



# OXLEY

CHRISTIAN COLLEGE



Let's get ready for school  
2023

# We're looking forward to welcoming your child to Oxley Christian College in 2023!

This booklet has been compiled to assist parents with school preparations for 2023. It contains information on all the requirements that need to be organised prior to school commencing, and information for the first day of school.

## Contents

What You Need to be Ready for School .....	1
1. School Uniform .....	1
2. Booklists.....	1
3. Secondhand Uniform and Textbooks.....	2
4. College App .....	2
5. Student Contact Details and Medical Details .....	2
6. Parents' / Guardians' Consent & Indemnity Form.....	3
7. Out of School Hours Care .....	3
8. Parent Portal .....	3
First Day Information .....	4
1. Starting Date for Term 1.....	4
2. Start Time .....	4
3. Car Parking – Student Drop Off and Pick Up Zones .....	4
4. First Day Meeting Points .....	4
5. What to Bring to School.....	5
6. What to Wear .....	5
7. College Canteen .....	5
8. Health and Wellbeing.....	5
9. Student Absences.....	6
10. Student Diary.....	7
11. Student Timetable .....	7
12. Changing Subjects .....	7
13. Digital Learning Program .....	7
14. Student Lockers.....	8
15. SunSmart .....	8

# What You Need to be Ready for School

## 1. School Uniform

Our school uniform supplier is *Bob Stewart*.

New students are encouraged to book a uniform appointment online. *Bob Stewart* staff will be available to ensure you have the items you need.

The *2023 Student Uniform Policy*, which contains the full list of uniform items, is available on the Parent Portal.

**Bob Stewart**

1-7 Maroondah Hwy  
CROYDON VIC 3136

<https://www.bobstewart.com.au>

Phone: 9036 7386

### Shoes

Prep and Year 1 students are permitted to wear black, Velcro fastened shoes, unless they can independently tie their shoelaces.

Students in Years 2 – 12 must wear a fully enclosed shoe with shoelaces (not T-bar or Mary Jane styles).

### Sport – House T-Shirt

Information relating to the student's House allocation will be emailed to parents in January to enable the purchase of a House T-shirt. New students with siblings already attending the College, will be placed in the same House group as their siblings.

*Please remember to name all uniform items. This will greatly assist with lost items being returned to the correct owner.*

## 2. Booklists

The College's preferred textbook and stationery supplier is *Lilydale Books*. You may opt to purchase your items through an alternative provider.

**Lilydale Books**

Unit 1, 25-27 HighTech Place  
LILYDALE VIC 3114

<https://www.lilydalebooks.com.au/booklist>

Phone: 9739 6186

*Lilydale Books* is encouraging all customers to place their booklist orders online via their website. Booklists are available on the *Lilydale Books* website and via a link through the Parent Portal. Please refer to the *2023 Lilydale Books Ordering Information* and note the following:

- **Prep** – the purchase of textbooks and stationery items is not required.
- **Years 1 – 12** must purchase textbooks and stationery items. Booklists are available for each year level on the *Lilydale Books* website.
- **Years 1 – 6** must purchase a *Mathletics* subscription through *Lilydale Books*.
- **Year 7** – Specific folder colours are requested for some Year 7 subjects. This is to assist students in Year 7 with organisation, as we colour-code these with student timetables. So, it is preferable that the requested coloured folders are purchased.
- **Year 7** – An email confirmation of your child's language subject choice for 2023 will be sent in Term 4 2022. Please purchase the relevant textbooks.



- **Years 10 and 11** – If your Year 10 child is undertaking a fast-track subject in 2023, all the fast-track Unit 1 and 2 subjects (Year 11 subjects) are now in the Year 10 Booklist. Or, if your Year 11 child is undertaking a fast-track subject, all the Unit 3 and 4 subjects (Year 12 subjects) will be in the Year 11 Booklist.
- There are compulsory items which must be purchased. Your account cannot be settled unless you have purchased those items, which include:
  - Jacaranda Bundle for Years 7 – 9
  - ClickView for all students in Years 7 – 10
  - Education Perfect for English in Years 7 – 9
  - Education Perfect for Languages
  - Adobe Subscriptions for VCD and Photography from Years 9 – 12.
- Please note: Some *Edrolo* products and texts are listed on the booklist but paid for online via your *Edrolo* account at <https://edrolo.com.au/>. We will provide instructions for this separately. Inquiries relating to the *Edrolo* products should be made to Mr Andrew Piper, Head of Digital Learning.

