal with all College concerns
- discuss concerns with College staff first.

Parental Assistance

Parents can help with their child's schooling by:

- showing a continued interest in their child's College programme
- encouraging them to talk about their day at the College
- informing their child's teacher should any problems arise, that may affect his/her learning
- helping their child to develop a home study routine
- restricting television viewing and electronic device use of their child regarding both programme suitability and quantity

- ensuring their child has adequate sleep
- ensuring their child participates fully in all College activities including excursions, camps, sporting events and activity days
- being supportive of all work requirements & class routines
- ensuring their child has breakfast each day and has a generally healthy diet
- ensuring their child exercises regularly
- speaking positively with their children about all College staff, other College parents and College related matters.

Parents of younger children should:

- listen to their child read daily
- encourage their child to ask questions
- give experiences that will provide the child with things to talk, write and draw about at College e.g., family outings.

Parental Agreement upon Enrolment

Upon enrolment, all parents/caregivers complete the applicable documents which outline the conditions of enrolment and the agreement which is being entered into between the College and the parents/caregivers.

Parents agree to:

- accept and be bound by the rules and regulations of the College as set out in this handbook
- support the Christian ethos of the College by giving positive encouragement to their children participating in all Christian teachings
- support the staff of the College in whatever disciplinary action is taken as being considered necessary for the correction and guidance of the student
- keep the College informed of any contact detail changes
- their child travelling on a College bus or any form of public or private transport when necessary, during school hours
- their child participating in all activities organised or available at the College including Christian Living classes, Chapel, College camps, sporting events, work experience and all other outings, excursions, and functions
- the Principal or delegate organising medical treatment in the case of an emergency should the College be unable to contact the relevant parents, guardians, or emergency contacts

Grievance Procedure

On occasion, issues of grievance, concern, and/or conflict may arise within the College community. It is important that steps are taken to restore normal relationship as quickly as possible. Often issues arise because of inadequate communication or poor understanding of the whole situation or failure to find out all the relevant information. Most disagreements, miscommunications and differences of opinion can be resolved between those concerned before asking others to join the discussion.

Should there be an unresolved issue arise that occurs within the College environment or while specific College activities are being held then this should be raised directly with the homeroom teacher or the Principal, as appropriate. Communication is the key to a good working relationship between home and College and it is important to deal with

concerns so that the College can operate in a positive environment.

If there is a concern about an Executive Team member, a report to the College Council could be made by contacting the College Council Chair. Please also refer to the Grievance Policy on the College website for more information.

Parent involvement

There are several ways in which parents can be involved during the year and these may include the following:

- Swimming and Athletics Sports
- College sports teams and sporting events
- Interschool competitions - Zone and State
- Camps
- Fundraisers
- Excursions
- Special lunches
- Open Days
- Learn Beside Days
- Human Powered Vehicles
- Chapel and Chapel Presentations
- Assemblies
- College Production and Concert

Please note: There are some events where parents may only be involved if they hold a Working with Children Check. Application forms may be obtained for volunteers free of charge through any Post Office or online.

Visiting or Volunteering

All visitors or volunteers, excluding parents bringing their own children to College or picking them up at the end of the day, are requested to enter the College premises via the College office. The administration staff will then put in place appropriate measures to ensure that we are always aware of who is present on the College property should this be necessary i.e., emergency evacuation.

All visitors are made aware of Creek Street's commitment to Child Safety by acknowledging the following:

- Creek Street Christian College is committed to child safety. We have zero tolerance to child abuse.
- All visitors should be aware that we have a Child Safety Code of Conduct in place, a copy of which is available on our College website, and you can request a copy as you sign in. We reserve the right to remove anyone from the premises, immediately, who does not abide by this Code of Conduct.

Volunteers need to complete an online Child Safe training session, watch a video and answer questions. These are available on the College website.

Entry to Classrooms

At the College, we are very protective of the classroom learning environment and members of our community would certainly appreciate that the less disruption to the daily classroom routines, the greater the quality of learning opportunities that will exist. For this reason, we ask that parents do not enter the classrooms during school hours. All messages can be taken at the College office and students contacted via phone from the office.

Three-way interviews

Interviews are held twice a year after the issuing of student semester reports. These are generally held early in Term 1 and early in Term 3, both face-to-face and via Teams. We encourage parents to book a time and take advantage of this opportunity to discuss their child's academic progress with the relevant teachers. Students need to be present at these interviews.

Photo Permission

Upon enrolment parents sign a document giving the College permission to photograph their child and to have their photos used on the College website and for other publicity reasons. If the child is unable to be photographed for any reason this information is recorded for reference.

