



**Calvary Christian College**

*A Ministry of Logan Uniting Church*

# **MIDDLE SCHOOL PARENT MANUAL 2014**

A supplement to the College Parent Manual





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## A MIDDLE SCHOOL EDUCATION

In 2005, the College was restructured into three distinct developmental stages, Junior (P-6), Middle (7-9) and Senior School (10-12).

Our aim is to offer our students during their middle years of schooling an education that:

- ❖ Provides an effective transition between primary and secondary school
- ❖ Provides strong pastoral care and guidance
- ❖ Encourages achievement in a wide range of fields, meeting the academic as well as sporting, cultural, social and spiritual needs of students
- ❖ Caters for adolescent learners in style, content and environment.

In working towards these aims, the College has implemented the following steps to cater for the needs of Middle School students:

- ❖ Middle School teaching staff have been appointed who have a heart for young people
- ❖ There is a gradual progression from core to specialist teachers through Years Seven to Nine
- ❖ Routines and spaces within the College have been created specifically dedicated to the Middle School
- ❖ A vertical system of pastoral care has been implemented providing leadership opportunities for Year Nine students and the development of significant student – teacher relationships over three years
- ❖ Integrated and negotiated units of work have been developed to meet the needs of Middle School learners
- ❖ An active Middle School Leadership Team



### The Middle School Curriculum

The curriculum for students aged 10-14 years is carefully designed for the Middle School level. This period, encompassing late childhood, early puberty and mid-adolescence, is a particularly critical phase of personal and intellectual development. The curriculum in Middle School is delivered through a Christian worldview framework allowing students to explore and develop their faith alongside their academic learning.

## Stepped Academic Specialisation

A key feature in providing a secure transition into Middle School is the gradual and careful degree of specialisation.

In Year Seven, students spend the majority of their time in the same room, their home room, with their class and Principal Teacher. Specialist teachers are utilised for LOTE, ITD, PE, Ag Science and Music. The home room teacher is joined by a partner Year Seven teacher to teach the core subjects of Mathematics, Science, English, History and Geography.

In Year Eight, students are taught by three Principal Teachers (English/History/Geography, Mathematics and Science) and an increased number of specialist staff. By Year Nine, students have moved towards a program that makes increasing use of specialist staff while still maintaining strong links with their Pastoral Care teacher. Year Nine students are able to select three elective subjects.

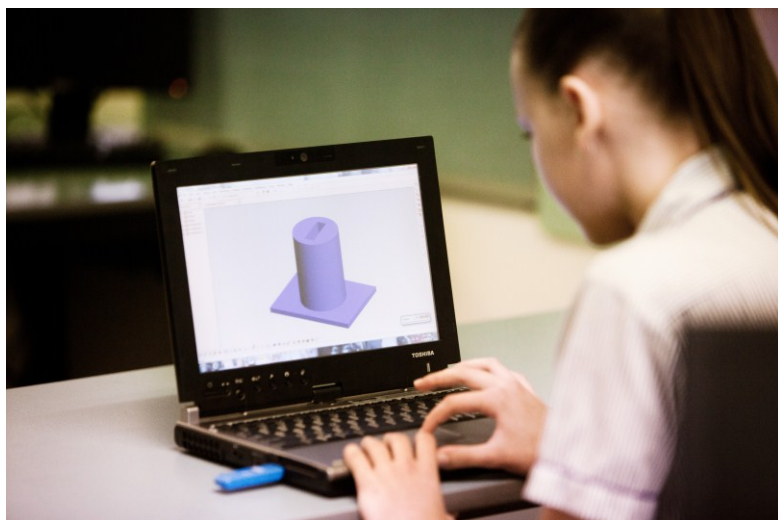
The Middle School Curriculum is organised into the nationally recognised eight key learning areas (KLA's) consistent with the National Curriculum and also includes foundational Christian Education. Each key learning area is constantly being developed and refined.

- ❖ English
- ❖ Mathematics
- ❖ Science
- ❖ Health and Physical Education (HPE)
- ❖ Languages
- ❖ The Arts
- ❖ History and Geography
- ❖ Technology

## Information Technology Integration

In 2009, the College implemented a laptop program in Year Seven. In 2014, all students in Years Seven to Nine will participate in the 1:1 laptop program.

The laptop program has enhanced the learning outcomes of students, bringing an exciting and engaging teaching tool into every subject area. Every student is issued with and is responsible for the laptop computer which can also be used at home.



