



# Parent Information Book 2024



MOUNTAIN VIEW  
ADVENTIST COLLEGE

# Child Safe Advocates



**Mr Irwin Steyn**



**Mr Emmanuel  
Guevarra**



**Mrs Dominique  
Howcroft**



**Mrs Carmen  
Castaneda**



**Mr Samuel Long**



# Child Safe Program

Our Child Safe Program is based on the NSW government child safe standards government child safe standards. When you open the 'About' section on the College website you will find the public facing documents which make up our Child Safe Program.

The public facing documents include a Child Safe Policy, the Codes of Conduct for adults and for children/young people. Along with these there is a process of reporting any incidents/concerns that may arise. The other public facing documents assist in the management process of investigating the evidence and resolving the issues associated with the incidents/concerns.

Our Child Safe Program provides us all with a transparent process to keep our children/young people safe. It is the responsibility of the whole college community to know about these public facing documents so we can assist in keeping our children/young people safe.

To view these documents please visit this link: <https://nsw.adventist.edu.au/child-safe-standards/>

To report a child safe incident or concern please visit:

<https://mvac.adventist.edu.au/about/child-safe-policy/>

**Adventist Education New South Wales**

Seventh-day Adventist Schools have made **child safety a priority** in its response to the new Child Safe Standards.

There are **6** public facing document links on this website sharing the **child safe responsibilities and expectations** with the entire school/college community.

There is an overarching **Child Safe Policy** driving the other processes and procedures in our school/college.

Within these documents, you will find **codes of conduct** and **professional boundaries** for adults/staff as well as a code of conduct for students.

These documents provide the platform for **any member of the school/college community** to respond to and report a child safe incident or concern. It also provides guidance on how to manage child safe complaints.

With these **six public facing documents** the school/college community will know what is appropriate and acceptable in relation to child safe matters.

- Child Safe Policy
- Adult Code of Conduct
- Professional Boundaries of Staff
- Student Code of Conduct
- Reporting Incidents and Concerns
- Complaints Management

# Child Safe Program

At Mountain View Adventist College, we are committed to the care and protection of children and young people involved in our school community.

## **Our Safeguarding Commitments are to:**

- promote a culture and a safe environment that fosters zero tolerance of abuse or discrimination,
- respect children/young people by providing information and opportunities for them to participate in decisions that affect their lives,
- involve and inform families, carers and communities about our safeguarding practices,
- create a physical and culturally safe environment for the diverse needs of children and young people within our community,
- recruit staff who are educated in their understandings and responsibilities in keeping children and young people safe,
- respond promptly to every safeguarding concern or allegation,
- promote and maintain safe physical and online environments,
- regularly review safeguarding policies and procedures and respond to emerging safeguarding risks and
- inform each member of the school community about their responsibility to understand the important and specific role that they play, individually and collectively.

# Staff Email Contacts

## Heads of School

- Irwin Steyn **Principal:** Irwin.Steyn@mvac.adventist.edu.au
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- Emmanuel Guevarra **Director of Wellbeing:** Emmanuel.Guevarra@mvac.adventist.edu.au

## Office Staff

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## Primary Staff

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# Staff Email Contacts

## Secondary School

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## Counsellors

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- Mrs Samuel Long: counsellor@mvac.adventist.edu.au

# College Bell Times



## Primary School

Monday-Thursday

Class Starts	8:40	-	10:36
RECESS	10:36	-	10:55
Class Time	10:55	-	12:43
LUNCH	12:43	-	1:30
Class Time	1:30	-	3:10

# College Bell Times



## Primary School

Friday Bell Times (Term 2 & Term 3)

Class Starts	8:40	-	10:38
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RECESS                      10:38   -   10:56

Class Time	10:56	-	12:24
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LUNCH                      12:24   -   1:02

Class Time	1:02	-	2:30
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# College Bell Times



## Senior School

Monday - Thursday Bell Times

<b>CONNECT</b>	<b>8:40</b>	<b>-</b>	<b>8:50</b>
Period 1	8:50	-	9:43
Period 2	9:43	-	10:36
<b>RECESS</b>	<b>10:36</b>	<b>-</b>	<b>10:55</b>
Period 3	10:55	-	11:48
Period 4	11:48	-	12:41
<b>LUNCH 1</b>	<b>12:41</b>	<b>-</b>	<b>1:00</b>
<b>LUNCH 2</b>	<b>1:00</b>	<b>-</b>	<b>1:30</b>
Period 5	1:30	-	2:23
Period 6	2:23	-	3:16

Update 04 Feb 2022

# College Bell Times



## Senior School

Friday Bell Times (Term 1 & Term 4)

<b>CONNECT</b>	<b>8:40</b>	<b>-</b>	<b>9:10</b>
Period 1	9:10	-	10:00
Period 2	10:00	-	10:50
<b>RECESS</b>	<b>10:50</b>	<b>-</b>	<b>11:10</b>
Period 3	11:10	-	12:00
Period 4	12:00	-	12:50
<b>LUNCH</b>	<b>12:50</b>	<b>-</b>	<b>1:36</b>
Period 5	1:36	-	2:26
Period 6	2:26	-	3:16

# College Bell Times



## Senior School

Friday Bell Times (T2 & T3)

<b>CONNECT</b>	<b>8:40</b>	<b>-</b>	<b>9:10</b>
Period 1	9:10	-	9:54
Period 2	9:54	-	10:38
<b>RECESS</b>	<b>10:38</b>	<b>-</b>	<b>10:56</b>
Period 3	10:56	-	11:40
Period 4	11:40	-	12:24
<b>LUNCH 1</b>	<b>12:24</b>	<b>-</b>	<b>12:42</b>
<b>LUNCH 2</b>	<b>12:42</b>	<b>-</b>	<b>1:02</b>
Period 5	1:02	-	1:46
Period 6	1:46	-	2:30

Update 04 Feb 20222

## **VISION STATEMENT**

**Nurture for today  
Learning for tomorrow  
Character for eternity**

## **MISSION STATEMENT**

**To motivate and nurture spiritual, academic and  
personal growth  
in an Adventist Christ-inspired environment  
that serves the community.**

## **VALUES STATEMENT**

**Within the core of Christian values, we emphasise:  
Respect, Joy, Responsibility, Trust, Acceptance,  
Self-discipline, Compassion, Honesty,  
Forgiveness, Self-worth, Initiative.**

# Philosophy Statement

As a Christian school we vow to:

Honour God in everything we do; build relationships based on trust and respect; maintain integrity and excellence in all programs and services and practice responsible stewardship.