Student disputes

Any issue which occurs at College should be dealt with by College staff in the first instance. Parents are not permitted to correct any children other than their own on the College premises.
All parent concerns in relation to the whole College, another student or staff should be directed to the Principal with the aim of restoring relationships and finding expedient solutions.

Our College Chaplains may be able to offer biblical counsel at these times and is a resource available to parents, staff, and students. Our basic goal in all situations is to bring resolution and clarity to conflict situations so that we can continue to work together to promote the good of the students and to foster the vision, mission, and philosophy of the College.

College Chaplains

The College community is supported by Chaplains. They help coordinate chapel sessions and gives support to students, staff, and parents as necessary. Should there be any concerns, members of our community should feel free to make an appointment to speak with one of the Chaplains who is at the College most days. Discussions with our Chaplains are on a voluntary basis.

Withdrawal or Transfer

Parents who wish to withdraw or transfer their child/children from the College, are required to give one full term's notice in writing to the Principal.

Students who leave the College during the term without notice may be required to pay a full term's fees. An exception may be made in the case of parents who are required to leave Bendigo for employment or other necessitous reasons.

The College will not be able to refund the Year Level Levy, since the payments for fee licenses, camps, etc will have been already made, and the College will not get refunded for this.

All outstanding accounts should be settled at the College office and any borrowed books or equipment returned to the College before leaving. Our Debt Collection Agency will follow up on any unpaid accounts and the cost of this service will be added to the outstanding fees total.

Parents should also notify the Principal as soon as practical the name of the College/school the children will be attending so that the necessary documentation including a transfer note can be forwarded directly.

Absences - Absence Line - 5441 2442

The College absence line is dedicated to taking absence messages. If a student is absent from the College, the student's parent should phone the College office before 08:50 to notify staff, giving the reasons for the absence. If the student is not at the College when the roll is marked, the administration staff will phone or SMS the parents to ensure that they are aware of their child's absence, and to determine the student's safety and the reason for the absence for College records.

If the absence is foreseeable, unavoidable or will be protracted, a written note/email should be sent to the College Office in advance, or as soon as the length of the absence is determinable.

Permission to Leave College During College Hours

Parents should notify office staff by note, phone or in person of any appointments which must occur during school hours. The relevant homeroom teacher/s will be notified via the College Learning Management System. All students leaving during the school day must leave the College via the College Office.

All student, leaving the College during College hours, are to be collected by their parents from the College Office. Upon the parent's arrival, the office staff will contact the appropriate classroom teacher who will release the student into the care of the office staff and parent. The student's departure will be logged by administration staff and, if necessary, their time of return will also be recorded the same way.

It is the strong recommendation of the College that all dental or medical appointments be organised after school hours. College teaching staff would prefer as little disruption as possible to the daily learning schedule to provide as consistent as possible learning environment for all students.

Holidays with Parents During College Term

It is strongly requested that students do not take holidays with parents during College time. If necessary, parents are required to notify the Principal in writing of their decision prior to the child being absent.

The instruction given during class time is extremely important for every student and experience has shown that it is difficult for the student to understand work when explicit teaching has been missed.

Parents should note:

- any uncompleted assessed work/tests given to the class during the period of absence will receive a zero mark
- the student will be expected to make up the missed work in their own time when they return.

BYOD Programme

The Bring-Your-Own-Electronic-Device programme has been implemented in Year 7 – 12 to allow teachers greater flexibility in the teaching strategies they use with students and to better cater for a range of learning styles. Students use their electronic devices to store their core textbooks and use a variety of educational apps to enhance their learning. All students involved in this programme, as well as their parents, sign the College Acceptable Use Policy prior to commencement.

There are strict guidelines around the use of electronic devices within the College and they are viewed as an additional tool within out learning programme. Not all work is completed using this tool, but a balance of technology and more traditional learning is maintained.

Random electronic devices checks are conducted to ensure the learning environment is not compromised.

Diaries

College students are issued with a College diary. This diary is primarily for students to record their work requirements, homework and events but may also be used for teacher communication with parents. Teachers may use the diary to inform parents of positive behaviours and results. Compass LMS is also used as a record of credits and demerits.

Lunch Orders

Lunches may be ordered through a local supplier from Monday to Friday and menus are available from the School Lunch Online website. Lunches can be ordered via Sschoollunchonline.com. Orders must be placed prior to 09:00.

Should the College run special lunch days, students are not able to order their lunch via the usual lunch order process. Students are to either use the service provided by the College or bring a lunch from home.

Food Allergies

There are students and staff within the College who have severe food allergies. For this reason, the College ask students not to share their lunches and we ask that parents restrict the inclusion of nuts or nut products in student lunches. Parents of students who share a classroom with a child who suffers from anaphylaxis, will be made aware of this issue during the year so they can be particularly mindful of support required for this student.

