



**Dynamic Learning
College**
FOR THE WHOLE OF LIFE

Student Handbook

Years 3 to 12

2024

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Message from the Principal

Welcome to St Philip’s Christian College (SPCC), Dynamic Learning and thank you for choosing our college to partner with you in the education of your child.

SPCC Dynamic Learning is an exciting part of the vision and mission for St Philip’s Christian College. At Dynamic Learning College we believe that God has a plan and a purpose for every single child and that each of them has a unique destiny to make our world a better place. At Dynamic Learning College we look for the treasure in every child, and develop in them an awareness of value, honour and purpose for themselves, for others, and ultimately for God.

It is such a privilege to be a part of the amazing team of educators and support staff who share my passion to see all of our students succeed at school. Our staff are all dedicated Christians and will pray for your children and encourage them to develop an authentic faith in Jesus Christ. We want our students to know that they were born for a life of passion and purpose. We believe that God has an amazing plan for their life. We trust that Dynamic Learning College is a part of that journey of discovery and growth, as well as one where individual learning needs are catered for in a challenging, supportive and innovative environment.

We are able to provide additional resources at our College with Wellbeing Assistants in most classrooms, small class numbers and a strong sense of community. Over forty years ago, our CEO and founding Principal, Graeme Irwin had a calling to create a Christian college where children enjoy coming to school, including those who may struggle with learning.

Every day, every year, holds endless possibilities for our students and it is our hope that on their journey at Dynamic Learning College, each student discovers their talent and purpose and knows that each of their teachers, Wellbeing Assistants, every member of staff are there to support them and cheer them on because they are fearfully and wonderfully made.

I trust that this Handbook will provide you with the information that you need during this year about how our school works. Please contact me should you wish to discuss any content that you find within this Handbook that you do not understand, or needs further clarification.

I pray that God blesses your child now and in the future.

Every blessing,



Alison Warran
Principal
Dynamic Learning College



Vision Statement

St Philip's Christian College seeks to be a leading provider of quality Christian schooling within our nation, where:

1. Every student develops a personal faith in Jesus Christ and is empowered to live with purpose, integrity and joy.
2. Every student achieves their God-given potential and is well equipped to make a significant contribution to society.
3. Every student benefits from innovative and effective learning experiences taught by skilled and dedicated teachers.
4. Every student enjoys a safe and secure learning environment wherein they feel connected and affirmed.
5. Every student contributes to a culture of respect, dignity, care and concern for others.
6. Every student has access to excellent learning resources and is taught in the best learning facilities we can provide.

Mission Statement

St Philip's Christian College will continue to provide quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practice.



The Five Core Values of SPCC

A value is something that we think is important. These 5 core values describe what we at SPCC think is important in how we live together as a teaching and learning community.

1. **Christ First** – we want to honour Christ in all things.
2. **Serve One Another** – we want to appreciate the unique God-given potential of each person.
3. **Strive For Excellence** – we want to aim to do our very best all the time.
4. **Do What is Right** – we want to always behave in a Christian manner.
5. **Build Community** – we want everyone to feel they belong.

Student Wellbeing

At Dynamic Learning College, we aim to:

- encourage and support the development of self-regulation skills;
- develop high self-esteem;
- ensure a safe school environment where bullying, harassment and intimidation are not tolerated;
- maintain a wellbeing system with consistent rewards and appropriate consequences;
- develop the use of appropriate conflict resolution skills between children;
- establish and support a strong home/school partnership to enhance student wellbeing and growth.

This involves supporting students in meeting our wellbeing expectations, assisting students to respect themselves and others, develop their own personal character strengths as well as take responsibility for their own actions. Each of our expectations sit under the values listed below derived from our 5 Core Values - Christ first; Serve one another; Do what is right; Strive for excellence; Build community.

Students are explicitly taught behavioral expectations and are given feedback as they progress towards meeting our College expectations.

Duty of Care

The staff at SPCC Dynamic Learning College want to help our students to develop. They will do their best to listen to each student, however, they can also have certain legal responsibilities that involve duty of care.

Please note that what students tell us is confidential unless:

1. Someone is going to harm the students
2. The student is going to harm someone else
3. The student is going to harm themselves
4. Someone may be harmed by another person.

If you have any questions about this, please speak with a staff member.

Disability Confirmation

To fulfil our funding requirements, all students must provide our school with current documentation about their disability. If your child has a mental health diagnosis, please ensure you provide documentation that indicates how your child meets the DSM-V criteria at the start of each year (except if you enrolled in Term 4 the previous year).