We know that we honour God in everything we do when we:

Give God all the credit; relinquish all problems to His care; seek His face through worshipping together; studying together and praying together; love one another as He loves us by being a loving truth teller, honouring each other and proceed boldly in living the Gospel.



## Statement of Adventist Identity

While every Adventist school is unique by virtue of its location and circumstances, all authentic Adventist schools share certain distinctive qualities. The atmosphere and ethos that is created can be experienced and observed at both the tangible and intangible levels. The term, ‘special character’ is used to describe that distinctiveness.

The heart and soul of Adventist education stems from a worldview regarding the origin, meaning, purpose and destiny of human life. These beliefs and assumptions are drawn from the Bible and are reflected in the logo which is central to this model. The writings of Ellen G. White are also acknowledged as an inspired commentary and guide in applying these understandings in the context of the school. The outcome of this effort is a “special character” that reflects the reasons, the vision, the aspirations and the values that are important to Adventist educators.

Each school is seen as a total learning environment, with careful attention to a balance between study, worship, labour and recreation. It is a community in which spirituality, industry, a spirit of cooperation, a sense of safety and security and respect for the diversity of individuals and cultures are valued and nurtured. As cultural beings, teachers, students and others will participate in seeking, communicating and expressing the essence of that culture in language, story, symbolism, worship and acceptable standards of behaviour and lifestyle consistent with Adventist worldview.

The culture and ethos of the school consistently reflect the practical endorsement of a biblical worldview and its implicit values. This culture seeks to be Christian generally, and Seventh-day Adventist in particular. Each school community will function in a complementary relationship with the family, the Church, and other schools in the system.



## Student Code of Conduct

## Responsibilities of Administration

### Principal and Heads of Schools will ensure that:

- A commitment to student management underpins all policies and activities of the College
- The College community reviews policies and practices related to student welfare on a regular basis
- The College Support Policy is continually being reviewed
- Students, staff and parents are assisted to develop and put all the policies into place within the College
- Expect teaching and support staff to acquaint themselves with the guidelines within the College relating to student welfare and management

## **Teaching and Support staff will:**

- Ensure that they are familiar with the Student Welfare and management guidelines
- Contribute to the provision of a caring, well managed, safe environment for all students and fellow staff members
- Participate in the learning and teaching process in ways which take account of the student needs

## **Students will:**

- Act according to the Support Code established by the College
- Contribute to the provision of a caring, safe environment for fellow students and staff members
- Participate actively in the learning process
- Provide their views on student welfare, discipline and College decisions, through their prefects
- Practice peaceful conflict resolution

## **Parents will be encouraged to:**

- Participate in the learning of their children and the life of the College, including the review of the Student Welfare Policies
- Share the responsibility for shaping their children's understanding about acceptable behavior
- Work with the teachers to establish fair and reasonable expectations of the College

## **Student Rights**

All students are not too young to understand that the granting of rights must be followed by the acceptance of responsibilities.

### **Students have the right to:**

- Be happy and to be treated with compassion and respect
- Be treated with respect and politeness
- Always be safe at College, be free from persecution either verbal or physical
- Know that all personal property is safe
- Obtain maximum benefit from all lessons
- Expect educational activities that will benefit them
- Be by themselves if they so desire without any threat of personal harm, but not out of class time
- Have good health practices respected
- Have pleasant, well-kept and clean surroundings while in the classroom and in the playground
- Expect the local community to provide support for the College and have respect and pride in the College
- Be helped to learn self-control and self-discipline
- Be heard if others abuse their rights

### **Responsibilities of Students are to:**

- Treat others with compassion, not to laugh at others, tease them or in any way try to hurt their feelings
- Be polite to all the College community and treat them with respect
- Use polite language when talking to others
- Make the College safe by not threatening anyone, hitting or hurting anyone in any way
- Not take anything that belongs to another person or to destroy or damage their own, others or College property
- Be cooperative with teachers and other students to ensure that lessons run smoothly and that all work is kept up to date
- Be punctual for College, to attend College regularly and to contribute to College activities
- Respect others as individuals and not treat them unfairly because they may have differing opinions and views
- Always be clean and tidy and in full College uniform
- Keep the College grounds tidy as well as their personal space within the classroom
- Let teachers know of anything of a dangerous nature within the College that may jeopardise the wellbeing of the student and staff body
- Behave in a way that will gain respect for the College, especially when coming and leaving the College and whilst representing the College at internal and external activities
- Have with them their Student ID cards at all times

# Foundation and Administration

Mountain View Adventist College was established in 1968 by the Seventh-day Adventist Church. Mountain View Adventist College is a co-educational Prep to Year 12 school. The institution began as a two-room primary school, extending to cater for Years 7 and 8 in 1983 and Year 10 by 1985. Year 11 commenced in 1998 followed by Year 12 in 1999. In 2002 the College began a Prep class to cater for the educational needs of 4-year olds. The overall program is administered by the College Council, which is representative of the Seventh-day Adventist churches in the Western Sydney region.



## Enrolment

Mountain View Adventist College is open to all students without regard to their religion, ethnicity or national origin. Students who wish to enroll at the College need to abide by the school's standards of conduct and dress. All students are expected to join in the spiritual activities of the College and to show respect for God and His Word. Every effort is made to provide opportunity for both boys and girls to participate in all activities and, as far as possible, the College attempts to accommodate disadvantaged students. An excellent standard of behavior is expected from all students enrolled. Discipline Policy guidelines are available from the College.