Medical information

Upon enrolment, all parents are requested to complete the necessary medical details for their child using the TrustLoop App. This information is then readily available in an emergency, regardless of where the student is. By using this app, staff who oversee students for an activity, have mobile access to essential information. Students who do not have their medical information listed in this way, may not be permitted to take part in activities outside the College's immediate area.

Medical Guidelines and Medication Policy

Should a student need First Aid for minor cuts and abrasions, this will be given by a qualified member of staff. When a student appears to need medical attention, College staff will call a parent (where practicable) or the nominated emergency contact person. If a serious medical issue has occurred, an ambulance will be called.

No students are to have any medication at their work area, in lockers, in their bag or on their person. Any medication, to be taken during school hours, should be handed to the College Office staff, immediately upon arrival at College.

Prescribed medication needs to be in its original packaging, clearly labelled with the pharmacist's instructions.

Other medication will only be given to students upon the written request of a parent via TrustLoop. This includes the issuing of paracetamol.

For the well-being of all students, children should not attend the College if they have signs of any infectious disease, or before they have fully recovered from an illness that has kept them home for more than one day.

Infectious Diseases

A child suffering from an infectious disease is required to be excluded from the College. The following are common

infections involving exclusion of the person: Measles, Rubella (German Measles), Mumps, Chicken Pox, Ringworm, Scabies or Pediculosis (Head lice), Whooping Cough, Influenza and Influenza like illnesses, Diarrhoea, Conjunctivitis and Cold Sores. Parents/Caregivers need to contact a doctor or the College office if they are unsure of exclusion times required.

Student Accidents

Should a student be injured during school hours or while involved in a College-run activity, the appropriate first aid measure will be put in place. Accident details are recorded in Compass and parents are notified as appropriate to the seriousness of the injury or illness.

Student Drop-Off and Pick-Up

All entry to the College, between 08:50 and 15:10, is via our College Office entrance only.

Pick-up times are 3:10pm for primary students and 3:20pm for secondary students and primary students with secondary siblings. Primary students with secondary siblings will wait under supervision until secondary dismissal.

Parking is limited at the front of the College on Creek Street. Families with older children are encouraged to park in the surrounding streets and walk. Creek Street North is a good option, with access via the pedestrian footbridge.

Students are not to access the College grounds from the Hargreaves Street pedestrian entrance, unless they are country bus travellers. Families are permitted to make use of the drive through pick-up/drop-off service where students are delivered/Collected on the inside of the College grounds. Initial registration for this access is via the office.

Parents must not park on the opposite side of Creek Street South to the main entrances so that students are not required to cross the road to enter their cars at the busy times of the day, before and after school. Parents should not double park or request their children to go onto the road to enter their cars at any time. Parents should not park on nature strips or in the designated loading bay and should obey all parking regulations as set by the City of Greater Bendigo Council.

Please note that 'No Parking' bays at the front of the College (8:00–9:00am and 3:00–4:00pm) do not allow unattended vehicles and are monitored by City of Greater Bendigo parking inspectors. Kinder families should use the regular bays near the office entry.

To avoid congestion backing onto Myrtle Street, please do not wait for a park at the start of Creek Street South. Instead, drive further along or complete a loop around the block. These measures support safer and smoother traffic flow.

Student Community

Student Information

Students' attitudes, conversations, appearances and behaviours reflect the character of the institutions from which they derive their training, both the home and the College. Each student should endeavour to abide by all the College's regulations, dress in a neat and modest manner, be well groomed, refrain from the misuse of any form of drug and respect authority without being critical or trying to find fault.

Students are expected to maintain Christian standards of courtesy, kindness, morality and honesty, and to strive to be of unquestionable character in dress and conduct throughout their enrolment, whether at home, College or elsewhere. Students are requested not to bring items into the College that encourage the promotion of ghosts, witches or other unacceptable themes/language. This includes book covers. Students found to be out of harmony with the College's ideals

of work and life will be invited to withdraw from the College whenever the administration determines that it is necessary.

Chapel

Each week Junior Primary College, Senior Primary College, Junior Secondary College and Senior Secondary College have their own age-appropriate Chapel service coordinated by our Chapel Coordinator. Students have the opportunity to be involved in these services.

Various speakers, including our own staff members and members of our Bendigo Church community, are invited to come in and present a Bible-based message.

Students from Year 3 to Year 12 can also be part of our Chapel Worship Teams at each of the levels. Parents are welcome to attend Chapel sessions which are held in the Church auditorium.

College House System

All students within the College are placed in one of four Houses: Deborah, Eureka, Londonderry or Shamrock. They participate in a whole College competition involving most aspects of their schooling e.g. academic achievement, sporting ability, personal conduct etc. The system operates on a weekly basis. Points accumulate for everyone. Individual and team awards for each House are made at the end of each year. There is a winning House for each term and an overall yearly winner.