### 3. Secondhand Uniform and Textbooks

Secondhand textbooks and uniform items may be bought or sold via *Sustainable School Shop*.

**Sustainable School Shop**

[www.sustainableschoolshop.com.au](http://www.sustainableschoolshop.com.au)

Please refer to the Parent Portal for the 2023 *Secondhand Books Approved for Purchase or Sale* list.

Links to stocktake pages for Oxley items are also available on the Parent Portal

[Textbooks Available](#)

[Uniform Items Available](#)

### 4. College App

All group communications relevant to either the Whole School, Junior School or Senior School, Year Levels, Home Groups, Music, Sport or Activities and Clubs, are available on the App.

Download from *Apple App Store* or *Google Play Store*.

Full instructions, including log in details, are available in the 2023 *College App User Guide* available on the Parent Portal.

### 5. Student Contact Details and Medical Details

The College uses *Consent2Go* to enable parents to update their contact and medical details. ***Parents must ensure all details are updated and correct prior to their child(ren) commencing studies in Term 1 2023.***

In mid-January 2023, you will receive an email with instructions on how to access *Consent2Go*, followed by a separate link from *Consent2Go* inviting you to update contact and medical details for your child(ren).

## 6. Parent / Guardian Consent & Indemnity Form

For new families only.

A copy of the Parent / Guardian Consent & Indemnity Form has been attached to the email accompanying this information booklet. Please download and print a copy, complete, sign and return the form to the Administration Office *prior to the commencement of Term 1 2023*. If you have more than one child commencing at the College in 2023, please provide a separate form for each child.

If you require a printed version of the form, please visit the Administration Office or email [office@oxley.vic.edu.au](mailto:office@oxley.vic.edu.au) and we will send you a copy via post.

## 7. Out of School Hours Care

Out of School Hours Care (OSHC) is available through Oxley Kids for Junior School students. Please visit their website for more information. Bookings are essential!

**Oxley Kids**

[www.oxleykids.vic.edu.au/facilities/after-school-care/](http://www.oxleykids.vic.edu.au/facilities/after-school-care/)

Phone: 9727 9200

## 8. Parent Portal

### Documents and Policies

Documents and Policies, including the following, are available under the *Docs* tab of the Parent Portal.

- 2023 Business Statement
- 2023 Class Lists – **available on Friday 20 January 2023**
- 2023 College App User Guide
- 2023 College Campus Map
- 2023 Fees Schedule
- 2023 Important Dates
- 2023 Lilydale Books Ordering Information
- 2023 Private Music Tuition Application Form (Years 3 – 12 students only)
- 2023 Secondhand Books Approved for Purchase or Sale
- 2023 Student Uniform Ordering Information
- 2023 Student Uniform Policy
- 2023 Uniform Price List
- 2023 Sustainable School Shop – Trading User Guide
- 2023 1:1 Digital Learning Handbook
- Canteen Online Ordering App – *Flexischools* – Information Flyer
- International Student Handbook
- Mobile Phones and Smart Devices Policy
- Request for Administration of Medication

### Important Links

You will also find links to the following websites:

- Lilydale Books
- Bob Stewart Uniform Shop (Croydon store)
- Oxley Kids – Out of School Hours Care (for Junior School students only)
- Sustainable School Shop

# First Day Information

## 1. Starting Date for Term 1

Term 1 commences on **Monday 30 January 2023**.

## 2. Start Time

**Prep** students commence at 8.40am and finish at 12.15pm for the first two days. From Wednesday 1 February, Prep students will be dismissed at the meeting point at 2.00pm. From Monday 13 February students will commence at 8.40am and finish at 3.30pm. Please refer to the *Prep 2023 Information Handbook*, to be provided at the Prep Parent Information Evening.

**Years 1 – 12** students will commence school at 8.40am and finish at 3.30pm during term time, unless otherwise communicated.

