



Calvary Christian College
A Ministry of Logan Uniting Church

PARENT MANUAL

2014



Dear Parents,

The 2014 Parent Manual has been prepared to assist you and your child to settle into the new school year at Calvary. It is my hope that this will be an exciting and satisfying year where your child is encouraged, nurtured and challenged to 'Learn in the Light of Christ'.

While every effort has been made to give you current information about the College's procedures, policies and calendar, we may need to make changes from time to time. These amendments will be published in the E-newsletter, 'E-Connections', so that you have the information you need to support your child in their education.

As the year unfolds, I encourage you to meet with staff, ask questions and put forward your comments and suggestions. At the same time, I invite you to read 'E-Connections' regularly and attend parent information sessions, Parents and Friends' meetings and other College activities such as those listed below:

Parent-Teacher Nights

(These are *essential* sessions where parents meet with teachers so that information on each student's progress can be considered. Check the calendar for dates.)

Parent Seminars

Seminars are held periodically during the year on various school/parent/child related matters. Please check the calendar.

The Celebration/Graduation Services

(This is a *compulsory event* for the students and we strongly urge all families to attend as well.)

You may also like to look at the College website, Parent Lounge, and College Facebook sites where you will find current and updated information: www.calvarycc.qld.edu.au

Should you want to meet with a member of the leadership team, please contact my Personal Assistant, or one of the people listed below. We are ready to respond to your questions:

Cathy Hockey	College Principal
Ian Price	Head of Junior School (Springwood)
Peter McNamara	Head of Junior School (Carbrook)
Peter Collins	Head of Middle/Senior School (Carbrook)
Sue Grotherr	Head of Teaching and Learning
Pastor Jim Haak	Spiritual Director
Rodney Taylor	Business Manager

This College has been blessed with dedicated and highly competent staff, modern facilities and a supportive church and parent community. I believe that we have a responsibility to return that blessing in the form of quality programs for the students and a strengthening of our ministry within Logan Uniting Church.

I trust your child will enjoy school at Calvary Christian College and further develop the many special qualities which God has given him or her.

Yours in Christ

Cathy Hockey
Principal

CARBROOK CAMPUS - Childcare to Year Twelve

559 Beenleigh-Redland Bay Road, CARBROOK 4130
P.O. Box 4157, LOGANHOLME 4129

Telephone (07) 3287 6222

Absentee Line (07) 3030 2957

Facsimile (07) 3287 6030

Email: info@calvarycc.qld.edu.au

Website: <http://www.calvarycc.qld.edu.au>

Office Hours (during term time):

Main Reception - 8.00am to 4.30pm

Student Reception – 8:30am to 4:00pm

Parents are requested to delay office business,
(during term time) until 8.30am where possible.

Office Hours (during school holidays):

Main Reception - 9.00am to 4.00pm

SPRINGWOOD CAMPUS - Prep to Year Six

161 Dennis Road, SPRINGWOOD 4127
P.O. Box 415, LOGANHOLME 4129

Telephone (07) 3808 8368

Absentee Line (07) 3030 5925

Facsimile (07) 3808 9907

Email: info@calvarycc.qld.edu.au

Website: <http://www.calvarycc.qld.edu.au>

Office Hours (during term time):

Main Reception - 8.20am to 4.00pm

Parents are requested to delay office business,
(during term time) until 8.30am where possible.

Office Hours (during school holidays):

Main Reception – Closed

Please refer all enquiries to Carbrook Campus

SCHOOL MOTTO

Learning in the Light of Christ

SCHOOL STRAPLINE

Transforming Lives... Equipping for the Future

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1. ARRIVAL AND DEPARTURE PROCEDURES

Springwood Campus

- Office hours are 8:20am to 4:00pm. Parents are requested to delay office business to 8:30am where possible.
- Students should not arrive before 8:00am as this is when the first duty teacher commences. Between 7:30am and 8:00am only students who have permission from the Head of Junior School will be supervised. This permission is obtained by the parents writing to the Head of Junior School stating the reason why early care is required and why Before School Care is not suitable.
- Before School Care is available from 7:00am.
- In the afternoon, parents should collect their children from the Worship Centre Car Park or the bus turning circle adjacent to the undercover area. Children are not permitted to wait anywhere else. Students not collected by 3.15pm will be accompanied to the office and their parents called.
- Official school hours are 8:40am until 3:00pm.