College Sporting Events

The College conducts two main whole College sporting events annually. These are our College Swimming Sports and our College Athletic Sports. All students participate in each of these events and points are awarded towards our whole College house competition. The winning house on the day is awarded the annual trophy.

In addition, our College participates in zone competitions and capable sport students are able to compete in regional, state and national competitions should they meet qualifying standards. Other individual competitions are available as part of School Sport Victoria (SSV) in a variety of sports.

Student Well-being

Student well-being is vital to the holistic approach required to ensure students at Creek Street Christian College are well-adjusted; supported and feel a sense of community. Student well-being is ensured through a variety of structures and programmes.

College Animals

Our College enjoys having animals and these are an important part of our well-being programme.

Homeroom

Each student is allocated to a homeroom teacher. Each morning begins in the homeroom classroom where daily activities such as the roll is undertaken. Prayer is the focus of this homeroom time and allows students the opportunity to commit their day to the Lord; share concerns; and pray for each other. The homeroom teacher is the first contact for areas of concern with a particular class or student. They are the teacher in close contact with the students and is a good method of communication for staff and parents plus a source of support for them.

Lunchtime Activities

Lunch time activities are conducted most days and may include book club, active games in stadium, chess, craft, walking club, story writing, French, robotics, quiet activities, art, and house competitions.

Student Assemblies

A College assembly is held each week and is conducted by student leaders. Assemblies allow our College community to be gathered at one time to hear announcements, listen to reports from students who have attended special events, and applaud and encourage the recipients of the weekly 'Student of the Week' awards chosen for Primary College year levels.

Behaviour Education

Discipline is a necessary part of our life, yet it is often misunderstood. Unfortunately, discipline is usually associated with punishment.

Effective discipline teaches student about appropriate behaviour. Students are encouraged to take responsibility for their own actions. It does not involve physical harm. However, it does require firmness and consistency.

Creek Street Christian College has a discipline programme in place that teaches students to take responsibility for their own behaviour. Life is about making choices. We all make the wrong choices, from time to time. When we do, we need to take responsibility for the consequences that go together with these choices.

To support students with the necessary strategies to prevent them from making these wrong choices again, the College has a Lunch time program to equip them with alternative ways of dealing with situations and building their social, emotional and academic capabilities.

Each student is a valuable individual created by God and is entitled to a learning environment that recognises this and enables further learning to take place. Therefore, to facilitate this, the guidelines for behaviour standards are set out in our behaviour education procedure, available on our College website.

Class Grouping Process

Class groupings are carefully and prayerfully constructed by our teaching staff and leadership team to ensure balance, equity, and the best possible learning environment for every student. The team draws on their professional insight, considering each student's academic progress, social dynamics, and emotional wellbeing to place students in settings where they are most likely to thrive.

Planning begins early in the year, with staff working collaboratively and with discernment to consider friendships, learning needs, and overall class dynamics. Teachers hold a deep understanding of the entire cohort, enabling them to make informed decisions that support not only individual students but also the collective wellbeing and learning of each class. This approach ensures that every class benefits from a healthy mix of personalities, abilities, and learning styles creating a positive, inclusive, and productive environment for all.

While we value our partnership with families, it's important to recognise that parents may not have visibility of the broader cohort dynamics, something that teachers and leaders are uniquely positioned to understand. We always welcome parent input regarding wellbeing, bullying concerns, or specific learning needs. However, we ask families to trust the professional judgment of staff when it comes to final class placements. Requests based solely on friendships or teacher preferences can unintentionally disrupt the balance and inclusivity we seek to maintain. Our goal is to help students develop resilience,

adaptability, and a capacity to build new relationships within a supportive environment.

This process is particularly significant with the introduction of composite classes in our Senior Primary sector. While every effort has been made to ensure each student has at least one familiar friend in their class, we acknowledge that change can sometimes be challenging.

We encourage families to have positive conversations with their children about embracing new opportunities, building friendships, and stepping confidently into the year ahead. Through thoughtful planning and a student-centred approach, we are confident that every child will be supported to flourish in their new learning environment.

Dismissal

The College reserves the right to dismiss or deny re-admission to students for reasons the administration deems fit. These may come under the following categories:

- attitude incompatibility
- uncooperative spirit
- rebellion towards discipline
- sowing discord
- chronic unsubstantiated absences or lateness
- non-conformity to standards of conduct or grooming
- lack of parental cooperation/support
- inability to respond to curriculum provided
- lack of willingness to complete set work requirements
- displaying behaviour in or out of College that could be seen to discredit the College's reputation.