If your child has Autism Spectrum Disorder we require documentation from your child's psychologist or allied health professional annually that outlines your child's demonstrated level of functioning or the priorities they are working on.

Daily and Weekly Routines

Cessnock

- Each day commences at 8:15am and ends at 2:35pm
- Recess is held from 10:30am to 11:00am
- Lunch is 12:30pm to 1:00pm

Gosford

- Stage 2 & 3 commences at 8:50am and ends at 2:55pm
- Stage 4, 5 & 6 commences at 8:55am and ends at 3:10pm
- Junior Recess is held from 10:35am to 10:55am
- Senior Recess is held from 11:00am to 11:20am
- Junior Lunch is 12:20pm to 1:00pm
- Senior Lunch is 1:00pm to 1:40pm

Port Stephens

- Each day commences at 8:40am and ends at 3:10pm
- Recess is held from 10:50am to 11:10am
- Lunch is 12:50pm to 1:30pm

Waratah

- Each day commences at 8:45am and ends at 2:45pm
- Senior Recess is held from 10:45am to 11:15am
- Junior Recess is held from 11:15am to 11:45am
- Senior Lunch is held from 12:45pm to 1:15pm
- Junior Lunch is 1:15pm to 1:45pm

2024 Term Dates

TERM 1

Tuesday 30th January 2024 to Friday 12th April 2024

TERM 2

Monday 29th April 2024 to Friday 5th July 2024

TERM 3

Monday 29th July 2024 to Friday 27th September 2024
Port Stephens Monday 26th July 2024 to Thursday 26th September 2024

TERM 4

Monday 14th October 2024 to Thursday 5th December 2024

Uniform Shop

At Dynamic Learning College, most students choose to wear the SPCC sports uniform. For students that do prefer, they can wear the SPCC formal uniform.

Introduced in 2023 we now have a Dynamic Learning Hoodie as an optional item. The College will provide details on how to order these in early 2024.

Uniforms are available online at spcc.theschoollocker.com.au

When purchasing school uniforms online you may choose to have your order home delivered or opt to collect it from the uniform shop during normal trading hours.

Uniform Shop Details

Cessnock

St Philip's Christian College
10 Lomas Lane, Nulkaba NSW 2325
stphilips.cessnock@theschoollocker.com.au

Gosford

St Philip's Christian College
20 Narara Creek Road, Narara NSW 2250
stphilips.gosford@theschoollocker.com.au

Port Stephens

St Philip's Christian College
182 Salamander Way, Salamander Bay NSW 2317
stphilips.portstephens@theschoollocker.com.au

Waratah

St Philip's Christian College
11 Bridge Street, Waratah NSW 2298
stphilips.newcastle@theschoollocker.com.au



Uniforms

UNIFORM POLICY

St Philip's Christian College is committed to maintaining a high standard of school uniform. The uniform is a symbol of the College's commitment to excellence. It is standard across all the St Philip's Christian College schools. Our school uniform represents that we are united as a community across the different locations. It is also an outward sign of self-discipline for our students, which can be respected in the wider community.

All students are required to wear the appropriate complete school uniform. The exception is when there is a special occasion (e.g. certain excursions), and the exemption will be communicated in writing to the students and their families. The uniform should fit neatly and be kept to a satisfactory standard. The College's interpretation of what is a satisfactory standard is final. Students not complying with the policy will be required to accept the appropriate consequence.

Uniforms are to be worn seasonally. No parts of the St Philip's Christian College uniforms are interchangeable (e.g. no mix and match of formal uniforms and sports-wear) with the exception of long pants (boys) or black slacks (girls MS & SS) being worn in the summer months if desired.

Uniform items should be replaced when excessively faded, torn (unless tidily repaired), worn or undersized. Students wearing uniform off-campus (travelling to and from school, shopping after school, on excursions, etc.) are expected to remain in complete uniform for the duration of the travels, and they must strictly adhere to all grooming requirements.

As part of their commitment to our community, we expect students to:

- wear items of uniform as listed and described in the St Philip's Christian College Uniform Policy;
- not wear substitute items purchased elsewhere if they are normally available for purchase through the Uniform Shop;
- wear their uniform in a manner deemed by St Philip's Christian College to be reasonable and conforming to any guidelines as determined by the college.