Carbrook Campus

- Office hours are 8:00am to 4:30pm. Parents are requested to delay office business until 8.30am where possible.
- Students should not arrive before 8:00am. All students are to wait in the hangar area outside McIntyre Building until 8:20am.
- Junior School students not collected by 3:40pm will be accompanied to Student Reception who will call the parents.
- The library remains open until 4:30pm as a resource for Middle and Senior School students wishing to study after school.
- All students are to be picked up from the Western Car park. Please do not park in the bays marked 'Disability Parking' unless you have the appropriate parking authorisation. When picking up children, parents of Prep to Year Six **must** escort their children across the car park road.
- Junior School Drive-By parents who wish to collect their child using the drive-by, can do so on the road adjacent to the CCC building. This pick-up area is operational from 3:10 – 3:20pm
- Students in Years Seven to Twelve may walk to their parents' cars unsupervised when they see their parents arrive.
- **Due to safety considerations, parents are not permitted to drive or park anywhere other than the Western Car park.**
- Official school hours are 8:40am until 3:10pm for Junior School and 8:40am until 3:20pm for Middle and Senior School.

Please refer to student set down and pick up arrangements (page 41).

Parents are not to park in bays set aside for specific staff members who move between campuses. These parking bays are required at all times. The Eastern Car park is set aside for Childcare, Executive and authorised College deliveries only.

2. ASSEMBLIES

(a) Junior School

Parents and the community are welcome to attend our Assemblies. Each week a guest speaker gives an address. Children receive awards and, on occasions, perform various items. It is a special time of Praise and Worship with an emphasis on student participation. Please feel free to join us. Assemblies are held weekly: Springwood Junior School – Mondays 9.00am - 9.40am and Carbrook Junior School - Thursdays from 9:00am – 9:45am.

(b) Middle and Senior School

Year Level Assemblies are conducted throughout the week. Middle and Senior School assemblies and Chapel services take place on Fridays. Whole school assemblies alternate week to week with Chapel services. Student involvement and leadership in these community activities are encouraged and expected.

3. ASSESSMENT

(a) Junior School

Assessment is carried out continually and specifically at the end of each unit of work. Some formal tests are conducted as part of a program of continual assessment.

Project/assignment work is mainly carried out at school. If such work is taken home for completion, it is important that parents support students, but not do the work for them. The focus of this work needs to be on student learning.

(b) Middle and Senior School

While assessment is ongoing in Middle and Senior School subjects, there are scheduled exam weeks/blocks conducted at the end of Semester One, Term Three and Semester Two.

Completing an assessment task by or at the required time is essential. Parents must communicate with the College if ever this should not be possible.

Students have opportunities to participate in the International Competitions and Assessment for Schools competitions in Science, Mathematics and English.

4. ASSIGNMENT POLICY – MIDDLE/SENIOR SCHOOL

Failure to meet published due dates will not be taken lightly and penalties may be applied. A student who seeks an extension for an assignment must produce a letter from his or her parent/guardian explaining the reason why the assignment cannot be completed on time.

Assignments must be the student's own work and students may be required to submit their completed assignments through the plagiarism detection program which the College subscribes to. Plagiarism is unacceptable and will be dealt with severely. Students are to keep a copy of each assignment.

The full assignment policy is available on the College Portal and an updated version is printed in student diaries annually.

5. AWARDS

Academic Awards

Each semester, students are recognised for their academic performance. Academic awards are distributed based upon criteria relating to the subject achievement levels across a student's range of subjects.

Award levels in MS and SS are: High Distinction, Distinction, Credit and Commendation.