Anti-bullying Programme

All students, in addition to this survey, are encouraged to report any concerns immediately to their homeroom teacher, the Assistant Principals or College Principal. We ask that parents make us aware of any bullying concerns their children may report to them, so that we can take appropriate steps to solve the issue and to reconcile and restore all those involved.

It is our experience that when these types of issues are brought out into the open then they can be dealt with quickly. All issues which occur at College need to be dealt with at College so that students can move on with their studies uninhibited.

The College is also following the You-Can-Do-It programme, a social-emotional learning programme that maximises success, positive relationships and wellbeing, helping students overcome the blockers of anxiety, low self-esteem, anger and procrastination of young people of all ages.

Arriving and Leaving the College Grounds

Students may arrive from 08:30 and should depart by 15:45. Students are supervised within these hours. An After School Care (ASC) is provided for 4-year-old to Year 6 students. This runs until 17:45. Students need to register to attend ASC by completing the appropriate documentation.

Students arriving and leaving the grounds should be in complete, correct College uniform and be neat and tidy in appearance. Students should note that they are to come straight to the College as instructed by parents. On arrival at the College students must not leave the grounds without permission. Once students leave the College yard after school, they

become the responsibility of their parents. While still in College uniform, children are to behave in a manner that in no way discredits the College or themselves.

Punctuality

Punctuality is considered an important life skill and as such is a highly valued expectation of the College.

Students arriving after 08:50, must report to the College office upon arrival and before going to lockers or classrooms. The reason for their late arrival will be recorded as this is a mandatory requirement for our College.

Uniform

The wearing of the College uniform is compulsory, and items are purchased from Noone's - Queen Street, Bendigo. Items other than these are not acceptable. All articles must be clearly named before being brought to College.

Parents wishing to buy or sell second-hand College uniform items can do so via the College Second-hand Uniform Facebook page. Parents may use this to buy and sell, or 'gift' clean, neat, well maintained, and current uniform items.

Students should be **clean, neat and tidy** at all times, and the uniform should be worn in a way that brings credit to the student and the College:

- Clothes that are torn, have buttons missing, hems down, are discoloured or worn out should not be worn.
- Shoes should be kept clean and polished.
- Students are not permitted to wear sports uniform items with formal College uniform.
- Jumpers, polo shirts etc. should fit comfortably.

Our College uniform is a representation of our College and must not be visually added to or changed in any way without permission from the Principal. All logos are copyrighted. Any unauthorized changes will need to be removed or if this is not possible new items will need to be purchased.

For a comprehensive explanation of the uniform expectations, please refer to the Uniform Procedure on the College website.

Lost Property

Lost items are managed by the administration staff and may be retrieved at the College office. Students should have all their clothing and belongings clearly named so that misplaced items can be returned to the owners. No responsibility will be taken for unnamed items of uniform, clothing, or equipment. Items that have been in lost property for more than one College term will be sold through the Second-hand Uniform items Facebook page or discarded.

College Requisites

It is a requirement of the College that all students have all necessary requirements to complete their studies unhindered. For this reason, we ask that students have each item listed on the booklist and that they come to all classes fully prepared.

Booklists

A booklist is supplied at the end of each year. Parents should make sure that they have a copy of the booklist before the end of Term 4 and this booklist should be returned to the College by the date indicated unless parents are ordering online. All parents should keep a copy of the original booklist as a record of items ordered to be checked when items are collected. **All booklist items are to be brought to the College on the first day of attendance.**

Please note: If parents are buying books themselves and not making purchases through the suggested bookseller, they should be very careful to purchase the exact requirements and to ensure that students have all the items listed at the commencement of the year.

Second-hand Books

Books which can be purchased second-hand will be marked on the booklist. Parents should make their own arrangements to purchase from other families making sure to sight the book's condition before the purchase.

College Bags

College bags with the College logo are available from Noone. The College bag is compulsory for all students. A blue sports bag, for carrying sports gear, is also available.

Students are not permitted to deface their College bags in any way. Any such practice will result in the student being required to clean off the defacing or, if this is not possible, purchase a new bag.

Personal Equipment

Students are requested not to bring their own toys and expensive games and equipment to College as the College will accept no responsibility for damage to or loss of such items.

Mobile Phones

Mobile phones are not to be used by students during school hours and will be confiscated if this expectation is not met. If a phone is confiscated the student's parent will be required to come and claim the phone back from the Principal.

Mobile phones need to be switched off completely before the student enters the College grounds and stored in their lockers/bags. Families send mobile phones with their children to the College at their own risk and the College will not take responsibility for any loss/damage to mobile phones.

Electronic devices

All student-owned electronic devices are to be stored securely in student lockers when not in use. Students are not permitted to use them out of class time or on College property before and after College. They are strictly a learning tool and are only to be used under the direct supervision of their teachers. Students may not use electronic devices to communicate with parents during school hours, unless supervised.

