



HOPE CHRISTIAN COLLEGE INFORMATION BOOKLET



*An A-Z guide to assist parents
with frequently asked questions*

HOPE

OPPORTUNITY

PROMISE

EXCELLENCE

Welcome to the Hope Christian College community

Hope Christian College is a Reception to Year 12 College with currently over 900 students attending. The student body is richly culturally diverse. Our desire is to develop and nurture each child in a caring Christian community.

The College seeks to authentically live out its vision of 'Developing the whole child, in a caring, nurturing environment in the knowledge of the gospel of Jesus Christ'.

Hope Christian College students gain strong foundations in Junior School, as we nurture their desire to learn and explore the world around them through formal learning such as numeracy and literacy, as well as educational play and activities. Students are exposed to a diverse program that is aligned to the Australian Curriculum and helps develop generous, adaptable students of strong character. Our desire at Hope Christian College, is to see each child supported, to grow and develop to their full potential.

Our Middle School uniquely applies our College vision to our young people who are themselves going through a unique period of change and growth. Our teachers are relational, passionate, knowledgeable, and unashamedly Christian. Our classrooms and learning areas are positive and safe, with challenging, current content.

Senior School is the final chapter of formal schooling, and continues to support and enhance the Hope Christian College Vision. The College aims to consolidate and expand on student learning by offering a range of formal and informal learning experiences geared towards preparing students for life beyond school. We offer subjects that will prepare them for Tertiary study through University and TAFE, and also offer VET courses and other alternative career pathway programs that help our students to be work ready.

This booklet is designed to provide general information about the College and to assist students, parents and caregivers in adapting to College life and a new environment.

We look forward to working with students as they achieve their personal, spiritual and academic growth. Our enthusiastic and professional staff journey alongside your child to encourage them in all aspects that will assist them to become beneficial members of the community.

Yours sincerely,

Mr Dominic Hopps

Principal

Hope Christian College Leadership



Mr Dominic Hopps
Principal



Mr Shane Barnes
**Deputy Principal
(Curriculum)**



Mr Phil Tarrant
**Head of Senior
School**



Mr Jannie Basson
**Head of Middle
School**



Mrs Michelle Eckert
**Head of Junior
School**



Mrs Juline Michell
**Learning Support
Coordinator**

College Vision Statement

**Developing the whole child
in a caring, nurturing environment
in the knowledge of the gospel of Jesus Christ.**

Hope of the gospel of Jesus Christ

Opportunity to grow together in a caring community

Promise of future possibilities

Excellence in teaching and learning

The Words of HOPE are reminders of the opportunities that being part of the Hope Christian College community provides every child.

Absences

Unplanned absence

If a student is unable to attend the College (e.g. due to illness, injury or other unplanned absence), parents must contact the College **prior to 9:00am** on the morning the student will be absent. This can be done by:

- phoning 8287 1111 or reply to a college SMS saved in your phone.
- emailing admin@hopecc.sa.edu.au.

If notification is not received by 9:00am, you will receive an SMS asking for you to update us with reason of absence. As we have a duty of care if we are not notified of an absence we will call you to resolve the absence to ensure the safety of the student.

Planned absence or leaving early

If a student needs to leave the College early for an appointment, please write a note in their diary, stating the date & time they need to leave (please allow extra time for your child to pack their belongings and make their way to the Office). The student will show this note to their Class or Home Group teacher and they will be sent to the College Office so they can be waiting your arrival.

You will need to sign out your child from the College Office. Please note if you are having someone else collect your child, they will need to bring ID and the Office staff will need to verify this with you.

Attendance

Attendance at school and all College activities is expected by all enrolled students, on week days during term time. All parents are responsible for the regular school attendance of children in their care from the age 6 years to when a child turns 17 years old. Unnecessary absences can affect student learning opportunities and performance. Student's non-attendance is a concern when a student is absent for 10 or more days per term for any reason.

Steps for a short-planned absence

When a student is going to be absent from College for 2-3 days due to a planned activity (e.g. medical procedure) follow these steps:

1. Parents must write a signed diary note informing their Home Group teacher of the dates of the absence with as much notice as possible. This can also be done by emailing or phoning the College Office.



Attendance (cont.)

2. A medical certificate should be given to the College, if relevant.

3. If the student needs to be absent longer than expected, the parent must inform the College of any changes. If you have a planned absence of 7 days or more an exemption form can be collected and completed at the College office.

4. Parents are to use wisdom when allowing their children to be absent from College, and ensure that the reason for being absent is worth the effort of catching up the work they may have missed.

Absence from Year 12 SACE examinations

If a student is too ill or injured to be present for Year 12 Examinations, the parent should contact the College at the earliest possible opportunity and arrange a meeting with the Director of Studies. Official paperwork must be signed off before the examination date for the student to be awarded an anticipated leavers certificate.