## **ENROLMENT PROCEDURE**

Applications are made online through the College website. These are to be completed and submitted together with the latest scholastic and Naplan reports from the school the student has been attending. An interview with the Principal or Deputy Principal is also required and may be made by appointment. For all new students enrolling, the College requires a copy of their birth certificate or passport, Immunisation records and Visa (if applicable).

Students enrolling into Prep must be 4 years of age. Students enrolling into Kindergarten must turn 5 years of age by the 30th June in the year of enrolment.

At the time of enrolment, parents should advise the College of any current Family Court Order that may relate to the child. Furthermore, should any Court Orders subsequently be put in place, the College should be informed immediately.

## **OVERSEAS STUDENTS (Full Fee-Paying Overseas Students – FFPOS)**

Mountain View Adventist College is a registered site and is able to accept overseas students on behalf of The Association of Independent Schools of N.S.W. Ltd. (The Provider). Overseas students must abide by the immigration and educational guidelines established by the Australian Government and must complete a Confirmation of Enrolment form supplied by the school. Further details can be obtained from the College office.

## **END OF YEAR CLEARANCE PROCEDURE- Secondary**

All Secondary students must complete the clearance procedure at the end of each year. At this time, all textbooks, laptops, locker keys, library books etc. are returned to the school. Parents of students who are leaving the College must provide one full terms notification of the intention to leave in writing sent to the Principal or Administration team. Where one full terms notification is not provided, payment in lieu of the notification must be paid.

## **TERMINATION OF ENROLMENT**

In the event of a student leaving during the College year, the procedure is as follows:

### **Secondary Students:**

**Step 1** Inform the Principal or Administration team in writing of the intention to withdraw as soon as the decision has been reached providing one full terms notice

**Step 2** Students then obtain a clearance from each subject area and department listed on the form

**Step 3** The completed, signed and dated form needs then to be presented at the Admin office for the Principal's/ HOS signature

Step 4 Pay any outstanding School Fee accounts

## Primary Students:

- Step 1 Inform the Principal or Administration team in writing of the intention to withdraw as soon as the decision has been reached providing one full terms notice
- Step 2 The completed, signed and dated form needs then to be presented at the Admin office for the Principal's/ HOS signature
- Step 3 Pay any outstanding School Fee accounts

Withdrawal from the College is not complete until the above procedure has been finalised. Fees will be calculated to the date of termination plus any notification period if required.

# Academic Program

## COLLEGE COURSES

The College operates a Christian Curriculum and provides a full range of subjects in all of the key learning areas to meet Government requirements. These subjects are as follows:

**PREP** Cognitive/Language/Physical/Spiritual/Social and Emotional domains are all covered through play, craft, story times and discussion

**YEARS K – 6** Biblical Studies, English, Mathematics, Science, History, Geography, Personal Development, Health and Physical Education, Art, Music, Technology and Library

## SECONDARY

**Year 7** Biblical Studies, English, Geography, History, Language Other Than English, Mathematics, PDHPE, Science, Technology (Agriculture, Computing & Food) and Visual Arts.

**Year 8** Biblical Studies, English, Geography, History, Mathematics, Music, PDHPE, Science, Technology (Media, Textiles, Engineered Systems) and Visual Arts.

**Year 9** Biblical Studies, English, Geography, History, Mathematics (5.1,5.2,5.3), PDHPE and Science.

In addition, electives are chosen.

**Year 10** Biblical Studies, English, Geography, History, Mathematics (5.1,5.2,5.3), PDHPE and Science.

In addition, electives are chosen.

**Electives for year 9 and 10:** Commerce/Food Technology/Music/Information Software and Technology/Industrial Technology/Visual Art

**Year 11** English Advanced, English Standard, English Studies, Studies of Religion I or II Electives include: Information Processes and Technology, Music, Food Technology, Drama, Personal Development, Health and Physical Education, Design and Technology, Modern History, Legal Studies, Geography, Biology, Visual Arts/ (Physics

– Distance) Mathematics Standard, Community & Family Studies, Mathematics Advanced (Mathematics Extension 1) Sport, Lifestyle and Recreation, Photography, Video and Digital Imaging (1 unit)

**Year 12** English Advanced, English Standard, English Studies, Studies of Religion I or II Electives include: Chemistry, Music 1, Personal Development, Health and Physical Education, Visual Arts, Ancient History, Business Studies, Food Technology, Geography, Physics, Biology, Design & Technology, Information Processes and Technology, Legal Studies, Standard Mathematics, Community and Family Studies, Mathematics, Mathematics Extension 1, Sport Lifestyle and Recreation (1 unit)



## **LEARNING ENRICHMENT**

We recognise that our students were created to be individuals and that at some stage they may require extra support. Learning Support at Mountain View Adventist College aims to encourage academic success.

## **DISTANCE EDUCATION**

There may be subjects the student would like to study that are not offered at Mountain View Adventist College, these can often be completed by Distance Education. The Head of Senior School will manage students Timetable.

Distance Education will be approved by the Principal or Head of Senior School. Students applying for Distance Education must meet the external provider and College's criteria in regard to; School Attendance (85% attendance), have a grade average above 80%, have submitted all assessment tasks on time and be capable of learning independently. Additional course fees may apply.

### **RECORD OF SCHOOL ACHIEVEMENT**

The Record of School Achievement is issued by NESA (NSW Education Standards Authority) to eligible students who complete four years of secondary schooling to Year 10. To complete a course of study for the ROSA, a student must have a satisfactory record of attendance and application (effort). The ROSA can be downloaded by a student at the time they finish school any time after completing Year 10 and not returning to school, that is, the student is entering employment, tertiary study etc. (Their online student account must be activated and details e.g., email, phone, must be up to date).