Forgotten Items

It is expected that parents will work with us to train students to remember the required items they need for the day and to encourage them in the development of independent organisational skills.

For this reason, parents are requested not to bring forgotten items to the College during the day unless requested by a member of staff and that parents do not respond to student mobile phone or iPad/Laptops contact during school hours.

Parties and Social Events

Parties or social events are not College sponsored unless parents receive a letter of notification from the Principal/representative.

Lockers

Each Year 7 to Year 12 student is issued with a locker in which to store their College requisites and bag. Lockers need to be kept clean, tidy and locked and should not be interfered with by any other student. Personal locker combinations are to remain personal. Only College supplied combination locks are permitted.

Teaching and Learning

Faith and Learning

Creek Street Christian College values our Bible based beliefs highly and therefore our faith cannot be separated from our classroom practice. All units of work planned by staff will have included a Biblical Statement which puts the content being covered into its Biblical context. While the content of our units of work is similarly aligned with the Australian Curriculum, we would expect that the regular reference to our faith would be a point of difference at our Christian College.

Learning Environment

To maximise learning, the environment needs to be stimulating, interesting and caring. Since learning is a developmental process, students will progress at various rates and in response to different learning situations. Students will be assessed according to their ability level and encouraged to attain higher levels of achievement according to their potential. Encouragement will be given to the positive aspects of each child's personality as displayed in both the individual and group learning situation.

General Curriculum Foundation to Year 10

The curriculum at all levels of the College takes into consideration the Australian Curriculum documents using backward by design planning principles. It is presented to students from a Christian perspective, in an atmosphere that is conducive to learning and considerate of the students' needs. Unit planning across the college incorporates an Inquiry Based Learning approach which over time has been designed to meet the needs of our students. The curriculum content takes into consideration the Key Learning Areas, General Capabilities and Cross-curriculum priorities for Foundation to Year 10 as set out by the Australian Curriculum. The Year 11 and 12 students use a curriculum as set by the International Baccalaureate Diploma Programme.

General Curriculum Year 11-12

Year 11 and Year 12 follows the International Baccalaureate Diploma Programme curriculum. More information on the International Baccalaureate Organisation's website:
https://www.ibo.org/programme mes/diploma-programme/curriculum/

To be eligible for the Diploma Programme (DP), students must complete the following Components:

- Three DP Core subjects: Extended Essay (EE), Creativity, Activity, Service (CAS) and Theory of Knowledge (TOK).
- One subject from each of the six Learning Areas: English Language and Literature, Language Acquisition, Individuals and Societies, Sciences, Mathematics and the Arts.

Daily Work Requirements

Each student is required to complete a set amount of work each day in each of the core learning areas. If at the end of the College day expectations have not been achieved, the incomplete work may be assigned as homework or students may be required to work at lunch time to complete the required task.

Classroom Programme

Within each classroom an endeavour is made to present work that is stimulating and challenging to the students in order

to develop their God given talents and abilities.

The needs of the individuals who have learning difficulties or who transfer into our College with "gaps" in their learning, will be catered for within the classroom programme using materials appropriate to their individual needs or specifically chosen to "fill" the gaps that exist. Some support may be provided for students who are assessed as requiring extra assistance. Minimal funding for this purpose is supplied by either the State or Commonwealth Government.

Students who are working above their peers or who are particularly gifted or talented are provided with extension work under the guidance of their classroom teachers.

A great emphasis is placed on praising academic achievement and sincere efforts by the students to present consistently neat bookwork. A greater emphasis will be made to praise desirable character traits such as truthfulness, helpfulness, and kindness. Children are rewarded with credits (House points) for sincere efforts.

Assessment and Reporting

The College's grading system is designed to give parents a true indication of their child's progress. Written reports are emailed at the end of each semester.

Parents are encouraged to review their child's progress via Compass on a regular basis for continuous reporting purposes.

Library

All students have access to the College library before school and at Recess times on allocated days. Primary College students have a designated class library time. We encourage all students to make good use of this facility. A conscious effort is made to ensure all books within the College library are in keeping with the Christian ethos of the College.

Student Record/Study Folders

The main function of this display folder is to keep parents of Prep to Year 6 students informed of their child's progress in the core areas.

Each book will be sent home periodically throughout each term or for Primary College students at the end of each term. Other learning area teachers may choose to communicate or display samples of their classroom activities as well. Should parents wish to assist their children in areas they may find more challenging than this folder will convey to them the aspects of their child's work requiring help.

Parents are requested to sign the folder acknowledging that they have viewed their child's work and then return it to the College on the requested day. There is also provision for parents to encourage their children in their studies by making a positive written comment that can be shared with their class and teachers.