Bus Runs

Hope Christian College offers a door-to-door bus service each morning and afternoon. The buses arrive at HCC at 8:35am and leave promptly at 3:30pm.

An application form is on our College website or can be collected from the College office. There is an additional fee to College tuition and is dependent on available seats.

Please note that bus runs cannot be changed for 'one off' needs, without at least a week's notice in advance as the correct written and signed permissions and payments need to be arranged.

Special conditions

Bus runs may be cancelled when a Catastrophic Fire Danger Day is declared for the College's fire ban district, or during a wide reaching natural or manmade disaster, especially College bus runs travelling through potentially dangerous areas. Parents will be notified by SMS, email or phone through normal College channels should this occur.

Canteen

The College has a canteen service. Students can access the canteen to buy some food and drinks at lunch and recess, and lunch and recess orders can be placed online by using the **Qkr!** App. Please refer to our website for the details.

All orders must be placed by 9.00 am each morning.



Camps & Excursions

Camps and excursions are part of the school curriculum and are a compulsory component of every student's education.

Camps give students the opportunity to develop skills in leadership and personal growth through a range of outdoor activities. Camps are coordinated for Year 6-12 students in a variety of locations.

Excursions are arranged throughout your child's schooling for all year levels. Students must wear the correct uniform unless otherwise specified.

Detailed information and consent forms are given to parents prior to each year level camp or excursion.

Please note that students who have not returned signed consent forms will not be able to attend. This will also be the case with students having medical conditions, if they have not supplied an *Emergency Management Plan* (and medication if required) for their condition.

Car parks

Parents and student drivers rules

The responsibility remains on drivers to watch out for and give way to pedestrians at all times in the carpark, to drive slowly at all times (5 KPH).



Please observe the instruction on signs and park only in designated carparks. Do not park in or use Disabled carparks without a permit.

Student drivers are required to sign a consent form to drive to College—please ask the Senior Coordinator. See Playford Council guidelines on the College website.

Chaplains & Counselling

The Chaplaincy Team are experienced and passionate people who provide pastoral care and support to Hope Christian College students on behalf of Craigmore Christian Church. Please refer to our website for further information.

The College has a Counsellor who is on site one day a week. To access this service contact your child's Home Group or class teacher who can help you or your student arrange a session.

College Lesson & Bell Times

Please note the difference between Junior School (R-5) times and Middle/Senior School (Year 6-12) times.

R to 5	Times		6 to 12
Before School YD	8.25-8.40		Before School YD
Home Group	8.40-9.00		Home Group
Lesson 1	9.00-9.45		Lesson 1
Lesson 2	9.45-10.15	9.45-10.35	Lesson 2
Prim. Recess	10.15-10.35		
R2	10.35-10.55		Sec. Recess R2
Lesson 3	10.55-11.40		Lesson 3
Lesson 4	11.40-12.25		Lesson 4
Prim. Lunch 1	12.25-12.47	12.25-1.10	Lesson 5
Prim. Lunch 2	12.47-1.10		
Lesson 5	1.10-1.55	1.10-1.32	Sec. Lunch 1
		1.32-1.55	Sec. Lunch 2
Lesson 6	1.55-2.40		Lesson 6
Lesson 7	2.40 – 3:20		
DISMISSAL	3:20	3.20-3.30	Home Group
		3:30	DIMISSAL
After School YD	3:20 – 3:45 or until students have left		
<i>Bell times are indicated in Red</i>			

Communication

The College will communicate to College families through SMS, email, letters, and via the College Newsletter.

Communication is a two way process and it's important you form a relationship with your child's teacher. You can contact your child's teacher directly via email, and they will endeavor to respond to requests as quickly as they are able.

If Middle and Senior School students have wellbeing matters, please contact their Home Group teacher in the first instance. The College general administration email can be used to contact the College for other matters and will be disseminated to the appropriate person. The College email is: admin@hopecc.sa.edu.au

Finance

Our all inclusive fees cover stationery packs, camps, excursions, and laptops in Years 6-12. Payments can be made via EFT, BPAY or direct payments at the College. When making payments over the counter please bring your statement with you.

Account details for e-payments are as follows :

BSB is 065-137 Account 00127689

(include your family code and a description for payments)

If you need to make an appointment with Finance please email:

finance@hopecc.sa.edu.au



Hats

Hope
Christian
College takes
being a
SunSmart



school seriously. To protect our students, it is compulsory that College hats are to be worn by students in Term 1 & 4 for all outdoor activities.

Please refer to the College website for further information about uniforms.

Homework

Homework is an important part of developing good study habits for our students. Parents should expect their students to have some homework set for each school weeknight and the amount increases as they move through their Middle/Senior years.

Students and parents can email class or subject teachers if there are problems with understanding or completing homework. Students may be subject to school discipline if they fail to complete homework that is assigned.