(a) Celebration Night (Graduation Celebration– Years Seven to Twelve)

Academic, Cultural and Sports Awards are presented at the end-of-year Celebration Service.

(b) Colours (Year Seven to Twelve)

Students who have excelled in a co-curricular field are awarded full or half colours which are recognised on the student's blazer pocket and by certificate.

Colours are awarded at the end of the year.

Award nominations are submitted by the staff member responsible for the activity and then negotiated at Colours committee meetings convened periodically by the Principal or his/her representative. The three criteria of Performance, Attitude and Attendance undergird the specific criteria for awards in the various areas.

(c) Gold Awards (Year Seven to Twelve)

An award that all students have the capacity to receive is the Gold Award. In order to obtain a Gold Award the student must consistently meet eight criteria across the full range of their subjects and in College life in general. The criteria relate to standards of Attendance, Bookwork, Conduct, Homework, Organisation, Personal Presentation, Punctuality and Work Ethic.

It is designed to acknowledge those students who do all that we expect of them in a consistent manner, day by day, regardless of their level of academic achievement. Students who do this show a wonderful character and they deserve to be acknowledged and commended.

(d) Junior School

Throughout the year, Junior School students receive a variety of awards, many of which are presented at Assembly. These are to affirm the student for such things as academic effort and/or progress, sporting or music achievement, excellence in academic competitions, responsible behaviour, and positive and helpful attitudes towards their work and others.

Towards the end of the year, Certificates of Commendation are distributed to all students who attain set criteria relating to effort, behaviour and Christian service. The Certificates are prepared by teachers and endorsed by the Heads of Junior School and the Principal.

At the end of the school year, awards are presented to Year Six students who deserve special commendation for their commitment to and achievement in music, sport or academic study.

All Year Six students have the opportunity to attain a Student Ambassador badge. Students must satisfy the set criteria throughout Year Five and/or Year Six.

(e) Other Awards

A variety of sporting and achievement awards are presented throughout the year at sporting carnivals and other special events.

6. BIBLES

All students in Year Two and above need to own a Bible – Calvary Christian College Junior School classes use the International Children's Bible. Middle and Senior School classes use the NIV Bible. Please refer to the College for required publications. To ensure uniformity, **please conform with school standards on publication and edition**. Children who have differing editions of these books often find it difficult to complete tasks and operate as effectively in class.

7. BICYCLES AND STUDENT CARS

Students who wish to cycle to school are to obtain a cycle permit from the Deputy Head of School (Junior Schools) or the Director of Middle School /Head of Middle and Senior Schools. It is expected that parents will accept full responsibility for the condition of the bicycle and ensure their son/daughter has the necessary road skills.

- Safety helmets must be worn
- All traffic regulations are to be observed
- Students are not to cycle on paths within the school grounds
- Bicycles are to be parked in a designated area which is secure from interference by other students

Senior students who wish to drive to school must obtain a permission form from Student Reception and present the completed form to the Head of Middle and Senior School. Written permission to carry passengers to and from school is required from the driver's parents, indicating names of passengers and also from the passenger's parents. Drivers must drive safely at all times. The College reserves the right to remove this privilege if necessary.

8. BIRTHDAYS

Cakes may be brought to school for a child's birthday. They are usually left at the office (Springwood) or with the class teacher (Carbrook) and collected by students at morning recess and taken to the classroom to share with fellow students. Cupcakes are preferred. Ice-blocks are a viable alternative. If your child has birthday invitations to distribute, please give them to the class teacher so the process can be done sensitively.

9. BOOK CLUB

For a number of years the school has offered students the opportunity to purchase books from the Scholastic Book Club. This has benefited the school tremendously over the years by providing hundreds of dollars worth of extras in the form of books, DVDs and play equipment for the enjoyment of all our students. We do, however, point out that this is a business that caters for schools throughout Australia and therefore there are sometimes books included in the catalogue selection that we, as a Christian school, would not endorse as suitable. We encourage parents to use their discretion when choosing book titles in the same way as they would were they browsing in an ordinary bookshop.