Summer (Terms 1 and 4)

- St Philip's Christian College boys' over-shirts and girls' over-blouses have the St Philip's Christian College emblem on the pocket and are to fit neatly over the top of shorts and skirts.
- St Philip's Christian College dresses and skirts are to be knee length and skirts are to be worn on the lower waist/hip area to ensure the pleats sit neatly. No rolling of the waistband is permitted.
- St Philip's Christian College, custom socks are to be worn by boys and they are to ensure that socks are always pulled up.

- White, ankle-height socks are to be worn by girls. Socks that are worn below the top of the shoe are not permitted.
- St Philip's Christian College jumpers or vests can be worn on colder days and must have the St Philip's Christian College emblem.
- Shoes must be school-shoe style; all black, lace-up, solid construction and leather that can be polished; however, students in K-2 may wear shoes that have a velcro fastening. Slip-on shoes, shoes with coloured stitching, shoes with buckles or boot-style footwear are not permitted. Shoes must be kept clean and in good repair.
- St Philip's Christian College custom-designed school hat or cap is required to be worn to and from school and during all outside activities.

Winter (Terms 2 and 3)

- Winter shirts are plain white, and can be in either short or long sleeve style. Shirts in Terms 2 and 3 are to be tucked in at all times.
- St Philip's Christian College girls' pinafores and skirts are to be of knee length and skirts are to be worn on the lower waist/hip area to ensure the pleats sit neatly. No rolling of the waistband is permitted.
- Boys' long grey trousers are to be worn with neat hems and in good repair. A plain black belt with a simple buckle can be worn if necessary. Grey or black socks must be worn – no white.
- St Philip's Christian College ties and bowties are to be worn at all times. Ties are to be worn neatly and at a size appropriate to the student, and they are to be worn at the top of the neck, covering the top button (buttoned up) of the shirt.
- St Philip's Christian College jumpers or vests can be worn and must have the St Philip's Christian College emblem.
- St Philip's Christian College blazers are compulsory for Middle and Senior School students during Terms 2 and 3. Students are required to wear their blazer when travelling to and from school, at assemblies, official events, or as requested by the college. Blazers must always be the outside garment at these times.
- Plain, black 70 denier stockings can be worn in winter for girls. Patterned or ribbed stockings and/or leggings are not permitted.
- Shoes must be school-shoe style; all black, lace-up, solid construction and leather that can be polished; however, students in K-2 may wear shoes that have a velcro fastening. Slip-on shoes, shoes with coloured stitching, shoes with buckles or boot style footwear is not permitted. They must be kept clean and in good repair.
- Girls' slacks are an option for Middle and Senior School. Girls who choose to wear slacks must wear the school-supplied black slacks with SPCC embroidery and worn with black socks.
- St Philip's Christian College custom-designed school hat or cap is encouraged, but not required, to be worn to and from school and during all outside activities.

Sports Uniform

- St Philip's Christian College sports uniform must be worn only on sports days and for PE sessions, unless otherwise instructed (e.g. sports carnivals).
- Shorts are to be modest in length and fit, according to instructions given by staff. This normally means that the length is to be mid-way to the knee or lower, and loose fitting.
- Polo shirts are to be worn modestly i.e. not to be tight-fitting, or midriff in style.

- In cooler weather, St Philip’s Christian College sports jackets and tracksuit pants are to be worn.
 - St Philip’s Christian College sports socks must be worn with the sports uniform. Plain white socks or the absence of socks with sports shoes is not permitted. Socks that are worn below the top of the shoe are not permitted.
- they will communicate this to their students.

General

- St Philip’s Christian College backpacks are compulsory.
- Hairstyles are to be neat and well presented. Extreme hairstyles, are not permitted. St Philip’s Christian College will not accept hairstyles that are outlandish or draw particular attention to a student.
- Boys’ hair must be worn above the collar. Long hair must be tied up off the collar.
- Hair is to be of a natural colour.
- Hair accessories must be in plain college colours, either black, white or bottle green.
- Undergarments that are worn for warmth must not be coloured, patterned or visible. This includes athletic garments (e.g. skins) that are worn for sporting activities. They are not to be visible under the sports uniform.
- Boys are to be cleanly shaven.
- Tattoos must be completely covered.
- Jewellery is to be kept minimal. Girls are able to wear a watch, one (1) modest ring and one (1) pair of either plain style studs or sleepers as earrings in their ear-lobe. Earrings in the upper ear are not permitted. Boys are able to wear a watch, but are not permitted to wear any other jewellery including earrings or studs. Bracelets, necklaces, anklets or other visible body piercings are not permitted.
- Coloured nail polish or false nails are not permitted. Nails are to be kept clean and neatly trimmed.
- It is preferable that makeup is not worn, but if required it must be subtle; skin-toned and sparingly applied. Eye make-up is not permitted.
- Plain, black gloves may be worn in Terms 2 and 3.
- The St Philip’s Christian College, black, SPCC embroidered scarf may be worn in Terms 2 and 3.