Primary College Curriculum

Prep - Year 4
Devotions and Chapel
English (Reading, Creative Writing/Handwriting, Grammar, Speaking and Listening, Library)
Mathematics
History
Geography

Science
Health
Creative Arts
Physical Education
Multimedia
Music
French
Note: ICT is embedded into all areas.

Year 5 - Year 6
Christian Living and Chapel
English (Reading, Creative Writing/Handwriting, Grammar, Speaking and Listening, Library)
Mathematics
History
Geography
Science
Health
Music
French
Physical Education
Multimedia
Creative Arts
Note: ICT is embedded into all areas

Secondary College Curriculum
Year 7 - Year 8
Christian Living and Chapel
English (Reading, Creative Writing/Handwriting, Grammar, Speaking and Listening, Library)
Mathematics
Humanities
Science
Health
French
Physical Education
Multimedia
Visual Arts
Performing Arts
STEAM
Food Technology Year 7 and 8
Endeavour
Private Study
Note: ICT is embedded into all areas

Year 9 – Year 10
Christian Living and Chapel

English
Mathematics
Humanities
Science
Health
Succeed 202_
Endeavour
Sport
Private Study

Mathematics Streaming
In Years 9 and 10, students have the choice to choose the stream of maths that is best suited to their ability level and their future pathway.

Electives offered to both Year 9 and Year 10
Each Year 9 and Year 10 student selects two electives each semester.

Electives and grouping of electives will change from one year to the next, depending on the availability of teaching staff, student demand and the need for an overall balance of the learning areas taught. Therefore, please check with the Head of College staff member on which electives might be available for any given year.

Year 11 and 12
Core Subjects
Extended Essay (EE)
Creativity, Activity, Service (CAS)
Theory of Knowledge (TOK).

Students must choose one subject per Learning Area.

Group 1 - Studies in Language and Literature
English Language and Literature SL/HL

Group 2 - Language Acquisition
French B SL
French Ab Initio SL
Spanish Ab Initio SL

Group 3 - Individuals and societies
History SL/HL
Psychology SL/HL

Group 4 - Sciences
Biology SL/HL
Chemistry SL/HL
Physics SL/HL
Computer Science SL/HL

Group 5 - Mathematics
Applications & Interpretation SL/HL
Approaches & Analysis SL/HL

Group 6 - The Arts
Visual Arts SL/HL
Music SL/HL

Business Management SL/HL Or another Group 3 or 4 subject

Excursions & Camps

In connection with their studies, students have some excursions during the year. For students in Year 2 and above there is also a sleepover or a camp that provides them with a wider variety of learning experiences than would otherwise be encountered. College camps are compulsory and are to take preference over other outside of school events or part time work. From Year 2 to Year 12 a camp will be arranged each year and being planned with different focuses at each year level. Each camp forms part of our sports programme.

Students at the Year 9 & 10 level are also given the opportunity to visit our sister College in Labasa Fiji during the mid-year vacation break.

All students are expected to participate in all excursions and camps organised, as many class-related lessons precede and follow the experiences. Payment for camps is included within the College fee structure and is non-refundable.

Parents are required to consent to their child being transported as considered necessary and desirable by the College and to agree to their child participating in College excursions and other organised programmes as part of the 'Parent's Consent Form' they complete when they enrol their child.

Homework

There may be some set homework for students depending on their year level however most work is completed in class.

The reading of College readers is not regarded as set homework; however, it is expected that Primary College students will read for a significant time, 10 minutes to 30 minutes on at least 5 days per week according to their year level. This reading will follow on from their daily class reading time.

Primary College students will generally have spelling words to study each week, as well as Maths, depending on the year level. Please check with the Classroom teachers.

Set out below is an approximate guide as to the amount of homework students should undertake:

Year 5	- thirty minutes per night
Year 6	- forty-five minutes per night
Year 7	- 1 hour per night
Year 8	- 1 hour per night
Year 9	- 1 hour per night
Year 10	- 1.5 hours per night
Year 11	- 2-3 hours per subject per week
Year 12	- 3-4 hours per subject per week

If a student has no set homework the suggested time should be used for revision of topics, the early completion of assignments, College based reading or other College work.

It is recommended that parents assist their children to establish a routine for doing homework for them to maximise the development of their learning skills. It is also important that children be provided with a study area away from household distractions.

Assignments/Tests/Exams

Assignments and tests are an important part of the students' schooling and usually count towards their overall assessment. Students are given ample time to complete assignments and they should endeavour to commence assignments when they are given to avoid any overlapping with other assignments set. Assignments are usually to be completed over 2 to 4 weeks.