10. STUDENT ANTI-BULLYING POLICY

Policy Statement on Bullying - Parents Please Note:

Objectives

The main objective of our Student Anti-Bullying Policy is to consistently promote a safe, friendly and caring Christian community.

In any form, bullying is not acceptable behaviour and results in hurt, fear, loss of self-esteem and decreased social effectiveness for the victim. This policy seeks to:

- Raise awareness among staff, students and parents about bullying
- Actively counter bullying at the College
- Develop in students respect and concern for others, of all races, creeds and gender
- Develop in students an understanding that they must take responsibility for their own behaviour
- Develop in students effective thinking and life skills related to leading a healthy Christian way of life
- Create a climate where it is okay to talk about bullying and ask for help
- Develop a community environment that nurtures and promotes student self-confidence, resilience and spiritual wellbeing.

Parents are requested to raise bullying concerns with the College.

Definition

Bullying is unprovoked aggressive behaviour deliberately inflicted by an individual or group of greater power on an individual or group of lesser power. It is the overpowering and controlling of another person to intimidate or dominate them. It can be physical, verbal, social or even spiritual. It can be direct or indirect using various mediums. It can be a single incident, but often it is repeated. Bullying is not Christian behaviour.

Types of Bullying

Physical	Direct <ul style="list-style-type: none"> · Hitting & kicking · Pushing · Spitting & biting · Pinching & scratching · Throwing things at people 	Indirect <ul style="list-style-type: none"> · Getting another person to harm someone
Verbal	<ul style="list-style-type: none"> · Mean and hurtful name calling · Hurtful teasing · Demanding money or possessions · Forcing another to do homework 	<ul style="list-style-type: none"> · Spreading nasty rumours · Trying to get other students not to like someone
Psychological (Social and Emotional)	<ul style="list-style-type: none"> · Threatening and/or obscene gestures 	<ul style="list-style-type: none"> · Deliberate exclusion from a group or activity · Removing, hiding and/or damaging another's property
Covert	<ul style="list-style-type: none"> · Lying about someone · Playing a nasty joke · Mimicking 	<ul style="list-style-type: none"> · Spreading rumours
Cyber (email, text, phone, social network sites and internet mediums)	<ul style="list-style-type: none"> · Mean, belittling and hurtful name calling · Threatening and/or obscene language · Offensive images · Repeated messages 	<ul style="list-style-type: none"> · Spreading nasty rumours · Trying to get other students to dislike another student · Using another student's password or phone to communicate obscene language

Spiritual	· Teasing/taunting/belittling another student because of their faith/lack of faith	· Exclusion in friendship groups because of their faith/lack of faith · Spreading rumours
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NOTE: Most cyber bullying occurs out of school hours and is the responsibility of parents. Parents are encouraged to closely monitor their student's on-line activity.

RIGHTS AND RESPONSIBILITIES

Policy Statement:

Every person has the right under the law and Christian faith to feel safe.

Any person who bullies another is denying them that right. This means we have to think about others in the classroom and in the playground. The right to feel safe means we have a responsibility to consider how we speak and act towards others. Bullying takes away a person's sense of security. The right to safety means that any bullying of any kind is unacceptable.

Every person has the right under the law and Christian faith to be treated with fairness and respect.

This means we show respect to other people, and their property, in the class and in the playground. The right to receive respect and fair treatment requires that we all take the responsibility to show manners and courtesy towards each other.

Every person has the right under the law and the enrolment contract to learn.

This means we do not adversely affect the learning of another student.

It is everyone's responsibility to take the necessary steps to stop bullying behaviour.

The College will not tolerate any action that undermines a person's right to feel safe, respected and to learn.

Behaviour amounting to harm will be reported to State Authorities.