I acknowledge the important role that parents have in ensuring that students are correctly dressed, and thank you for your support.

Mr Graeme Irwin May 2023

CEO

Equipment

It is important to come to school prepared with the correct equipment. This includes bringing the right clothes for the weather conditions, enough food for the day, and any other necessary items.

At Dynamic Learning College each student will be supplied with classroom stationery items.

You must NOT bring any of the following:

- Metal rulers;
- High energy drinks such as Mother, V, Red Bull etc
- Carbonated drinks;
- Coloured flavouring in cordial drinks;
- Any item which endangers the well-being of others is not permitted – this includes such things as aerosol sprays, weapons (e.g. knives), fire crackers, lighters, dangerous toys (e.g. Water missiles including water pistols)
- Other items that become a problem, as determined by the Principal of the College. Pupils will be notified of these items, as the need arises

Bringing the following items to school may result in suspension. They will not be returned to students once they are confiscated. In some instances, the Police may be involved.

- Drugs (including alcohol) and other dangerous or illicit/illegal substances.
- Pornographic or other sexually-explicit material or material depicting violence.



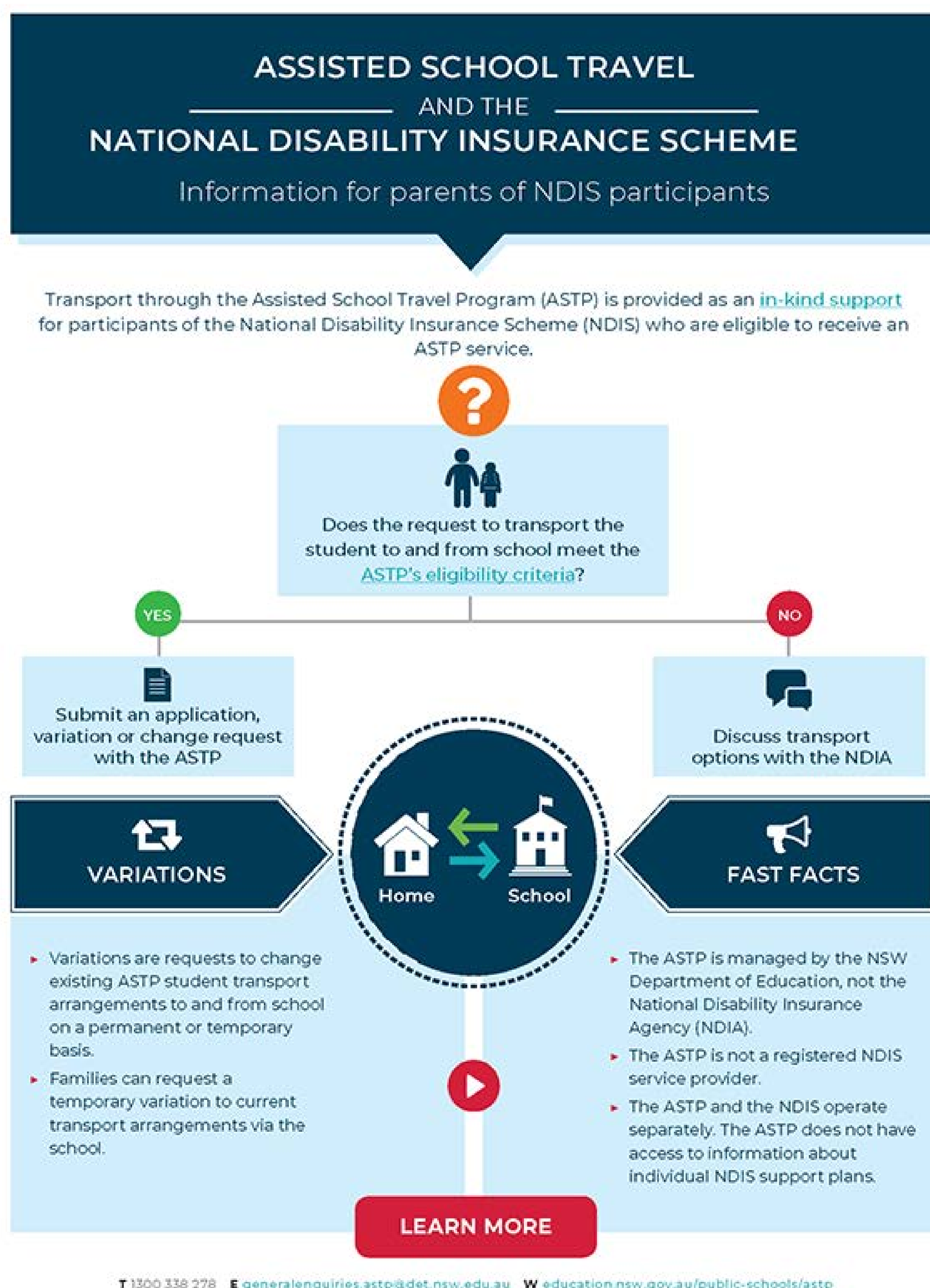
Assisted School Travel Program

The Department of Education Assisted School Travel Program (ASTP) plays a significant role in meeting the needs of eligible students with disability by providing a free specialised transport to and from school where parents and carers are unable to provide or arrange transport for the student either fully or in part.

Students with disability who are unable to travel to and from school under the Transport for NSW’s School Student Transport Scheme or other services may be eligible for transport assistance under the ASTP.

Transport through the ASTP is provided as an in-kind support for NDIS participants who are eligible to receive an ASTP service.

As part of the enrolment process either our Registrar or campus Administration Assistant will send through the required forms for parents to fill out.



Attendance

Schooling in Australia is so important that there are legal requirements on parents, carers, students and their schools to ensure that every young person is receiving opportunity to learn. All of this means that you have a responsibility to be at school when you are expected to be here. The law says: That this applies until you are 17 and have completed Year 10.

If you are 17 and have not completed Year 10, you are supposed to work to complete it, unless you are enrolled in a TAFE program or work for 25 hours per week. If you are 16 and have completed Year 10, you have to continue at school, studying in a TAFE-type equivalent, or have a job that averages more than 25 hours a week, (or a combination of these). Daily attendance is a mandatory requirement for all full-time students. Students who have a negotiated part-time enrolment are responsible for attending all of their allocated days applying for an 'explained absence'.

