INTRODUCTION

Geneva Christian College is a fully registered co-educational K – 12 school founded in 1967, and has over forty five years of history in the Latrobe community. The school is located on the outskirts of the town, ideally situated on 50 hectares of farm and bush land. It has a well-established and fully accredited co-educational program. As a Christian school, personal character, self-discipline and responsibility are considered equally as important outcomes as academic learning. The aim is for students to live by Biblical standards and make worthwhile contributions to society and the wider community. These Biblical standards, traditional family values and moral principles are integrated into the curriculum. Classroom teachers are qualified and registered. Staff share the Christian ethos, are committed to Christian education and demonstrate care for each child as an individual. Students may graduate at Year 10 or Year 12 levels and are able to enter a range of employment options or continue with further studies.

We are different from conventional schools in that our curriculum is prescribed for the individual. This individualized curriculum is offered full time and through distant education. These two options have the same objective, which is to equip students with the ability to fulfill their God given direction in life. Our curriculum is based on a Christian ethos that reflects Biblical principles, truths and values. The content and application of the curriculum offers students the opportunity to participate in programmes across different learning areas, providing for a high quality education, allowing for the individual learners needs, capabilities, unique gifts and talents.

We are currently implementing and integrating the Australian Curriculum in several areas of the curriculum and are progressing towards its full implementation. Our curriculum provides:

- equitable and inclusive learning
- opportunity to maximize learning
- opportunity to gain knowledge, understanding and skills
- disciplined-based and interdisciplinary learning
- opportunities to promote learning within local cultural contexts
- individual pathways to support successful learning
- the opportunity to close the gap between advantaged and disadvantaged children

“Train up a child in the way he should go,
and when he is old, he will not depart from it.”
Proverbs 22:6
OUR VISION

STUDENTS ON THE RIGHT PATH

To be a school, providing assistance to parents in directing students on the right path toward academic, emotional and spiritual growth.

OUR MISSION

In realising our Vision, we seek to assist parents in their God given task of nurturing their children, preparing them for adulthood, equipping them for service and guiding them towards a saving knowledge of Jesus Christ. We aim to do this by:

- bringing Glory to God in all that we do
- treating each student as a unique individual
- developing in students the ability to fulfill their God-given direction in life
- motivating students to succeed
- maintaining Godly standards and promoting a Biblical World View
- providing qualified staff dedicated to training students according to Biblical principles and who recognise the great responsibility and influence they have in the education of children
- providing an educational program and facilities to allow the effective education of children

ADMISSION POLICY

Geneva Christian College views its role as an extension of the home, sharing the common goal of training the whole child. If the school is to be successful in its purpose and objectives, it is necessary that the training received at home and at school be consistent in character, content, and conduct. The admission of students will be based chiefly on the parents willingness to accept these.

Also, in considering students for enrolment, a second major criteria is the attitude of the student toward the objectives of the school. To be successful, a school must have students who are prepared to willingly cooperate with its purpose and objectives. Secondary students will be required to sign a student contract at enrolment.

Attendance at Geneva is a privilege not a right. Our goals are not to reform, but to train youth of every ability, in the way they should go.

STUDENTS

- Students must be willing to obey all school rules and maintain all standards of behavior and dress.
- They are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, language, morality and honesty.
- Students must refrain from bullying, talking about or engaging in fighting, cheating, swearing, gambling or any kind of substance abuse. Any student who participates in such activities at school will be subject to suspension or dismissal. Involvement in such activities outside of school hours will be discussed with parents regarding suitable disciplinary action.
- Newly enrolled secondary students will be asked to sign a contract stating that they wish to attend this school and are willing to adhere to the policies described herein.
PARENTS

- Parents are asked to make themselves aware of and be agreeable to the contents of this Enrolment Information Manual. They are asked to sign the application form to indicate their support for the school's standards and objectives.

- All parents are expected to attend parent evenings and parent interviews. Parents are welcomed to request a parent/teacher interview at any time during the year.