Responsibilities

STAFF

a) The leadership of the College will:

- Support, promote, enact, maintain and review the Student Anti-Bullying Policy and procedures.

b) All staff will:

- Be familiar with the College's Student Anti-Bullying Policy and procedures.

c) Teachers will aim to:

- Be models of caring and tolerant behaviour
- Listen and act upon reports of bullying
- Inform the Deputy Head of School or Head of School of bullying behaviours
- Provide or organise appropriate pastoral support
- Protect the person being bullied from further harm
- Act to stop the behaviour reoccurring
- Record identified bullying incidents
- Keep parents informed.

STUDENTS

a) Students who are being bullied need to report the incident to a teacher or staff member.

b) Student bystanders to bullying should:

- Intervene by speaking firmly to the bullying student if they are able to
- Seek teacher assistance
- Document the incident if requested.

c) Any images taken on a mobile phone must immediately be handed to a teacher otherwise the taking of the picture could be a criminal offence.

PARENTS

a) Parents should:

- Listen sympathetically to reports of bullying
- Speak to relevant College personnel (**not** the alleged student/s or parents concerned)
- Work with the College in seeking a permanent solution.

b) Parent witnesses should:

- Be limited to verbal intervention
- Seek teacher assistance
- Document the incident if requested by College staff.

The Important Role of Parents

As parents you can:

- Be aware of the signs of distress in your child, eg unwillingness to attend school, a pattern of illness, missing equipment, requests for extra money, damaged equipment or clothing
- Take an active interest in your child's social life and acquaintances
- Assist your child to discuss any incidence of bullying with a teacher. If possible, allow your child to report and deal with the situation. Your child can gain respect and confidence through taking the initiative and dealing with the problem without direct parental involvement
- If your child is being bullied, discourage any planned retaliation, either physical or verbal, by discussing positive strategies he/she can use
- Be positive about your child's qualities and encourage your child to be tolerant and caring
- Be willing to attend interviews if your child is involved in an incident of bullying and work cooperatively with the College
- Be willing to inform the College of any cases of suspected bullying even if your child is not directly involved or affected
- Where bullying is occurring at school, to not deal directly with other children or their parents but work through and with the College
- Discuss the College's expectations about behaviour and how best to deal with bullying.

Please see the appendices B of this manual for the "High 5".

The complete Student Anti-Bullying Policy is available from the office or on the CCC Website.

11. BUSES

The College facilitates student transport by liaising with certain bus transport providers. It is the decision of parents whether students use the bus. Please telephone the bus company directly to find out the exact route and timetable to the Carbrook campus:-

- College Buses (please see below) Phone 3287 6222
- Veolia (Redlands district) Phone 3248 6100
- Clarks (Logan district) Phone 3200 9606
- Express Coach Lines (Carbrook, Cornubia) Phone 3806 3220

Any concerns regarding the bus service should be taken up with the specific bus company.

Calvary Bus Services

Calvary Christian College provides an intercampus bus, and suburban services for students through parts of Marsden, Loganlea, Loganholme, Tanah Merah, Daisy Hill, Shailer Park, Cornubia, Edens Landing, Windaroo, Mt Warren Park, Beenleigh and Eagleby. There is a cost for this service.

Bus Code of Conduct

Each bus company service has a set of rules or code of conduct to which all school students are expected to adhere. Queensland Transport has developed (in consultation with bus operators, school organisations and parent groups) a Code of Conduct which applies to all students travelling on buses throughout Queensland. Inappropriate behaviour by a student at a bus interchange may also be regarded as a breach of the Code of Conduct. Details of this Code of Conduct are on the College website. **Please see the appendices A of this manual for the “Code of behaviour”.**

Behaviour / Responsibilities

Students’ conduct must be consistent with the College’s Code of Behaviour whilst travelling on buses. Consequences for poor behaviour can include exclusion from bus travel and normal College disciplinary procedures. *See Appendix A for Code of Conduct for Bus Travel.*

Bus Companies

It is important for parents/carers to work cooperatively with the bus companies to support the Code of Conduct for the safe travel of all. In reported cases of student misbehaviour, consultation about the behaviour and its consequences needs to occur with the bus company. The involvement of parents/carers in this consultation will be essential to ensure a positive resolution.