The laptop program has been readily embraced by students and staff and allowed teaching to move into the twenty-first century.



## Pastoral Care

Each student in the Middle School is a member of a Pastoral Care class. Students meet with their Pastoral Care class four times per week at 8:40am.

As part of the pastoral care program, students come together for a year level assembly once a week, under the direction of their Year Level Coordinator.



On Fridays, the entire Middle School gathers in the Calvary Christian College Community Centre for either a Middle School Assembly or Chapel Service to assist the building of community, develop a common understanding and to celebrate or worship together.

## Student Leadership

The Middle School Student Leadership Team seeks to be role models for students in conduct, service and character. Middle School Leaders lead assemblies, represent the College at formal occasions, run lunchtime activities and organise house competitions.

Year Eight students are nominated by their peers and by the Middle School staff in fourth term and take up their office at the beginning of Year Nine.

All Year Nine students are expected to take a leadership role in the Middle School playing a particularly important pastoral role toward younger students through their vertical Pastoral Care classes.

## Support Roles and Contacts

The following roles exist in our Middle School.

### *Principal Teacher*

In Year Seven, there are two principal teachers. They teach the Year Seven class for most of the time during the week. In Year Eight there are three principal teachers, as previously outlined, who between them teach a Year Eight class for the majority of the time. There are no principal teachers in Year Nine.

### *Pastoral Care Teacher (PC Teacher)*

A PC teacher meets with their Pastoral Care class. A PC teacher gets to know each student over a three year period as each Pastoral Care class includes a handful of Year Seven, Eight and Nine students. Their primary role is to develop relationships with students as well as encouraging the students to develop supportive attitudes towards, and relationships with, one another across year levels. PC teachers also mark the roll at the start of the day, check student diaries and pass on daily and specific notices to students.

### *Year Level Coordinator (YLC)*

Each year level has a designated YLC. This pastoral role is vital in the building of a sense of identity and belonging within the year level. YLCs hold a year level assembly once a week which assists this process and allows year level specific issues to be explored. YLCs have a special responsibility for

monitoring of student standards in presentation and general conduct. They also attend to matters that may be of pastoral concern. Specific year level activities, such as the annual camp, personal development programs and service projects are managed by YLCs.

#### *Director of Middle School (DoMS)*

The DoMS has responsibility for the general leadership and operation of the Middle School. The DoMS has a strong pastoral responsibility and deals with moderate to high level issues of student conduct and the general application of the Constructive Discipline Policy in the Middle School. The DoMS oversees Middle School assemblies and has a significant role to play in building the sense of belonging within the Middle School community. The DoMS leads the Middle School YLCs, and works closely with the Middle School Student Leadership Team.

#### *Spiritual Director*

This Executive pastoral role spans the whole College and involves working to maintain the spiritual formation and health of the college. The Spiritual Director has a significant responsibility in the development and implementation of college policy especially as it pertains to student welfare. The Spiritual Director has a counselling role and works with staff and families on matters of pastoral concern that significantly impact on the well-being and educational progress of students. A strong link to Logan Uniting Church is maintained through the Spiritual Director who also oversees Middle School chapel services, and a variety of faith-based student activities and cultural events. The Spiritual Director also overlooks a Chaplaincy Team across the College.

#### *Middle and Senior School Student Counsellor*

The Student Counsellor supports students in Years Seven through to Twelve working with individual students and groups of students, both proactively and reactively, partnering with parents as appropriate. Confidentiality is a significant aspect of this service. The Student Counsellor is accessible by students in most break times and by appointment.

#### *Middle and Senior School Chaplaincy Team*

There is a student chaplaincy service that operates across all sub-schools of the College. The team comprises of a Junior School Chaplain (three days per week), a Middle School and Senior School Chaplain (three days per week) and a small number of volunteers. The chaplains are supervised by the Spiritual Director of the College and are supported by a community-based 'Chaplaincy Support Team'. The chaplains' duties are to promote students' spiritual faith formation (Christian discipleship), provide pastoral care, deliver various social and emotion development programs (such as the 'My Life Rulz' program) and to facilitate special Christian cultural events and programs. The chaplains are sponsored by the Federal Government's National School Chaplaincy Student Welfare Program, the Parent and Friend committees of both campuses and donations made by parents of the College.