We all forget a high percentage of the facts which we learn at the College, but it is hoped that we retain many of the skills. Amongst these is the ability to do research on a learning area - to know how to go about finding out what we need to know for a particular purpose, at a particular time. Students should be able to **read, understand,** and **rewrite in their own words**, the material being researched. Students should research from several sources, not just one of two internet sites.
Plagiarised work is unacceptable and will need to be resubmitted in an acceptable form and may result in a loss of all marks allocated to the set task.

Once the information has been collected, it is then necessary to arrange it in a logical way, taking care to answer the questions asked. People are more likely to want to read material which is pleasing to the eye. Students should take pride in making their work attractive with clear headings, neat printing, and the use of drawings and pictures when appropriate.

The discipline of completing a set task in an allotted period also has an important application for later life. For this reason, and to be fair to students who are punctual with their work, **marks are deducted for late assignments** at a rate of five percent for each day late. Students who fail to hand in assignments on the date and within the correct class, will need to complete their assessment, attending the Responsible Choices Class at Lunch times. If the assessment task is one week overdue, the student can only obtain a pass (50%), providing, there's no legitimate reason for the late work and the work itself is of a passing quality.

Students are encouraged to develop good study habits which give adequate time to the preparation for tests.

Students in Year 7 to 12 take part in formal exams. Year 7- 10 students have semester exams in Mathematics, English, Science and Humanities.

Year 11 and 12 students have semester exams in every subject from groups 1 to 6 they undertake - this will consist of 1 to 3 exam papers per subject, following the IB Diploma Programme External Assessment format. *More information about the Year 11-12 examinations can be found in the IB Assessment Policy and IB Parent-student Handbook available on the College website.*

College Student Awards

Awards provide added motivation and recognition of students in the different areas of their schooling. Individual awards are presented at various levels of the College. Equal recognition is given to Godly character traits as is given to academic achievement while valuing highly the individual God given gifts and abilities of each student.

Students, parents, staff and College community members will join together at the end of the academic year to acknowledge and celebrate student achievements. The College holds a Primary and Secondary Recognition Evening celebration event. All students are expected to attend and are called onto stage and celebrated individually.

All academic awards given carry with them the requirement that students also behave in an appropriate manner and work to the best of their ability.

College Musical Production

Every year, the College holds a production for the benefit of both our students and the wider community. The content of this production will always be consistent with our Christian ethos and is available to a range of students to audition depending on the suitability of the presentation for that year.

Our Primary College students are involved in homeroom presentations of items in the primary college concert. The primary concert is based on a Biblical theme and may include singing, dancing, media, and drama skills in the performance.

It is the aim of these combined programmes to involve all our students in some way and to highlight their skills and abilities in the creative arts.

College Community

Country buses

There are a substantial number of students who travel to and from the College using the country bus service. This service is accessible by contacting the local bus coordinator. Their contact details are available from the College office. When contacted, this person will advise on the possible pick up and drop off points closest to the student's home plus the bus transfers that may be required.

Performing Arts Programme (PAP Programme)

Our College runs a Performing Arts Programme open to all students from Year 3 to Year 12. Parents may choose to enrol their children in this programme by submitting a PAP Expression of Interest form. Community music teachers take these extra-curricular lessons on a weekly basis and lessons may be available for various instruments each year including piano, drums, guitar, wind instruments, singing, song writing and dance. College staff also provide Performance Choir and Worship teams. Other options are available if there is the demand. Payment is made directly to the music teacher and lessons are held in recess and lunch breaks wherever possible. The programme is coordinated by the College to ensure least disruption to the classroom learning of each PAP student.

Kingdom Playgroup

Creek Street Church offers children (0 - 4) and their parents the services of a quality playgroup. Kingdom Playgroup operates each Monday morning during the College term from 9.30am to 11.30am in the Church. Entry and sign in are via Creek Street Church main entrance.

Kingdom Youth Programme

Each Friday night (3:30pm to 5:00pm), during the College term, Creek Street Church will operate their Kingdom Youth Programme. Details of weekly activities or upcoming events and camps are included on the College Parent Bulletin. All Year 4 to Year 8 students are welcome to attend.

Child Safety

Creek Street is committed to promoting and protecting the interests and safety of children. We have a zero tolerance for child abuse. Everyone working at Creek Street Christian College is responsible for the care and protection of children and reporting information about child abuse.

Information on child safety is available on our College website.

Our College takes all aspects of child safety seriously and works with all staff to do all we can to prevent and address any issues which may occur.

Students have the right to feel safe and secure in the College environment and should themselves behave in a considerate and thoughtful manner towards others. Harassment, bullying and intimidation of others will not be tolerated.

Each child has the right to be valued and treated with respect and should treat others in a likewise manner. Students should not speak or act in a manner that could negatively affect others.