## 3. Car Parking – Student Drop Off and Pick Up Zones

### Prep – Year 9

**Drop off and pick up** from the car parks surrounding Life Ministry Church

- Prep – Year 3 use the east side (right)
- Years 4 – 9 use the west side (left)

### Years 10 – 12

**Drop off** at the *Kiss&Go* zone in the Teardrop car park. The *Kiss&Go* zone is **only** operational on school mornings.

**Pick up** from the car parks on the west side (left) of Life Ministry Church.

## 4. First Day Meeting Points

### New Students

#### *Junior School*

- **Prep** students should meet outside the Prep classrooms.
- **Years 1 – 2** students are to meet outside the Lower Primary building.
- **Years 3 – 6** students are to meet at the entrance to the Upper Primary building.

#### *Senior School*

- **Years 7 – 9** students should meet outside the main entrance to the new Middle Years building.
- **Years 10 – 12** students should meet outside the main entrance to the Senior School building.
- **New international students** should meet at Visitor Reception in the Administration building.

Please refer to the *2023 College Campus Map* for locations of the meeting points.

### Current Students

- **Years 1 – 2** students are to meet outside the Lower Primary building.
- **Years 3 – 6** students are to meet at the entrance to the Upper Primary building.
- **Years 7 – 12** students should head directly to their Home Group rooms.

## 5. What to Bring to School

Students should bring the following.

- Named textbooks and stationery items.
- A recess snack, lunch, and drink bottle. Junior School students have *Munch & Crunch* (morning tea) at approximately 10.00am, followed by recess at 10.35am and lunch at 12.50pm. Oxley promotes *rubbish free* lunches and also aims to be a nut-free school, as some students are highly allergic to nuts. **Please do not send any nuts or nut products to school.** The sharing of food is also discouraged.
- A named water bottle. Water from the school drinking taps is available for your child to drink, by filling their water bottle.
- School hat, which is required to be worn when outside, in Terms 1 and 4.
- Sport uniform – on days when PE or Sport is timetabled, students wear their Sport uniform to school. Velcro fastened sport shoes are the preferred option for Junior School students. House T-shirts are worn for House events only.
- Junior School rain jackets should always be kept in school bags.

## 6. What to Wear

Students are required to wear the full Summer uniform on the first day of school. A tie is not required for boys when wearing the Summer uniform.

The Summer uniform is worn in Terms 1 and 4, while the Winter uniform is worn in Terms 2 and 3.

## 7. College Canteen

The Canteen is open every day for recess and lunch. All lunch orders must be made using the *Flexischools* App. Please refer to the *Canteen Online Ordering App\_Flexischools* flyer available on the Parent Portal for details.

Recess orders can also be made via the *Flexischools* App, but over-the-counter sales are also available during both recess and lunch times.

## 8. Health and Wellbeing

If your child is unwell, please keep them at home.

Children with infectious diseases must stay home for the full period recommended by health professionals.

If your child becomes unwell at school, they will be assessed by the First Aid Coordinator, who will contact parent(s).

Students are not permitted to carry prescription or non-prescription medication unless authorised by the First Aid Coordinator. All medications must be provided in the original packaging with all labels intact and must be sighted by the First Aid Coordinator. A completed *Request for Administration of Medication* form, available on the Parent Portal, is required to be presented with any medication to the First Aid Office at Student Reception, which is located in the Administration building.

If your child is asthmatic, please ensure you provide a completed management plan (signed by your GP). Your child must bring their Ventolin inhaler with them to school.

Students with Anaphylaxis must provide a completed management plan (signed by your GP) and provide the First Aid Coordinator with an EpiPen. The location of the EpiPen for use for your child will be determined by the First Aid Coordinator.

## 9. Student Absences

### Notifying the College

If a student is not able to attend school, parents / guardians must notify the College before 9.00am on the day of the absence.

Parents have four options to choose from to notify the College of student absences, late arrivals, or early dismissals:

1. The Absence Line – 9727 9992
2. SMS – 0409 271 768
3. Email – [attendance@oxley.vic.edu.au](mailto:attendance@oxley.vic.edu.au)
4. Absentee tab on the College App

When calling the Absence Line, a recorded message will ask you for the following information:

- The name of the absent student(s).
- The Home Group of the absent student(s).
- Your name (i.e. the name of the parent).
- The (brief) reason for the absence.
- The dates of the absence period (e.g. 1 day or 3 days; if you are uncertain, then please leave a message to say e.g. 'two days for now', and call again on the third day to update the information).