#### *Heads of Faculty (HOF)*

There are four faculties that span across Middle and Senior Schools each of which is lead by a HOF. Those faculties are:

- Arts, Foundations and Health & P.E.
- Business and Technology
- English, Humanities and Languages
- Mathematics and Science

Heads of Faculty are concerned with the development and effective implementation of curriculum programs. They support and supervise a team of teachers, manage college resources and inform and implement college policies and procedures so as to facilitate effective teaching and learning. Heads

of Faculty may engage in issues of student conduct where such conduct is subject specific. They oversee the assessment and reporting procedures within their faculty.

### What to do when ... Guidelines for parents and students

Absence – one day	Phone absentee line on 3030 2957 prior to 9.00am
Extended absence	A parent note to YLC and student reception. Inform teachers and obtain 'catch –up' work for the period of absence if appropriate.
Late to class	Report to student reception with a parent note, sign in and obtain a late slip.
Leaving school early	Report to student reception with a parent note and sign out. Must be collected by parent or guardian.
A problem with school work	Firstly seek extra assistance from your subject teacher and/or attend school tutorials. Speak with a Head of Faculty.
A problem with a teacher	Speak with your YLC, DoMS or Head of School.
If you have a personal problem	See your YLC or College Counsellor, DoMS.
If you have a problem with another student	See your YLC first and then the College Counsellor if appropriate.
Medical condition	Parental note to student reception/sick bay with updated information. Parental note to YLC if the matter will affect your learning.
Wish to change subjects	Discuss with the Head of Middle and Senior School. Discuss with the Director of Academic Studies (Senior School).
Explore career options/ traineeships	Discuss with the Careers Advisor.
Incomplete or incorrect uniform	Report to YLC prior to school to obtain a uniform "Red Slip".
Lost property	Hand in lost items to student reception. Lost property is open Tuesday, Thursday and Friday lunchtimes.
Lost lock	See YLC and purchase new lock through student reception.
Lost diary	See YLC and purchase new diary through student reception.
Laptop issues	Discuss issue and hand in laptop to ICT support (upstairs in library).
Fee /payment issues	Please speak with the Business Manager.
Change of student/ family details	Update details on Parent Lounge via the College website or written note to student reception and/or complete a change of details form.
Reporting times	Interim Report Term 1: April. Detailed Semester 1 Report: June. Detailed Semester 2 Report: December.
Parent Teacher interviews	Formal Parent-Teacher interviews early Term 2 and early Term 3. The College encourages communication with teachers throughout the year as required
Compulsory Events	Graduation Celebration: Late Term 4



**Who to contact?***Student welfare and progress**Then contact ....*

Want to know how your child is generally progressing	Principal Teacher (Year Seven) or PC Teacher (Year Eight or Nine)
Have a subject specific concern or question	Subject teacher
Have concerns about daily routines such as uniform, diary, lockers, bags etc.	YLC
Wish to advise the college about medical, family or other specific or emergent needs or issues for your child that may impact on your child's education or general well-being	YLC
Have a staff concern that you do not feel you can take directly to the member of staff	DoMS
Have a serious matter pertaining to a member of staff	Head of Middle and Senior School
Are unsure as to who to contact	DoMS

If an issue has been brought up with a teacher or Year Level Coordinator and you are not happy with the outcome then the DoMS should be contacted unless it is related to a specific subject then the appropriate HOF should be contacted. If you are not satisfied with the outcome, having consulted with the DoMS or HOF, then the Head of Middle and Senior School should be approached.

**CURRICULUM OVERVIEW**

Within the College, the Head of Teaching and Learning oversees the curriculum to ensure continuity from Prep to Year Twelve. In the Middle and Senior Schools she is assisted in this role by the Head of School and Heads of Faculty.

The curriculum in the Middle School is aligned to the Australian Curriculum. It is interpreted and taught through a Christian worldview framework with a high degree of IT integration.

**Subject Progression** - The subject progression is tabled below:

**Year Seven "Transitioning"**

80% Principal Teachers (2) with home rooms
Foundations, Maths, Science, English, History, Geography, Art
20% Specialist Teachers
Music, PE, ITD, Ag Science, Spanish, Japanese

**Year Eight "Taste and See"**

60% Principal Teachers (3)
Maths, Science, English, History and Geography
40% Specialist Teachers
Foundations, Music, PE, ITD, Home Ec, Drama, Ag Science, Art, Spanish, Japanese

**Year Nine "Individual Choice"**

Core subjects
Maths, Science, English, History, Geography, Foundations, PE
3 Subject electives from:
Music, HPE, Drama, Graphics, ITD, Business, ICT, Art, Home Ec, Ag Science, Spanish, Japanese

**Assignments**

In Years Seven and Eight, the majority of assignment/project work is completed in class time. Students may use home to ‘tidy up’ their work or seek out additional resources that may be used in class to assist with the completion of the assignment.