- Parents must be agreeable to the teaching of Scripture in the school and its application to the whole of life, and be agreeable to the maintenance of scriptural standards in the school.

- Parents are asked to support school rules, co-operate in the administration of homework assignments, and to avoid criticizing the school. You are asked to give the school the benefit of the doubt and contact the child’s supervisor or Principal immediately if and when an issue may arise.

PROCEDURE FOR ENROLMENT

- Make an appointment to visit the school and attend an interview with the Principal/Assistant Principal.

- Make an appointment to attend an interview with particular staff.

- Read this booklet thoroughly. It is also available on the website

- Submit an application form.

- If and when accepted, have children undertake diagnostic testing.

- Make arrangements to pay fees at the commencement of each term and discuss arrangements for the attendance and transportation of your child and requirements regarding school uniform.

CONDUCT & DISCIPLINE POLICY

Geneva is dedicated to training children in a program of study, activity and living that is Bible based. We believe that all things should be done decently and in order and that our students should be taught to be upstanding in the community.

Students are expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality, honesty and modesty in dress. School is a safe place of learning and fellowship, so boyfriend/girlfriend relationships are actively discouraged and bullying will not be tolerated.
Students are reminded that God expects us to be disciplined in all of life. Students who refuse to cooperate with any school policies, may be asked to leave. If your child comes home complaining about a policy or discipline, please follow this procedure:

- Give the staff the benefit of the doubt.
- Realise that his/her reporting is emotionally biased without all the information.
- Realise that we have reasons for all rules and that they are enforced without favour.
- Talk to your child’s supervisor first.
- If matters cannot be resolved between you and School staff, then the Principal and the Board may need to be involved.

The staff strive to maintain standards of behaviour in the learning centre through kindness, love and a genuine regard for their students. When disciplinary action becomes necessary, it will be carried out firmly with consistency, fairness and love.

Each learning centre will have their own procedures and rules due to age differences and the requirements of individual supervisors. Each learning centre also has its own system of merits and demerits. Students and parents will be made aware of these by the supervisor.

These systems are designed as an incentive for students to strive towards excellence. This is an encouragement not only for the student but also for parents and teachers as we see our young people successfully achieving their goals whether they are academic or the development of good character and reputation. To this end, demerits are given for disturbances or broken rules. Some examples are:

- belittling others
- throwing things
- unauthorized presence in buildings
- unauthorized material/substances brought to school
- lateness to class
- talking without permission, passing notes
- dangerous horseplay
- violation of dress code
- misconduct on the bus
- not following academic procedures
- not fulfilling assigned responsibilities
- disobedience & disrespect to staff

Three or more demerits in one day usually results in a detention during the lunch break the next day. When a student receives a detention, parents will be notified in the student’s diary. It must be signed by the parent and returned the following day. Three or more demerits in three consecutive days may result in an after school or Saturday detention.

Geneva’s 3 strikes and you are out policy, means that should a student display any behaviour deemed inappropriate they will receive 1 strike. This penalty system lasts for 12 months. Violations such as these would warrant a strike:

- showing disrespect for staff, policies or property.
- encouraging disrespect
- disobedience
- involvement in activities with improper sexual overtones.
- profanity, fighting, cheating, stealing, vandalism, lying or harassment.
- bullying of any type will not be tolerated, this includes physical, emotional, verbal, cyber or isolation
- use of alcohol, tobacco, drugs or any illegal substances.
- refusal to come under school authority.
PARENTAL INVOLVEMENT

Parents are encouraged to be involved in the educational process with their children. Homework is one major area of parental involvement.

Information will be sent home by way of our newsletter, The GEN, so that parents are aware of school activities. Parents are asked to read the newsletter and remain aware of what is happening at the school.

Parent evenings will be held which parents are required to attend. Parents are also encouraged to attend school functions.