### **HIGHER SCHOOL CERTIFICATE**

This program incorporates the final two years of schooling leading to a Higher School Certificate in Year 12. To complete a course of study for the HSC, students must continue to have satisfactory reports in the area of attendance and application (effort).

### **SECONDARY STUDENTS ONLY**

The College requires that a student may only be absent for 15% of their course. Any amount **greater than this** is seen as being **unsatisfactory** attendance. If a student is absent for more than this amount their name will be presented to the Academic Committee to assess whether they have satisfactorily met the Board of Studies and/or College requirements for course completion.

Factors the Academic Committee will take into consideration are:

- the nature and duration of the absence
- the academic standing of the student within the course at the time of absence
- the student's prior pattern of attendance, application and achievement
- the ability and commitment of the student to compensate for the classroom experiences missed

The 15% absence is comprised of full day or half day absences. When students arrive late or leave early these, will be counted as half days.

Parents/Guardians are required to give a reason for each absence. To satisfy this requirement, a note explaining why the student was absent should be presented to the roll-marking teacher on the first day back at school after an absence or a phone call by parents should be made to the office.

## **LATE NOTES**

All students who arrive after roll call has commenced, are to report to the office to collect a late slip. All late arrivals must be covered by a note of explanation from a Parent or Guardian. The College would appreciate prior notice of expected absences such as a planned holiday or family/community event.

During the day, students are expected to attend all their classes, unless excused by the Principal or Head of School. All students are expected to bring a note on the day they return to the College, explaining their absence for the period or a written notification should be sent by email to the office. This is a mandatory requirement by the Government.

## **HOMEWORK**

Homework is an integral part of the College system and parents can expect it to be set regularly. This enables students to practice and memorise the work completed in school. While teachers do their best to assist and encourage students, it must be stressed that the student's initiative and effort are the determining factors of success. The encouragement and assistance of parents is also important.

Homework and independent study are required on a regular basis and the following times, with regular breaks are recommended minimums per night:

Kindy – Year 2 15 minutes

Years 3-4 30 minutes Years 5/6 45 minutes Year 7 1-hour

Year 8 1-hour

Year 9 1 1/2-hours

Year 10 1 1/2 hours

Year 11 2 hours

Year 12 3 hours

## **REPORTS**

Interim reports will be given to every student during Term 1. This is not an Academic report, but an overview of how the student is settling into the new College year.

Full Academic reports will be issued at the end of Semester 1 and Semester 2. Report Meetings with parents, students and teachers will be held at both the interim report and semester 1 reporting periods.

## **1:1 LAPTOP PROGRAM**

Our 1:1 Laptop program will provide laptops to Years 7-12 to assist in their learning, conduct research and have access to our learning platform. This is an Educational Edition and students will be given access to Office 365 and the Internet. A Laptop Computer Agreement Acceptance Form will be given to students so that there is an understanding of the 1:1 Laptop Program terms and conditions.

# IT Agreement

## Policy Statement

The use of electronic devices and access to Internet services (school devices and services) at Mountain View Adventist College are provided to students in order to support their educational and administrative needs.

These devices and services are necessary educational tools and must be used in a responsible manner. This policy can never anticipate all the possible advances and uses of technology and therefore students who are unsure about their usage should seek clarification from a teacher as soon as possible.

This policy is intended to inform parents and students of our school's expectations when students are using devices and services provided by the school and when using their personal equipment to communicate to or about members of the school community. If a student acts in a way that is against the contents of the policy, he/she will be subject to consequences according to the school's Pastoral Care Policy and, if necessary, offending material may be supplied to the police.

Mountain View Adventist College reserves the right to capture, store and review all Internet browsing and e-mails across the school network. Devices may be taken or accessed if it is believed:

- there has been or may be a breach of the school rules or policy,
- there may be a threat of harm to a student or others or security system,

## A. Internet Services

The Internet is a vast array of interconnected computers around the world, which can connect to each other and share information stored on them. The World Wide Web (or the Web) and Electronic Mail (e-mail) are available to all students at Mountain View Adventist College in the pursuit of academic curriculum resources.

Students and staff will have access to:

- world-wide e-mail communication
- global information and news
- public domain and shareware computer software of all types
- discussion groups on numerous topics from the environment to music and politics

## B. Internet Warning

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting. There may be some material or individual communications which are not suitable for school-aged children.

Mountain View Adventist College views information gathered from the Internet in the same manner as reference materials identified by the Library. The College supports resources that will enhance the learning environment with directed guidance from the staff. However, it is impossible to control all material on a global network and an industrious user may discover inappropriate information.

At school, student access to, and use of, the Internet will be under teacher direction and will be monitored as any other classroom activity. Mountain View Adventist College, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the College, since Internet access may be obtained outside the school setting.

### **Cyber safety Requirements**

This policy addresses the particular use of these technologies that has come to be referred to as 'Cyber bullying'. The school will investigate and take action where this kind of bullying occurs in school and outside of school when it causes significant harm to the relationships between students and/or teachers is criminal in nature.

### **Guidelines for Cyber Safety:**

1. When using the school devices and services students will:

- Ensure that communication through Internet services is related to learning
- Keep passwords confidential and change them when prompted or when known to another user
- Use passwords that are not obvious or easily guessed
- Log off at the end of each session to ensure that nobody else can access their network account
- Promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited e-mail) or if they receive a message that is inappropriate or makes them feel uncomfortable
- Seek advice if another user seeks excessive personal information, asks to telephone, offer gifts by e-mail or wants to meet a student
- Ensure that copyright permission is gained before electronically publishing the works or drawings of others
- Always acknowledge the creator or other author of any material published
- Keep personal information including names, addresses, photographs and telephone numbers of themselves and others private
- Ensure that school services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose

2. When using the school services or personal electronic equipment students will not:

- Disable settings for virus protection, spam and filtering that have been applied by the school and not attempt to evade them through the use of proxy sites
- Allow others to use their personal accounts
- Deliberately use the electronic identity of another person to send messages to others or for any other purposes
  
- Enter 'chat' or 'social networking' Internet sites without the permission of a teacher
- Use unauthorised programs or intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member
- Damage or disable computers, computer systems or networks
- Disclose personal information about another person (including name, address, photo, phone numbers)
- Distribute or use copyrighted information, without proper permission
- Take photos or videos of members of the school community without their consent
- Record audio or video in class, especially during presentations
- Install unauthorised software
- Play games during class time
- Access YouTube during school times

YouTube access is permitted to High School students who have been granted special permission from the Head of Senior School and should only be used during lessons and when supervised by the teacher.