In Year Nine, the majority of assignment work will continue to be completed in class but now the amount of work being completed at home will increase as the students move towards the Senior School.

Failure to meet published due dates is not to be taken lightly. A student who seeks an extension for an assignment must produce a letter from their parent/guardian explaining the reason why the assignment cannot be completed on time.

Assignments must be the student’s own work; plagiarism is unacceptable and will be dealt with severely. The College uses the online plagiarism detector Turnitin. At the discretion of the teacher, students will be required to submit assignments through this system. Students are to keep a copy of the assignment.

**Calendar**

The College Calendar is sent out at the beginning of the academic year. Monthly updates appear in the “*E-Connections*” newsletter, the College website and Parent Lounge.

**Camps**

Middle School camps are held in each year level as part of the College’s outdoor education program. Students normally spend two nights and three days away from the College and take part in a variety of recreational and outdoor activities. These include, but are not limited to, bushwalking, camping, cooking, canoeing, group



problems, orienteering, ropes courses, raft making and swimming. Details of each camp are announced early in the year. Camp costs are levied for each student and included within the year’s fees. All Year Nine students will attempt to complete the Duke of Edinburgh Bronze Award.

**Co-Curricular Activities**

Participation in co-curricular activities will help ensure that your child makes the most of his/her time at the College. There are a number of activities on offer encompassing art, music, drama, sport, recreational pursuits and community service.

**Recent opportunities have included:**

- Livestock Show Team
- Amnesty International
- Art Club
- College Movie Production
- Sound Crew
- Debating and Public Speaking
- Tonga Mission Trip
- Duke of Edinburgh
- Soccer Teams
- Cross Country Team
- Netball Teams
- Athletics Team
- Futsal Teams
- Symphonic Band
- Music Tour
- CIA: Calvary In Action
- Touch Teams
- Craft Club
- Weightlifting Club

**Computers**

Within the College there are specific computer labs that may be utilised by Middle and Senior School classes. Students also have access to computers in the Culbert Library both during the day and after school. At the beginning of the year, students must sign a contract agreeing to abide by the College's guidelines for acceptable computer use if they are to use the information technology resources.

Middle School students have exclusive use of a computer through the Laptop Program.

**Examinations**

As students progress through Middle School, they can expect to encounter increasing exposure to formal examinations. This style of assessment through Middle and Senior School helps to prepare students for the demands of the senior years stipulated by the Queensland Studies Authority.

**Excursions**

A number of excursions are held each year ranging from local day trips to places further afield. Parents are notified of these trips by correspondence issued through the student.

**Hair**

Hair must be neat, clean and conservatively styled. Any hair colouring must be kept within the range of natural, matching colours for the particular student. Any contrasts must be subtly blended so that there are no stark changes from one section to another, e.g. blonde colouring over dark hair is not acceptable. Excessive use of hair gel, spray or mousse is not acceptable.

The decision as to whether student's hair styles or hair colouring complies with this policy is at the sole discretion of the Head of Middle and Senior School.

*Girls*

Hair which is collar length or longer must be securely tied up with:

- Slide combs, bobby-pins, clips, hair elastics/bands in clear or a colour similar to the hair colour.
- A narrow head band (maximum width of 1.5cm) in a colour similar to the hair colour.
- Ribbons in College purple, green or white.
- No small or Zulu plaits (cultural exceptions).
- Fringes should clear the eyebrows and no part of the hair is to be worn or fall over a student's face.

*Boys*

Boys' hair needs to be of a neat and conservative style that is "off the face, off the collar and tidy"

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around the ears.” Fringes are to be above and not touching eyebrows. If the hair needs to be pulled back off the face or combed over to the side to reduce the length, it is too long. Number three blade is the smallest allowable for any cut, including any undercut.

### **Homework**

As well as specific tasks set by the teachers, homework includes revision of the day’s lessons and study. The following times are a guideline to the amount of homework recommended for each year level per week and allow a gradual progression to the demands of Senior School.