The bus driver has the authority to report any child for misbehaviour and the Principal will notify the parents. The bus company has the authority to ban that child from using the bus service.

Calvary School Bus

A bus service operates out of Springwood Campus to convey Middle and Senior School students to Carbrook Campus (conditions apply). Behaviour on this school bus is the responsibility of the College. For more information regarding the routes of the Carbrook Campus Bus, please contact the College Registrar on 3287 6222.

12. CALENDAR

The College Calendar is sent out at the beginning of the academic year. Monthly updates appear in the “*E-Connections*” newsletter. The 2014 term dates are listed at the back of this manual and included on the College website at www.calvarycc.qld.edu.au

13. CAMPS

Camps are held each year in Years Five, Seven, Eight, Nine and Eleven students as part of the College’s Outdoor Education program. Camps form an important and compulsory part of a student’s personal and spiritual development. 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 problem solving, 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 yearly fees.

Year Six students will attend an excursion to Canberra. Year Ten students will be involved in Calvary Business Week instead of going on a year level camp.

The Head of School has the discretion to exclude students from excursions and camps should a situation or pattern of negative and immature behaviour be displayed.

14. CHANGE OF ADDRESS

Notification of a change of address or change in family circumstances is essential if the school needs to contact a parent urgently. **Please advise the College as soon as you are aware of a new address or telephone number. This can be done through Parent Lounge on the portal.**

15. CHILD PROTECTION POLICY

1. PURPOSE OF POLICY

PURPOSE: To provide written processes about the appropriate conduct of Calvary Christian College staff and students that accord with legislation applying in Queensland about the care and protection of children.

SCOPE: Applies to all staff, parents, volunteers/visitors and students at Calvary Christian College and covers information about the reporting of harm and likely sexual abuse.

RESPONSIBILITY: College Council

POINT OF CONTACT: Principal

2. DEFINITIONS AND LEGISLATION

DEFINITIONS:

A **child** is a person under 18 years of age.

Harm is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.

- 1) It is immaterial how the harm is caused.
- 2) Harm can be caused (within the College or outside the College) by:
 - a) Physical, psychological or emotional abuse or neglect or
 - b) Sexual abuse or exploitation, or
 - c) Domestic or family violence.

A **student** is any person regardless of age who is enrolled at the College.

Sexual abuse, in relation to a relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances –

- (a) the other person bribes, coerces, exploits, threatens or is violent toward the relevant person;
- (b) the relevant person has less power than the other person;
- (c) there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity

3. HEALTH AND SAFETY

The College will protect students from harm as far as it is reasonably able. The safety, well-being and best interests of our students are of primary importance. The College will ensure the health and safety of staff in accordance with workplace health and safety legislation.

4. CONDUCT OF STAFF AND STUDENTS

All staff, contractors and volunteers must ensure that their behaviour towards and relationships with students reflect proper standards of care for students. Staff, contractors and volunteers must not cause harm to students.

The College will ensure that staff and volunteers have a positive notice ("blue card") as required by the *Commission for Children and Young People and Child Guardian Act 2000* or that they are registered teachers.

5. INAPPROPRIATE BEHAVIOUR

If a student considers the behaviour of a staff member to be inappropriate, the student should report the behaviour to:

- (a) their classroom teacher (Junior School) or their Year Level Coordinator (Middle or Senior School) or
- (b) directly to a Child Protection Officer (Heads of School or the Middle and Senior School Student Counsellor).

6. DEALING WITH INFORMATION ABOUT INAPPROPRIATE BEHAVIOUR

A staff member who receives a report of inappropriate behaviour must report it. Where the Principal is the subject of the report of inappropriate behaviour, the staff member must inform the Chairperson of the College Council.

If the inappropriate behaviour is sexual abuse or "harm", the Principal or the Chairperson of the College Council will report to a child safety officer in the Department of Communities (or other department administering the Child Protection Act 1999) or to a police officer.

Health professionals must report harm or suspected harm under s.191 of the *Public Health Act 2005*.