3. When using school services, students will never knowingly initiate or forward e-mails or other messaging containing:

- A message sent to them in confidence
- A computer virus or attachment that is capable of damaging recipients' computers
- Chain letter or hoax e-mails
- Spam (e.g. unsolicited advertising material)

4. When using school services or non-school services, students will never send or publish either through Internet sites, e-mail or mobile phone messages:

- Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
- Threatening, bullying or harassing material or make unreasonable demands
- Sexually explicit or sexually suggestive material or correspondence
- False or defamatory information about a person or organisation
- Use the school name or crest without the written permission of the Principal

## 5. General care and maintenance of the computers:

- The computers are an educational tool and should be used in that capacity only
- The student is responsible for the computer
- The computers should not be used to copy, download, upload or share copyrighted materials at any time. This includes the reproduction of music files and software applications
- A student's desktop wallpaper needs to be appropriate. Students should not use violent computer game images, half-naked men/women, offensive material, explicit messages or musical artists as their desktop wallpaper.
- Students should not graffiti computers, keyboards and/or mouse pads

### **Year 11 and 12 Students**

Teachers or the school will not take responsibility for any damages, misuse or loss to the student's personal technology.

Students will not be given access to the school's Internet services, unless approved by the Principal, Network Administrator and Computer Control Administrator.

Teachers have the right to confiscate such technologies if in breach of the IT User Agreement.

Plagiarism – Taking ideas or directly copying texts from another person and offering them as your own is called plagiarism and is not acceptable. Credit should always be given to the person who created the article or the idea. The student should include their sources of ideas or writing and include the Web Address in a bibliography.

Students need to be aware that all use of the Internet and e-mail services can be monitored and traced to the accounts of specific users. The misuse of school services may result in disciplinary action that includes, but is not limited to, the withdrawal of services.

Mobile Phone usage – This policy is designed in managing the safe, responsible and acceptable use of mobile phones by students. It is an overall requirement for students to exercise care and use their mobile phones in a considerate manner and to be aware of situations in which others could be affected by their actions.

- **Mobile phones are not to be used during the school day.** Exceptions may be permitted only in exceptional circumstances if the parent/guardian/carer specifically request it. Such requests will be handled on a case-by-case basis and should be directed to the Head of Secondary School.
- **Parents/guardians/carers are reminded that in cases of emergency, the school administration staff remain a vital and appropriate first point of contact and can ensure your child is reached quickly and assisted in any appropriate way.**
- Unless permitted by a teacher for certain circumstances, for example, taking progress photos for the Design and Technology Major Project Portfolio, **mobile phones should not be used** to make calls, send SMS messages, surf the Internet, take photos or use any other application during school lessons and other educational activities, such as school carnivals, recess/lunch time events and performances (dance and music).
- Mobile phones should not be used to record class presentations. **It is an offence to use a mobile phone to menace, harass or offend another person and all calls, text messages and e-mails can be traced.**
- Charging a phone is not permitted in class nor is it permitted to connect such device to a computer
- Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action
- The misuse of a mobile phone will result in the confiscation of the device for a period set by the Head of Senior School
- Mobile phones of repeat offenders will be held for longer periods of time and Parents/Guardians/Carers will be contacted to collect the student's phone in person
- No videos, YouTube clips or other video clips of any type should be viewed on any mobile device
- **The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.**
- **The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.**
- **Privilege to take a mobile phone to school may be withdrawn if a student fails in their duty to behave responsibly and in accordance with the school's requirements.**
- **Should there be repeated disruptions to lesson(s) caused by a mobile phone, the responsible student will face disciplinary actions as sanctioned by the Principal. If a situation arises that exceeds the school's jurisdiction, police involvement may be required.**

**Other portable devices** – All other portable devices, such as, iPads, PlayStation Portables, Nintendo DS should not be at school. Mountain View Adventist College reserves the right to take no responsibilities for any loss, damage and/or misuse of the product.

### **Policy Statement**

This policy will be updated as necessary. All attempts will be made to adhere to the above policy, but some circumstances (such as technological advances) may require the Principal to depart from the current policy.

## **LIBRARY**

The Library is a silent, focused place for study (no food and drinks allowed) and is very much a part of the College educational program. Emphasis is placed on helping students to master study and research skills.



The Library will be open before school from 8am, during lunch and after school until 4pm on most days. Students who do not comply with Library guidelines may have their borrowing privileges withdrawn for a period of time (at the discretion of the Librarian).

Computer and Internet usage in the Library will be organised through the Librarian. Each student will be required to sign a form showing they understand the rules when using the internet.

All Years 7-12 text books will be attached to the students Library record. In the first week of Term 1, subject teachers will give students their allocated text books for the year. Each student in the Secondary school will be required to sign a declaration to say that they will look after the text book and return it in good order at the end of the year. If books are lost or returned to the Library in disrepair, the cost of the book plus a \$3 administration fee per book will be added to the school fees.

## STANDARD LIBRARY FINES

Library borrowers are responsible for any lost, damaged or overdue books.

Fines are as follows: **Lost books:** Purchase price of book plus a \$3 administration fee

**Overdue books:** 20¢ per day payable as per school fee statement

**Damaged books:** Purchase price of book plus a \$3 administration fee

Note: Borrowing privileges will NOT be restored until Library fines are paid in full.