Year Seven (Five nights per week)	30 minutes per night + 15 minutes reading
Year Eight (Five nights per week)	45 minutes per night + 15 minutes reading
Year Nine (Five nights per week)	60 minutes per night + 15 minutes reading

Should your child have conscientiously worked for the suggested times above and still not completed their homework, please write a note in their diary indicating this. Feedback from parents will allow staff to monitor and adjust homework expectations accordingly. In addition, to assist students to manage out-of-school workloads the following policy is in place:

1. Generally, in Years Seven and Eight, homework will only be set by Principal Teachers.
2. Teachers of Year Seven or Eight classes who are not Principal Teachers may negotiate with the appropriate Principal Teacher(s) should there be homework needing to be set.
3. In Year Nine, teachers may set homework as required, being mindful of the published expectations of students concerning homework time.

### **Homework Diary**

Every student is issued with a homework diary at the start of the year. No other diary may be used. It is important to note that these diaries may not have any graffiti in them or be defaced in any way. Students who have damaged or defaced diaries will be asked to replace them. This can be an expensive exercise. Pastoral Care teachers will check the diaries each week. If a teacher wishes to communicate with you then the homework diary is most likely to be the first point of contact. Please check your child’s diary regularly and use it yourself for communication with the school.

### **House Structure**

For the purposes of Pastoral Care, competitive sport and cultural activities the College is divided into four houses. These are Livingstone (green), Pascal (blue), Pullinger (red) and Teresa (orange).

### **Learning Enrichment**

The Learning Enrichment Centre at Calvary Christian College aims to provide a supportive environment for students with learning difficulties and / or special needs so that they can achieve in an inclusive setting. Students are introduced to strategies to assist them with preparing and organising assignments, time management and general support within the classroom learning environment. Teachers and parents may request additional assistance for identified students, though placement is dependent upon level of need, standardised testing and student numbers.

Further information may be obtained from Learning Enrichment Coordinator, Years Seven to Twelve. Gifted and talented students are provided opportunities for extension through the structure of assignments and assessment instruments, classroom differentiation and participation in external academic competitions. Activities provided for gifted and talented students may include Tournament

of Minds, The Da Vinci Challenge, Science and Engineering Challenge and Mathematics, Science and English Competitions.

### **Lockers**

Lockers are issued at the beginning of the school year. Year Level Coordinators do this through the issuing of a lock (levied) and the allocation of a locker number. Students who lose their combination lock will need to purchase a new one and may see their Year Level Coordinator to arrange this. It is expected that lockers will be kept neat, tidy and free from stickers, graffiti or defacing.

### **Lost Property**

Lost property is collected and sent to student reception. Named articles are sorted three times a week and returned to students. Students may also check the lost property during lunch times.

### **Map**

There is a map of the College grounds and buildings in the student homework diary.

### **Mobile Phones**

Students are permitted to bring mobile phones to the College if they are required for after school coordination of pickups and parental communication.

Phones are not to be used or checked during the school day and must remain in the bags within student lockers.

Middle School students having mobile phones on their person or using them within school hours will have them confiscated for an extended period generally 3-5 days.

### **Naming Belongings**

Parents are requested to make sure that all articles of clothing (including shoes), all books and stationery and any other personal items are clearly labelled with their child's name.

### **Sport**

#### Affiliation

Calvary Christian College is a participating member of the Pacific District Secondary Schools Sports Association which is located on the northern reaches of the South Coast Region, which in turn is a member of the Queensland Schools Sports Association (QSSA). Calvary also participates in Brisbane Christian Schools Sport Association activities and is a member of the Christian School Sport Association of Queensland (CSSAQ) which allows participation in National Christian Schools games.



#### Pacific District Competitions

Calvary participates in the swimming, cross country and track and field carnivals convened by the Pacific District. Students also may attend representative selection trials for all of the sports affiliated with QSSA (e.g. basketball, softball, golf etc).

Students who gain Pacific District Representation from the above carnivals and sporting trials have further scope of representing the South Coast, Queensland and Australia through their respective avenues of selection (usually through a carnival system).

### School Carnivals

Calvary Christian College hosts its own carnivals in swimming, cross country and track and field, with the goals of community building and selection in the College team to move onto district carnivals.

Lunchtime competitions are also held throughout the year in (modified) games such as basketball, soccer, netball and volleyball. These competitions have the goals of building community spirit, developing and expanding skills and fitness, and consolidating the sports and skills learned through Core Physical Education lessons.