Diaries are also a major way that we keep in contact and should be signed by the parent every day to acknowledge that the diary has been seen. Diaries are used by parents and teachers for communication, as well as a record of homework etc.

Being part of the Geneva Parents and Friends is an excellent way to be involved with the school. They are an invaluable help to the school in fundraising and general support.

Where a child or children are living with only one parent/carer, details of both parents must be available to the school.

UNIFORM POLICY

All uniform items are available from school (except shoes). Parents are asked to ensure that all uniform items are named carefully. Full uniform (worn correctly) is essential at all times, including travel to and from school.

GIRLS

- Hair longer than shoulders must be tied back. No radical hairstyles or any unnatural hair colouring permitted.
- Length of uniform must reach the knee when standing.
- Colours for hair ties/bands/ribbons all year round – white, navy blue and bottle green
- No nail polish, make-up or lipstick for primary girls. Secondary girls may have clear nail polish and clear lip balm, but must not have any other make-up or acrylic nails.
- Primary girls are permitted 1 plain pair sleepers/studs for ears. Secondary girls are permitted 1 ring and 1 plain pair sleepers/studs for ears. No other jewelry except watches is permitted for either primary or secondary girls; this includes chains, bracelets and beads.

BOYS

- Hair is to be short and kept off the collar and above the eyebrows and ears. The cut should be standard, not radical. No razor cuts less than a number 3 or fashion statements.
- No unnatural hair colouring or facial hair is permitted.
- No jewellery is permitted for either primary or secondary boys except for watches.

Dates for changing uniform are as follows:

- Summer - first day of 4th term
- Winter - first day of 2nd term

Please keep this information on hand to ensure your child is in correct uniform at all times. If for any reason your child is unable to be in full uniform please let the school know by note or phone. A separate list detailing all uniform items will also be supplied.
DRESS CODE

There are times during school terms that students will be permitted to wear casual clothes. The dress code is neat, modest, non-offensive. Short tops, shorts and skirts are not acceptable.

ATTENDANCE

Hours of attendance are from 8.45am to 3.10pm on all normal school days. If your child is not traveling on a school bus, it is a parental responsibility to ensure students arrive on time and are picked up on time at the end of the day. Please notify the supervisor or the school office as soon as possible if your child is going to be absent. We operate on four school terms per year. You will be advised of term dates at the end of the preceding year and regularly in our newsletters.

BUSES

School buses are among the safest ways of travelling to and from school. Good habits and practices help to keep them safe for everyone on and around the bus. Geneva Christian College has their own fleet of buses and arrangements will be made with families regarding pickup and set down times and places. Geneva Christian College has the right to refuse travel if behaviour is not acceptable. All students of Geneva are required to apply for and carry a green card.

STATIONERY & SUPPLIES

PACEs along with all general stationery are supplied by the school at the commencement of each term and are included in the fees. Further supplies may be purchased from the school office as required.

HOMEWORK

Homework is a regular part of school life. For individualized subjects, goals are set by the student for each school day and the task for that day is the achievement of those goals. This means that there is often homework to do each night. In each learning centre there will be a process by which incomplete homework is handled. Please check with your child’s supervisor if you are unsure of the process. Additional homework may be required for non-individualised subjects.

FEES

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<tr>
<td>1st Child</td>
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<tr>
<td>2nd Child</td>
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<td>3rd Child</td>
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<tr>
<td>4 + children</td>
<td>FREE</td>
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<tr>
<td>Kinder Child</td>
<td>$300</td>
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These fees do not include excursions, trips, camps or Convention. You will be notified of these costs as they arise. There may also be small fees associated with specialist subjects. You will be notified if this applies to your child. In the past we have always helped supportive parents who required financial assistance. If you wish to discuss this, please do not hesitate to contact me and I will issue you with the associated paperwork for
financial assistance approval. Fee invoices will be issued at the commencement of each term and are payable in full, fortnightly or monthly, by either cash, money order, credit card, cheque, centrepay, direct debit or direct credit. If you have any queries, please do not hesitate to contact me.