Notification of Absences

Full time students are expected to attend school every day. Parents/Carer are expected to contact SPCC Dynamic Learning College on the day of the student's absence to inform the reason for that absence. Parents/Carers are encouraged to notify the College of pre-arranged appointments as soon as the date of appointment is known. When notification is made, parent/carer need not contact the College on the first day of the absence.

For students who have a negotiated a part time attendance plan, the same principles apply, to the agreed days of attendance. For any absence, a written note or text response to SMS message providing the dates of and reasons for the student's absence is required from the parent/carer within seven days of the student's return to school. The purpose of this note is to determine whether or not the student's absence is explained or unexplained. This note will be maintained until the end of the calendar year.

Taking holidays during term time is discouraged. If, however parents/carers decide to take their children on holidays during term time an application for exemption must be submitted two weeks prior to the date of the leave requested. A Certificate of Exemption may then be supplied if approved. It is important to keep this Certificate of Exemption with you at all times while on leave from school.

Types of Absences

Students or their parent/carer must give the reason for each absence from school. Application for known events should be made before the time off being requested. Some exemptions from a normal attendance need an Application for Exemption from Attendance. Please talk with a teacher who will refer you to the Principal if necessary. There are limits to how many days approved absences can be granted to students by the Principal. If absences continue, the consequences may include:

- A notification to government authorities
- Not being able to gain the accredited subject and/or certificate (you must complete your course with diligence and sustained effort)
- Your enrolment being reviewed – lack of adequate academic progress due to absences can be grounds for enrolment ceasing at Dynamic Learning College.

Non-notified Absences

Unless previously notified, Dynamic Learning College will contact the home of the student on each day of a student's absence. Such contact will cease if:

- (a) the school is notified that the absences will be continuing and the reason is given (to be confirmed in writing on return); or
- (b) if after one month a student cannot be contacted. Contact will be attempted fortnightly until the end of term, when student's position at SPCC Dynamic Learning College will be reviewed; or
- (c) when the student has been absent for more than 20% (not necessarily consecutive) of their programmed days for a term, whichever comes first.



Unexplained Absences

Procedure for notifying parent/carers/independent students of unexplained absences.