### Community Sporting Program

For those students (and staff) who are looking for a regular formal competition in the sports listed below, Calvary Christian College supports and promotes these as best suited to the needs of our college. The sports department covers some of the uniform and registration costs to be involved in these teams. We believe that the venues, officiating and administration standards provided by these associations gives our teams the safest and most professional avenues to play in a college sporting team. Brief details of the sports are as follows:

#### *Soccer*

- ❖ Played in the Queensland Christian Soccer Association, under the banner of Logan Uniting Church
- ❖ Games played on Saturdays, various venues around Brisbane
- ❖ Played from April – September
- ❖ Boys, girls (senior) and mixed (junior under 15 and below) teams available

#### *Netball*

- ❖ Played at the Underwood Park outdoor courts in the Underwood Park Netball Association on Saturdays
- ❖ Played from March – September
- ❖ Girls teams only available for Middle school students



### Inter-School Sporting Competitions

Calvary Christian College enters teams into a number of knockout and round robin competitions that are organised by various sporting associations, as follows:

- ❖ Pacific District Round Robin Days. A variety of sports selected by the district are played over three full days, twice a year (summer and winter). Champion teams from these competitions may represent the district at Metropolitan finals
- ❖ Queensland Futsal Championships. Run by Queensland Futsal, these round robin days are held for boys and girls teams of all ages from primary through to secondary
- ❖ Brisbane Christian School Competition – Soccer, Futsal, Netball.

### Sports Training

Team and individual training for the sports participated in by the college occur usually after school hours, but sometimes during lunchtimes or before school. It is expected that all team members are present at team training.



### Future Directions

Where there is sufficient interest from the student body, other sporting teams will be supported by the college. Teams would have the expectation that they would be led/coached/managed by a staff member, parent or past student, and that all team members would be currently enrolled students or staff members at the college.

### **Staff**

Principal	Mrs Cathy Hockey
Head of Middle and Senior School	Mr Peter Collins
Director of Middle School	Mr Marcelle Calitz
Head of Teaching and Learning	Mrs Sue Grotherr
Director of Academic Studies	Mrs Kerry McFarlane
Business Manager	Mr Rodney Taylor
Spiritual Director	Pastor Rev Jim Haak
Middle and Senior School Counsellor	Mrs Ros Price
Student Reception	Mrs Jo-ann Bishop
Accounts	Mrs Aynslee Niemann
Principal's Secretary	Mrs Barbara Walton
College Registrar	Miss Rosie Barbieri
Middle and Senior School Chaplain	Miss Samantha Byrnes

### **Tuckshop**

The tuckshop operates daily, except the last day of each term.

### **Uniform**

See Parent Manual. Students who are out of uniform should have a note from home and see their Year Level Co-ordinator for a red slip. The Year Level Coordinator should be approached in the morning before Pastoral Care.

### **Valuables**

Should it be necessary for your child to bring money to school or an item of value, please have your child leave it at Student Reception. It is very difficult, sometimes impossible, to retrieve stolen goods. The College's insurance policy does not cover items belonging to students. Parents are encouraged to insure valuables on their contents insurance.

## APPENDIX

## Code of Conduct for Bus Travel

Behaviour	Examples of how to Meet the Code
Respect other people and property	Treat other people and their possessions with respect. Follow the bus driver's directions without argument. Do not interfere with bus property, equipment, shelters and signs by marking or damaging them in any way.
Wait for the bus in an orderly manner	Wait well back from the bus until it stops and allow other passengers to leave the bus first. Stand quietly without calling out or shouting. Do not push other people in the line.
While on the bus, conduct yourself in an orderly manner	<p>Students must:</p> <ul style="list-style-type: none"> <li>• always follow instructions from the driver about safety on the bus</li> <li>• show their bus pass, ticket or ID upon request</li> <li>• sit properly on a seat if one is available (in an allocated seat if directed by the driver)</li> <li>• if standing, remain in the area designated by the driver</li> <li>• store school bags under the seat or in appropriate luggage areas</li> <li>• speak quietly and not create unnecessary noise.</li> </ul> <p>Students must not:</p> <ul style="list-style-type: none"> <li>• bully other students</li> <li>• place feet on the seats</li> <li>• fight, spit or use offensive language</li> <li>• throw any article around or from the bus</li> <li>• consume food or drink, or play music without permission of the driver</li> <li>• smoke (prohibited on all buses)</li> <li>• allow any portion of their body to protrude out of the bus windows</li> <li>• stand forward of the front seat.</li> </ul>

Parents/carers may be responsible for the payment of the costs of repair of damage caused by their children.