If opting to send an SMS or email, please provide all the details as requested above. If opting to use the College App, please complete the online form. This process must also be used if a student is going to arrive late to school.

Absence messages may be left in advance and at any time of day or night. All messages received via the four options listed above are saved and archived to form part of our official records. This system removes the need for you to provide a signed note.

If a student is absent and a notification has not been received, an SMS to prompt you to contact the College and confirm the absence will be sent.

### Arrival at School After 8.45am

Junior School students who arrive late are required to be signed in by a parent at Student Reception and will be handed a late pass to give to their teacher. Parents may drive their child around to the Junior School buildings after signing them in.

Senior School students who arrive late are required to sign in at Student Reception before going to their timetabled class.



### Early Dismissal from School

If your child is required to leave before the end of the school day, **a parent must come to Student Reception to sign them out.** This applies to all students in all year levels. Prior notification of early dismissal, using your preferred notification method, is appreciated.

## 10. Student Diary

Students will receive their Student Diary during Home Group on the first day. The diary provides students with:

- Homework and study habits.
- Uniform Standards.
- Standards of behaviour.
- Absences.
- Use of Technology – Student Guidelines.

The timetable is run over a two-week period (Days A – J).

Parents can use the front plastic pocket to send notes to teachers relating to external doctor's appointments, etc. Any highly sensitive information should be placed in a sealed envelope.

## 11. Student Timetable

Students will receive their timetable during Home Group and will be asked to secure a copy of their timetable in the front of their Student Diary.

## 12. Changing Subjects

Students in Years 10 – 12 must contact their Year Level Coordinator prior to making any changes to their subjects.

## 13. Digital Learning Program

### Prep

Students have access to iPads (9th Generation) in the classroom to use throughout the various classroom activities.

### Years 1 – 3

Students will use a *Surface Laptop SE* as part of an introductory program to integrate technology into their learning.

### Years 4 – 6

Students will have a personal *Surface Go 3* as part of a three-year introductory program. A small term hire fee will apply. Refer to the *2023 Fees Schedule*.

## Years 7 – 12

Because of new government regulations and Microsoft compliance relating to *Commercial* and *Consumer* use, from 2023 the College will be purchasing *MS Surface Pro* Devices for Students in Year 7 and Year 10, and for new students in other Senior School year levels. Families will hire the device from the College. Refer to the *2023 Fees Schedule*.

## 14. Student Lockers

Students in Years 7 – 12 are provided with a locker with individual combination locks to ensure all items can be locked away safely. Year Level Coordinators will advise students on how to use the lock.

Please note, students are not permitted to carry or use mobile phones or other devices which can be used for communication outside of the College, during school hours. Mobile phones must be locked away in students' lockers. Please refer to the *Mobile Phone and Smart Device Policy*, available on the Parent Portal.

## 15. SunSmart

The College is a SunSmart school and requires students to wear a hat for Terms 1 and 4 when outdoors. The school operates a *no hat – no play* policy.

Parents of students in Junior School should apply sunscreen prior to the student arriving at school.

## Further Questions?

If you require any assistance, please don't hesitate to contact the  
Administration Office on 9727 9900, or by email at  
[office@oxley.vic.edu.au](mailto:office@oxley.vic.edu.au)

Please note, the Administration Office will be closed for the Christmas  
holiday period, from close of business on Friday 23 December 2022,  
reopening on Monday 9 January 2023.



**OXLEY**  
CHRISTIAN COLLEGE

Life Ministry Centre Ltd, trading as  
Oxley Christian College

ABN: 25 005 670 682 / 008

CRICOS Provider Code: 00331 C

CRICOS Course Codes: 016943K Primary Years 1–6  
016944J Secondary Years 7–12

15–49 Old Melbourne Road  
Chirside Park VIC 3116 Australia

Tel +613 9727 9900

Email [office@oxley.vic.edu.au](mailto:office@oxley.vic.edu.au)

[www.oxley.vic.edu.au](http://www.oxley.vic.edu.au)