## CANTEEN

All lunch orders are placed online through the Flexischools app; an online canteen ordering system that allows parents to pre-order recess and lunch.

Orders can be placed well in advanced, however, at minimum, orders will need to be placed online before 9:30am each day to ensure your child gets their lunch order for that day.

You can download the Flexischools app from Google Play or the Apple App Store and then follow the steps below.

1. Set up your account
2. Add your children's names and link them to their Year and Class
3. Add your child's Student ID number (located on their student card)
4. You're ready to order!



 flexischools

Please note that your child's Student ID can be added to the account allowing students to make canteen purchases and debit your Flexischools account balance, parents will have the option to set up a spend limit on the app and top up funds when needed.

Flexischools do charge small processing fees of which the College receive no commissions at all.

Should you experience any difficulties in setting up your new account, please contact Flexischools directly on 1300 361 769.

You can also visit <https://flexischools.com.au/parents> for more information.

## SPORTING PROGRAM

A College sport program is operated, whereby opportunity is provided for your child to develop physical skills and stamina. This program is compulsory, therefore full participation is expected and required unless a doctor's certificate indicates otherwise. Emphasis is placed on good sportsmanship and team spirit within the College.

One afternoon per week is devoted to group sport programs. Students are offered a range of options such as swimming, skating, tennis, squash, basketball, hockey and soccer (in Secondary School).

A Swimming Carnival, Athletics Sports Day and Cross-Country run is held each year. Occasional inter-school meets are arranged in areas such as swimming, athletics, basketball and soccer.

### EXCURSIONS AND FIELD TRIPS

These are a part of the routine College program to encourage learning experiences that are not available in the classroom. All students are expected to participate as part of their coursework.



Students either go on a day excursion with outcomes that are covered in the curriculum or they may be involved in an in-College excursion, whereby the teachers invite groups to come and support their learning program.

# College Uniform

As a matter of pride and school tone, the wearing of regular uniform is compulsory and is expected to be worn when traveling to and from the College, during College hours and at formal functions. Parents are requested to see that their children are always wearing the correct uniform. Sports uniform is required for all sport and physical education activities.

If for any reason it is impossible for a student to be in full uniform, a written note from the parents should be presented to the Head of School. The College reserves the right to decide whether a part of a student's attire is considered unsuitable. All efforts must be made by the student and family to rectify the uniform as quickly as possible.

It is inappropriate for any student to wear thongs or Casual canvas shoes as footwear to college.

One small gold or silver stud for ears are the only type of jewellery allowed at the College. If a student must wear a specific piece for religious reasons, it needs to be hidden from view.

There is a Uniform Shop that operates at the College. All articles of clothing must be purchased at the College Uniform shop.

**Opening Hours: Monday - Friday: 08:15am - 08:45am and 3:15pm - 3:45pm  
Term 2 and 3: Monday - Thursday hours as above.  
Friday 8:15-8:45am only**

## GIRLS' UNIFORM

### **Summer Uniform - Terms 1 and 4 Primary:**

Primary Dress (summer) Socks- White ankle socks

Shoes- Plain black leather school shoes (no black sneakers or platforms are permitted), should be polished and lace ups

### **All year-round Uniform Secondary:**

College Skirt - Regulation material and pattern Blouse

White with School emblem

Socks - White ankle socks

Shoes- Plain black leather school shoes (no black sneakers or platforms are permitted), should be polished and lace ups

\* College Blazer (Compulsory in Winter)

## **Winter Uniform- Terms 2 and 3**

Primary:

Primary Dress (winter) Primary Blouse

Primary- Year 6 Soft Shell Jacket

## **Whole school P-12**

Pullover- Plain navy blue V-necked with school emblem. No Sloppy Joes/Hoodies are to be worn

Shoes- Plain black school shoes (no black sneakers or platforms are permitted), should be leather, polished and lace ups

Socks -white socks, or black stockings ribbed or plain Hair tidy items- Navy blue or College scrunchy

*Sports Uniform must not be worn with formal uniform*

## **BOYS' UNIFORM**

### **Summer Uniform-Terms 1 and 4**

Primary

Trousers - Navy Shorts

Shirt - White with school emblem Socks

Shoes- Plain black school shoes (no black sneakers or platforms are permitted), should be polished and lace ups

Secondary Trousers - Navy Shorts

Shirt - White with school emblem Socks

Shoes- Plain black school shoes (no black sneakers or platforms are permitted), should be polished and lace ups

College Blazer

### **Winter Uniform -Terms 2 and 3**

Trousers - Navy

Shirt - White with school emblem

Blazer (7-12) -Regulation royal blue with crest on pocket Primary Soft-Shell Jacket

Tie - Regulation stripes, College navy tie (9-12)

Pull over - Plain navy-blue woollen V neck with school logo

\*No jumpers/hoodies to be worn.

\*Sports Uniform must not be worn with the formal uniform

## HAIR

Hair must always be neatly groomed and in a style appropriate to wear with the College uniform. Excessive use of hair products is unacceptable. Cuts, styles or colours which, in the opinion of the school, are extreme or not a natural hair colour is not acceptable. Dreadlocks, clip-on hair extensions, hair wraps, coloured beading, “Bali-style” braiding/corn rows (unless culturally appropriate), under-cut hairstyles, mullets – below collar length, mohawks, ‘rats’ tails’ and ‘patterns’ or lines cut into the hair are examples of inappropriate hairstyles for school. The College will exercise discretion in determining whether a hairstyle is acceptable.

Hair that is collar length or longer must be tied up during all practical subjects or when requested by a teacher. Hair must always be worn off the face, be neatly brushed and not hang down over the eyebrows or over the face. If ribbons or clips are worn, they are to be plain school colours. Facial hair must be neat and tidy. No nail polish should be worn this includes fake nails.



## College Transport

Currently the State Government provides free travel to all children living more than 1.5 km in a straight-line distance from the school. Free bus and rail passes are available by applying for a Student Opal Card from Transport NSW.