Laptop Program

The Hope Christian College Laptop Program commences in Year 6 through to Year 12, and seeks to provide equitable access to technology for students in their middle and final years of schooling. For this reason students may not use their own devices at College or install their own programs on College laptops.

College laptop use is monitored for security and safety, and students should not use College laptops for private correspondence or purposes.

Problems with the laptops or software should only be checked and repaired by the College's IT department. It is made clear at the beginning of the program that losses and damages need to be paid for by the responsible person as recorded on the enrolment form.



Library

The Library has a big selection of books for all ages that can be borrowed by students. It also manages textbook allocation for the Middle/Senior Schools. It is a place to study and all Rec-Year 5 students have scheduled lessons when they can borrow books.

If a library or textbook is lost or damaged, it will need to be paid for through the Finance department.

Enquiries can be emailed to:

library.staff@hopecc.sa.edu.au

Lost property

If you lose something at school without a label, check with Student Services. If clothing/items have a student's name on it, it is returned to their classroom, therefore it is highly recommended that all garments/items are labelled. Lost property that isn't labelled is kept until the end of the term and then is disposed of.

Medical Matters

The College has trained medical staff and First Aid Officers to treat minor ailments.

Allergies & Medical Conditions

If your child has an allergy or a medical condition, you need to notify the College and provide an action plan and supporting medication.



Too Sick to Come to School

When your child is ill, they may not be able to learn or recover properly at school. We encourage you to keep your child at home if they have an infectious disease or any of the following:

- fever
- coughing or breathlessness
- nausea, vomiting or diarrhoea
- runny nose (apart from hayfever/allergies)
- pain that needs medication to cope.

Children who come to school and are considered by College staff to be too sick to be at school or who put others at risk of illness will need to be collected by the parents as soon as the College contacts them.

Medical Matters (cont.)

Medications

All students, who require medication must supply:

1. Medication (in date), **2. Signed 'permission for College to administer medication' form**, **3. Completed Action plan or Doctor's prescription.**

No student must ever give medication to another student.

Mobile Phones & Smartwatches

Students are not to use mobile phones at the College. They may bring them to the College, provided they are out of sight and switched off. Any device brought to the College is done so at the owner's risk, and the College accepts no responsibility for loss or damage.



Students may only use smartwatches as a timepiece, and it should be switched to flight mode while at the College.

Newsletters

The College produces a Newsletter approximately three times a term. Newsletters are emailed to parents, posted on our College website and hardcopies can be collected from the College office.

Out of School Hours Care Service (OSHC)

Please refer to our website for hours of operation. OSHC Enrolment forms can be obtained from the College office or the website.

For further information please call 8287 1111 or email:
oshc@hopecc.sa.edu.au

Parent Teacher Interviews

Parent/Teacher/Student interviews are scheduled twice a year. You will receive a booking form to book a Parent Teacher interview. You are able to request to meet with a teacher directly if you feel a need.

Parent Volunteers

Volunteers are an integral part of Hope Christian College and are greatly appreciated and valued. All volunteers will require a current *Working with Children Check* and be required to complete the Responding to Abuse & Neglect training and have had their COVID vaccine. If you are interested, a Volunteer Pack can be collected from the College Office.

School Reports

The College will issue a Progress Report for Middle & Senior school students in Terms 1 & 3. An Academic Report will be produced in Term 2 & 4 for all students. All reports can be accessed via our SEQTA portal. Please contact Home Group or class teachers for any enquiries concerning student's reports.

SEQTA

SEQTA Engage is a powerful tool for parents to have an overview of their child's learning and assessments. SEQTA Engage provides parents access to key information. Such as timetable and assessments, and reports. Parents are sent a SEQTA welcome email and this will take you through the steps to set up an account. We encourage all parents to use this very helpful app.



Student Stationery

Start-up stationery packs are provided to students at the beginning of the year. Rec-Year 3 stationery is delivered to the College and for all other year levels stationery is delivered to the home in the holiday break.

Uniform Shop

The onsite Hope Christian College Uniform Shop is run by the company Perm-A-Pleat.

The uniform shop is open:

Monday	8:00am - 12:00pm
Thursday	12:00pm - 4:00pm

Please refer to website or ask at the College Office for additional hours leading into change of season.

The full uniform guide is available on the website under Policies.

Wet, Hot or Severe Weather

On days when it rains during student breaks, if forecast is to be over 36 degrees, there is a severe weather warning (hail, strong winds) or smoke warnings from bushfires, students will be kept in supervised classroom or designated areas to keep them safe. The College will contact parents through the usual channels if there is a need to have students collected early.

We hope this information has been of assistance

Additional information can be located as follows:-

College Website

www.hopecc.sa.edu.au

The College Office

Phone 8287 1111

email admin@hopecc.sa.edu.au

Office hours 8:30am—4:00pm

Or

Email your Child's teacher directly

Feel free to ask the administration staff for contact details

Thank you for partnering with us to educate and nurture your child