- (a) Whenever any student living under care of another fails to report to the College and no indication has been received by the school that student's parent / carer is aware of and supports the student's unexplained absence. A reasonable effort to obtain an explanation for the student's absence shall be made by the Principal or her/his delegate. If there is no satisfactory resolution on the unexplained absence, a signed note (prepared by the Principal or her/his delegate) will be mailed home to the parent/carers.
- (b) Independent students who do not provide acceptable written reasons for absences will receive a signed letter prepared by the Principal or her/his delegate. The letter will outline the unexplained dates and possible consequences of continued unexplained absences.
- (c) Referral to the DET Home School Liaison Office and Family and Community Services will occur when the student is absent without explanation for leave that exceeds the limits outlined in the Types of Absences section above (normally 50 days for all leave, or over 15 days of non-approved leave, not necessarily consecutive) of their allocated term attendance and they fit within the legal definition on a child of compulsory school age not attending an appropriate program, as explained above.

Excessive Explained Absences

The Principal will also take action if there is an accrual of excessive absences or a pattern of absences that appear to be having an effect on the academic performance of a student. Efforts will be made to identify reasons for excessive absenteeism or patterns of absenteeism. The Principal can require medical certificates if there is doubt about reasons for absence.

The basic principle is KEEP THE SCHOOL NOTIFIED of anything happening in your life that might impact on your child's attendance. We aim to support you in all circumstances but understanding the circumstances will help us to work through the options with you.

General Information

What happens if your child does something wrong?

We all make mistakes. The issue is whether we can learn from these mistakes. Sometimes students don't have the necessary skills to meet the school's expectations of behaviour.

We believe our students do the best they can with the skills they have. When a student is involved in a situation where they have behaved outside our expectations we will work with them to teach them the skills they need. We expect a commitment from the student to work with us to learn what they need to work on to meet our behavioural expectations.

When a student does something wrong, there are consequences for those actions.

- In-school suspension
- Out-of-school suspension
- Withdrawal or exclusion

Procedural fairness

When a student has seriously broken a school rule, information will be gathered from the students involved, teachers and any other person who may have witnessed the incident. We take into consideration the seriousness of the incident and the maturity of the student. A summary of all of the information will be shared with the student involved. Parents may be invited to attend this interview and may invite a support person or observer to attend with them. At this point the student has an opportunity to respond.

If the decision is made to suspend a student, the suspension may be either in-school or where the student completes school work at home. Students who have been suspended will receive a letter informing their parent/carers of the inappropriate behaviour/s that led to the suspension and how long the suspension will be for.

Prior to returning to school a meeting will be held with the student, parent/carers and the Principal or Head of Campus to outline the desired behaviours moving forward. Parents/Carers may invite a support person or observer to attend the meeting. In most cases a Success Plan or Continued Enrolment Agreement will be completed to outline this information. For serious breaches or where it is deemed that the school is no longer the best educational fit for the student, the student may be expelled from the school. When the conduct of the student is extreme, requiring the involvement of external agencies such as the Police or Community Services, these procedures may be adjusted or replaced by the protocols of those agencies.

College Communication

MYPCC/ iLearn

- School calendar
- Reports
- Update contact/ medical details
- Excursion details & permissions
- View & pay school fees
- Parent/ teacher IP bookings

Student Diary

- Teacher / Parent comments

Newsletter

- News
- Events
- Community Notices

Face To Face

- Parent Teacher IP meetings
- Information nights

Email

- Individual teachers
- Excursion notifications
- Messages from the Principal

Facebook

www.facebook.com/SPCC.DL/

Instagram

https://www.instagram.com/dynamic_learning_college/

LinkedIn

<https://au.linkedin.com/company/spccdlc>

How We

TALK

With You

MySPCC / iLearn Access

MySPCC is our College portal that gives students and parents access to view school and learning information. It can be accessed from <http://my.spcc.nsw.edu.au> or the College website.

Your login details are emailed upon enrolment.

USER NAME: This will be emailed to you.

DEFAULT PASSWORD: Welcome2MySPCC

You will need to change your password on the first login. The password needs to include the following:

- Minimum 8 characters
- Uppercase & lowercase letters
- Number OR special character

Once you have logged in, go to the green menu bar at the top of the screen and click for the drop down menu.

Note: Students will be given their personalised account when they commence.





Dynamic Learning College

FOR THE WHOLE OF LIFE

St Philip's Christian Education Dynamic Learning College

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spccdale.nsw.edu.au