Visit <https://apps.transport.nsw.gov.au/ssts/home#/>. Once applications have been lodged, the College will be required to validate any application, so please ensure all details are correct to avoid any delays.



### **PREP STUDENTS DROP OFF**

Upon entering the College grounds, ensure that your PREP student sign is on display and you follow the car park signage for Prep drop off. Once you have located a suitable parking spot in the designated area please walk your child to the Prep Centre. Your child can be left at the Prep area between 8:20 and 8:40 am.

### **KINDY - YEAR 12 STUDENTS**

In order to keep our students, parents, visitors and staff safe in the school carpark, the College has implemented a Kiss & Drop zone. The zone is to be used in the morning by all parents dropping students off on the College Campus, please follow the signage to make the process as smooth as possible. The middle gate to the College will be closed to incoming traffic and will be used as an exit to the Kiss & Drop area only please enter via the North Entry. College staff will be at the entry and exit points of the Kiss & Drop Zone to ensure that drivers and students are safe.

### **AFTERNOON PICK UP (Carline, Walkers, College Bus)**

Once school has finished for the day, students will go home either by Carline (picked-up by parents in their car), Walkers walking home or to the train station or by College Bus.

### **CARLINE**

Primary school students in Prep-Year 5 will be escorted by teachers to the Carline pick up. Parents enter the most northern gate to the College (nearest Doonside Railway station) and queue up along the Service road. When at the student pick up point, teachers will assist students to their car.

Year 6 and Secondary students are to make their own way to the Carline promptly after school has finished. We do ask that for parents who have students in both Primary and Secondary school to please delay your pick-up until such time that Secondary school has finished (at 3:16pm). This is to ensure the continual flow of traffic for the Carline.

## **WALKERS**

Under non-COVID restrictions, Primary school students in Prep-Year 5 will be escorted by teachers to the Walkers pick-up area. This is located on the Primary side of the College next to the main Administration building. Year 6 and Secondary students are to make their own way to meet parents at the Walkers gate if required.

## **COLLEGE BUS AFTERNOON DROP OFF**

Primary school students in Prep-Year 5 will meet under the shaded area in the Primary School. Students will line up in their relevant bus line and will be escorted by teachers to the College Buses. Year 6 and Secondary students are to make their own way to the College buses immediately after school has finished. College buses are to leave the College by 3:30pm.

## **LOST TRAVEL PASSES**

Where travel cards are lost or damaged, please visit the Transport NSW website <https://apps.transport.nsw.gov.au/ssts/home#/reportPass> and follow the defined processes.

## **TRAVEL BEHAVIOUR**

It is expected that while waiting for and traveling on public transport, students will conduct themselves in a quiet and orderly manner, upholding all the school's standards. Misconduct may lead to confiscation of passes. Students need to abide by all NSW Transport regulations including travel near doorways, out of bounds areas, vandalism, and giving up seats to fare paying passengers.

## **COLLEGE BUSES**

The College operates a private bus service for students who have difficulty connecting with public transport. Students are expected to follow the Bus Code of Conduct. Any repeated infringements could preclude students from this very valuable service. Details are available from the College office. As there is limited space on buses, students who live close to public transport are encouraged to take this mode of transport to the College.

## **PRIVATE VEHICLES**

Students are NOT encouraged to bring vehicles to school, but permission may be attained if the following conditions are met:

- a note from parents, outlining the reasons for the request, is submitted to the College for consideration and approval
- a written undertaking is given that ONLY family members or those students authorised are to accompany the student

- non-family members may only travel in another student's vehicle if they have first been given written authorisation to do so by parents and providing that said authorisation has been acknowledged prior by the College students who wish to bring cars need to fill in forms available from the Deputy Principal
- cars are to be parked in the area designated by the College Administration. This area is currently designated to on-street parking only with no student vehicles to be parked on the school grounds
- cars are not to be used during the school day
- any infringement to the above rules could lead to a loss of privilege
- The College accepts no responsibility for any damage to vehicles or personal property whilst on or off the College grounds

### **SAFETY, SECURITY AND BUS TRACKING SYSTEM**

Parents, Students, Staff and any other person who enters the school does so on the understanding that the School utilises digital recording capabilities. These capabilities may include but are not limited to video recording with sound or any other technology as the school deems necessary at its sole discretion.

Buses within the College Private Bus Services are be part of a Bus Tracking system used by the College. Buses may have fitted to them tracking devices, video recording capabilities including sound, and an electronic tap on / tap off system identifying individuals.

Anyone that utilises the College Private Bus Service for any reasons understands that as a condition of use, that they, their children or others who may be at pickup and drop off locations or are in the vicinity of the bus may be recorded either by video camera, sound or any other technology as the school deems necessary at its sole discretion.

Any such recordings may be kept for use by the College for any period at its sole discretion.

# General Information

## **STUDENT ID CARDS**

Each year students are issued with a student identification card. Each card has a unique electronic chip that is used to identify each student. The student Id cards are an integral part of College life and are used by students when leaving early or arriving late to school, borrowing library books, printing assignments, canteen purchases and at any time using the College buses (whether for regular bus trips, excursions or sports). It is expected that students always have their cards with them. Lost cards can be replaced by contacting the admin office at a cost of \$10 per card. Once a replacement card has been issued the previous student card is no longer valid and cannot be used.

## **SICKNESS OR ACCIDENT**

Sickness or accidents should be reported immediately. If necessary, permission will be given to be absent from classes. When a serious accident occurs, students are taken to a doctor or hospital. The College is covered for transportation of the injured person to hospital by ambulance. Parents will be notified as soon as possible.

Parents need to notify the school of any long-term sickness or allergies. Updates on any change of condition are also needed along with providing any Medical Action Plans and medications if required. All medical costs are the responsibility of the parents.