7. REPORTING SEXUAL ABUSE UNDER EDUCATION (GENERAL PROVISIONS) ACT 2006

Section 366 of the Education (General Provisions) Act 2006 states that if a staff member becomes aware, or reasonably suspects in the course of their employment at the College, that any of the following has been sexually abused by another person:

- (a) a student under 18 years attending the College;
- (b) a pre-preparatory aged child registered in a pre-preparatory learning program at the College;
- (c) a person with a disability who:-
 - (i) under s.420(2) of the *Education (General Provisions) Act 2006* is being provided with special education at the College; and
 - (ii) is not enrolled in the Preparatory year at the College.

then the staff member must give a written report about the abuse or suspected abuse to the College's Principal or to the Chairperson of the College Council immediately.

(Under s.366B of the Education (General Provisions) Act 2006, the directors of a school's governing body may delegate the directors' function under s.366 to an appropriately qualified individual. Schools who do delegate should ensure they are well briefed about the requirements of s.366B before doing so)

If the staff member who becomes aware or reasonably suspects sexual abuse is the College's Principal, the Principal must give a written report about the abuse, or suspected abuse to a police officer immediately and must also give a copy of the report to the Chairperson of the College Council.

A report under this section must include the particulars required by s.68 of the *Education (General Provisions) Regulation 2006* which are currently:

- (a) the name of the person giving the report (the **first person**);
- (b) the student's name and gender;
- (c) details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused;
- (d) details of the abuse or suspected abuse;
- (e) any of the following information of which the first person is aware:
 - (i) the student's age;
 - (ii) the identity of the person who has abused, or is suspected to have abused, the student;
 - (iii) the identity of anyone else who may have information about the abuse or suspected abuse.

8. REPORTING LIKELY SEXUAL ABUSE UNDER EDUCATION (GENERAL PROVISIONS) ACT 2006

Section 366A of the Education (General Provisions) Act 2006 states that if a staff member becomes aware, or reasonably suspects in the course of their employment at the College, that any of the following is likely to be sexually abused by another person:

- (a) a student under 18 years attending the College;
- (b) a Pre-Preparatory aged child registered in a Pre-Preparatory learning program at the College;
- (c) a person with a disability who:

- (i) under s.420(2) of the *Education (General Provisions) Act 2006* is being provided with special education at the College; and
- (ii) is not enrolled in the Preparatory year at the College.

then the staff member must give a written report about the suspicion to the College's Principal or to the Chairperson of the College Council immediately.

(The term "Likely" is considered as having a degree of probability that is greater than 'possible' but less than 'certain'. For a consequence to be likely, it must be substantial and real, and not remote).

(Under s.366B of the Education (General Provisions) Act 2006, the directors of a school's governing body may delegate the directors' function under s.366 to an appropriately qualified individual. Schools who do delegate should ensure they are well briefed about the requirements of s.366B before doing so).

If the staff member who becomes aware or reasonably suspects likely sexual abuse is the College's Principal, the Principal must give a written report about the suspicion to a police officer immediately and must also give a copy of the report to the Chairperson of the College Council.

A report under this section must include the particulars required by s.68A of the *Education (General Provisions) Regulation 2006* which are currently:

- (a) the name of the person giving the report (the **first person**);
- (b) the student's name and gender;
- (c) details of the basis for the first person reasonably suspecting, that the student is likely to be sexually abused by another person;
- (d) any of the following information of which the first person is aware:
 - (i) the student's age;
 - (ii) the identity of the person who is suspected to be likely to abuse the student;
 - (iii) the identity of anyone else who may have information about the suspected likelihood of abuse.

9. REPORTING HARM

If a staff member is aware or reasonably suspects harm has been caused to a student who, when the harm was caused or is suspected to have been caused, was under 18 years and the harm has not been reported under preceding sections of this policy, the staff member must report the harm to the College's Principal.

If the Principal is aware or reasonably suspects the harm has been caused, the Principal must report the harm or suspected harm to a child safety officer in the Department of Communities (or other department administering the Child Protection Act 1999) or to a police officer.