MEDICAL

All parents are asked to complete a medical information form on enrolment. In an instance where a student requires urgent medical attention, staff will call the parent and if necessary transfer to local hospital. No staff member will administer any medication to students without written parental authorisation and the relevant medical forms completed (please enquire at the office if required).

FOOD

Geneva Christian College supports healthy eating in the school. Lollies, chewing gum and soft drinks are not permitted at school. Our P&F operate a canteen once a week during the year. There are water dispensers throughout the school.

COMPUTERS & INTERNET ACCESS

Student access to computer and the internet is provided at supervised points throughout the school. There is a specific policy on this and a form for parents and senior students to read and sign before access is allowed.

MOBILE PHONES/ IPODS/MP3 PLAYERS/FACEBOOK

- Mobile phone use by students should only be in cases of emergency or genuine need, before or after school.
- Students are to hand mobile phones into class teacher each morning on arrival and collect them at the end of each day. If a mobile phone is not handed in and is seen, felt or heard it will be confiscated and must then be collected from the School office by the student’s parent.
- Students must report to the class teacher or office if they are sick and need to go home. Students are not to make their own arrangements by using their mobile phone during school hours.
- In no way must a mobile phone be used to harass, abuse or distract another student.
- They are used entirely at owner’s risk, the school does not accept any responsibility for theft, loss or damage.
- iPods/MP3 Players are not permitted at school, but may be used on the bus.
- Facebook – If a student has a Facebook account we ask that the parent/carer be their friend. If Facebook is used in a negative way eg. bullying, swearing, blaspheming or critically damaging to the school community the student may be asked to deactivate or delete their Facebook account.
**DRUG/ALCOHOL/TOBACCO POLICY**

Geneva Christian College recognizes the importance of students being given the opportunity to develop and learn in a safe and healthy environment. Therefore this policy covers the possession and use of alcohol, tobacco, illegal drugs and the misuse of over the counter and prescribed medications, including supply of restricted substances on school premises or at school events by students. Schools must be places that are free of illegal substances, therefore:

Alcohol must not be consumed at school or any school events or brought to school or school events by the students.

Smoking is not permitted at school or any school event and students are not permitted to possess cigarettes of tobacco at school or at any school event.

Use or misuse of drugs by students, either illegal or over the counter/prescribed is strictly prohibited at school or at any school event and the possession of such is also prohibited.

**SCHOOL REPORTS & PARENTS INTERVIEWS**

School reports are issued at the end of each term and will be sent home with the student or posted out. This is the only copy given. Parent/Teacher interviews occur twice a year by appointment however teachers are available at most times and appointments can be made through the school office.

**CONVENTION**

Accelerated Christian Education and the Tasmania Association of Christian Educators conduct a State Student Convention every year around early October at Camp Clayton, Ulverstone, which goes for 4 days. This convention is part of Geneva Christian College’s curriculum and comprises of students entering events in art, craft, athletics, platform, drama, music and academic. Attendance at this convention is mandatory. Students are obliged to attend.

ACE also runs a South Pacific Student Convention every even year somewhere in the Pacific region. Secondary students are encouraged to attend. The team from Geneva Christian College has always gone on an excursion following this week long event. This is a memorable two weeks for our students.

Students and parents are made aware of the convention early in the school year. Parents are asked to support and encourage their children through the preparation for their events towards convention.
**CONTACT DETAILS**

Postal address: Geneva Christian College  
197 Moriarty Rd  
LATROBE  TAS  7307

Phone: (03) 6426 1053

Email address: office@geneva.tas.edu.au

Website: [www.geneva.tas.edu.au](http://www.geneva.tas.edu.au)

**MAP**

![Map Image]

**SUMMARY**

We consider it a God given privilege to assist you in the awesome task of training your children for time and eternity. We value your prayers and look forward to an ongoing relationship with your family.