If your child has a communicable disease or illness – e.g.: chicken pox, measles etc., they need to be away from school for two weeks from the first outbreak of the spots. If they have conjunctivitis of the eye, they need to stay at home until all infection is cleared.

## **TEACHER INTERVIEWS**

It is very important if you need to discuss your child's performance with their teacher, that you make an appointment at the office. Teachers cannot leave their classrooms to see a parent and may be on duty at other times. Understanding that at times parents may feel that their child has been unjustly treated by a teacher, it is part of school policy that another teacher may be asked to join in a meeting. Parents also have the right to another person sitting in a meeting if they so desire.

## **TELEPHONE**

The College telephones are not for general student use. In the case of emergencies only, students should visit the Student Services counter in the Admin building. Parents, please don't expect the College to call your child to the phone during College hours. A message will be given to them during recess or lunch. Of course, if there is a family emergency, we will contact the student immediately.

## **PERSONAL MOBILE PHONES**

Some parents feel the necessity of supplying their child with a mobile phone during College hours. We are allowing the students to have their phones on them, but they are not allowed to use them during the school day. Please do not call your child during the school day, if you

need to contact your child please phone the office. Social media is not to be used during their day whilst at school, attending school activities, whilst on excursions or camps.

Phones being used by students without teacher permission will be confiscated for the day. If it is a repeat offence the phone may be kept in the Head of School's office until the parent speaks with the respective Head of School.

The College takes no responsibility for any phones or any other small items lost or stolen from school bags or lockers at any time.

## **EMERGENCY CONTACT OF PARENTS/GUARDIANS**

Please ensure that the College has up-to-date contact information so that families can be contacted at any time should an emergency occur.

## **STUDENT LOCKERS AND PROPERTY**

Year 7 - 12 students are allocated lockers where all books are to be kept. Students are only permitted to go to lockers at the start and finish of school, recess and lunchtime, and PE classes.

Students are expected to supply their own lock.

Students are to maintain clean and tidy lockers. Inspections may be made in the presence of students to ensure this occurs.

Students should always keep their lockers locked. Although the College is concerned when items are lost or stolen, no responsibility can be taken if items are lost or removed from bags or lockers. Students with money or valuables are strongly advised to leave them at the College office.

Students' bags and/or lockers may be inspected if illegal, contraband or stolen property is suspected.

We discourage any expensive toys/games/electrical goods coming to College with students. This may cause others to want to inspect these goods a little closer and they may become lost or damaged. The College does not take responsibility for these incidences.

## **LOCKED GATES**

To reduce the amount of traffic and improve child, staff and visitor safety, our front gates are locked daily.

The external gates to the College are locked between 2:30pm and 3:45pm each day (2pm – 3pm on Fridays in Terms 2 and 3). Should you need to visit the Administration office during these times, please park outside of the College and walk into the office.

The secondary internal gates are locked between 8.40am and 3:10pm daily. Should your child be late for school or you need to attend a College function during these times, you are required to report to the Admin office, sign in and then attend your function. Upon leaving, you will be required to do the same.

Gates to the Carline (gates closest to Doonside Railway Station) for afternoon pick up will open at 2:40pm.

## **LATE STUDENTS**

When students arrive after roll call or worship has begun, they must see the office staff, to obtain a late slip. Late slips must be shown to the class teacher when students enter their first class and then handed in to the roll teacher at the end of the day. Failure to obtain a late slip will result a detention being issued. A note from parents is required explaining the student's lateness.

## **AREAS OUT OF BOUNDS**

This applies to the following areas, unless accompanied by a teacher or given permission by a teacher:

- adjoining school property on the south side,
- behind the classrooms on the southern side,
- staff housing,
- bitumen road on the northern side,
- teacher's cars and car park.

## **LEAVING GROUNDS**

Parents must provide written consent if their son/daughter is to leave school during school hours. The student must then obtain a leave pass from the Head of Secondary and sign out at the front office. This is so we know exactly who is on the College grounds if there ever is an emergency.

## **PARENTS CHANGING STUDENTS TRANSPORT HOME**

If a parent wants to either take their child off the bus for the afternoon, or wants to change their mode of afternoon transport, we cannot just have a verbal confirmation from the student. Written confirmation from the parent with what the changes are, or a phone call to the office from the parent should be made. If a child tells us that their parent wants them to go home with a friend or go home by bus (not their usual transport mode), it will not be allowed without a letter from home or a phone call to the Admin Office before 2:30pm.

## **PICKUP POINTS AFTER COLLEGE**

Students who are driven to/from school by bus, need to be waiting with the rest of their bus companions, at the front of the College every afternoon. There are teachers that will be on duty in this area until all buses leave.

Students catching the train walk to the train station. It is expected that students are courteous to other users of the footpath, follow the road rules and be respectful of our neighbours.

For parents who pick up their students in the afternoons, College finishes at 3.10 pm for Primary and 3.16 pm for Secondary students. These students must be picked up via the car line utilizing the road on the north side of the College or by parents parking outside of the school grounds and coming into the College to collect their children.

## **SAFETY AND SECURITY**

Students who enter the school grounds must have an understanding that the College utilises digital recording capabilities, these may include but are not limited to video recording with sound or any other technology as the school deems necessary.

Buses within the College Private Bus Services may be part of a Bus Tracking system used by the College. Buses may have fitted to them tracking devices, video recording capabilities including sound and an electronic tap on / tap off system identifying individuals. Students who utilise the College Private Bus Service should understand that as a condition of use they may be recorded by video camera or sound at pickup and drop off locations as well as in the vicinity of the bus. Any such recordings may be kept for use by the College for any period of time at its sole discretion.



Information is available on the College website at [www.mvac.adventist.edu.au](http://www.mvac.adventist.edu.au)

Information available includes:

*College Handbook*

*College Calendar*

*College Newsletters*

*Fee Information*

For more information of our website please call our office on (02) 9622 2424.



**MOUNTAIN VIEW  
ADVENTIST COLLEGE**