10. ACCESSIBILITY OF POLICY

This policy is to be accessible on the College website and will be available on request from the College administration. Each new staff member will be made aware of the policy as part of their induction.

11. AWARENESS OF POLICY

Staff and students will be made aware of the policy by its display on the College's portal and website.

12. FORMS FOR REPORTING

Copies of Forms 1, 2, 3, and 4 are in Appendix 4 of the Student Welfare Policy.

13. PRINCIPLES

Calvary Christian College will uphold the following principles under this policy:

- a) Protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential
- b) Calvary Christian College recognises that people who are subjected to abuse are harmed by it
- c) At Calvary Christian College, the welfare and best interests of the child will always be a primary consideration
- d) Calvary Christian College expects our students to show respect to our staff members and volunteers and to comply with safe practices
- e) All employees must ensure that their behaviour towards and relationships with students reflect proper standards of care for students, and are not unlawful
- f) Sexual acts by an adult employee or volunteer with a student will always be sexual abuse
- g) Calvary Christian College will respond diligently to a report of suspected or actual harm, or likely risk of harm to a student
- h) Reprisals against students or others making a complaint will not be tolerated
- i) Student management practices will be administered with respect and in a manner which maintains the student's dignity
- j) Calvary Christian College will act fairly and reasonably towards an employee or volunteer who is the subject of allegations of improper conduct
- k) Calvary Christian College will support an employee or volunteer who is the subject of a proven false allegation of causing harm to a student
- l) Anybody within Calvary Christian College who becomes aware or reasonably suspects that a student is being harmed must report it to the College in accordance with the College's procedures for reporting harm
- m) Calvary Christian College will take disciplinary action against employees who harm others, and appropriate action against volunteers who harm others
- n) Calvary Christian College will not permit people to work in a position if the College believes on the basis of all information available that, if the allegations against them were wholly or partly true, there would be an unacceptable risk that others might be harmed
- o) Calvary Christian College will cooperate with state authorities in resolving allegations of harm.

14. GUIDELINES

In complying with these principles, Calvary Christian College will be guided by the following:

1. Natural Justice

The principles of natural justice will apply to decisions to be made under this Policy. The two fundamental principles of natural justice are:

- That those making a decision are not biased
- That nobody should be judged unless they are given prior notice of the allegations against them and they have a fair opportunity to be heard.

2. Process

It is important to make the lodging of a complaint easy.

3. Confidentiality

Each person who has access to information regarding suspected or disclosed harm has an obligation to respect the confidentiality of student protection matters and must follow the reporting guidelines. Calvary Christian College is unable to promise absolute confidentiality since its policies will require disclosing, internally and externally, certain details involved in responding to any complaint. State authorities can compel people to give evidence about actions under the Policy and to produce documents.

4. Criminal Law

Where there are allegations of harm/sexual abuse or criminal offences, the allegations will be referred to the police. The Principal or the Chairperson of the College Council must refer all allegations of paedophilia to the police, including those from the past, except where the alleged perpetrator is deceased.

5. Defamation

A person providing information about harm in good faith to a person who needs to know that information (Senior Management or a Child Protection Officer) has a defense against defamation.

6. Promptness

All steps under the Policy should be carried out promptly. The College will keep the victim and the alleged perpetrator informed of progress.

7. Protective Actions

The Principal will ensure that the following are undertaken in order to reduce the chance of abuse occurring:

7.1 Ensure that each staff member understands and fulfills their obligations under this Policy

7.2 Ensure that there is an acceptable reference and referee check for each staff member engaged since the commencement of this protocol, from their previous employer

8. Support

The College will provide support for the victim through professional counselling if it is requested, even if any allegation is not yet proved or disproved. The College will support the respondent to a complaint with professional counselling if it is requested until the matter has been resolved.

9. Interviews

There will be two representatives of the College present at interviews involving student protection, where practical. In cases of allegations of abuse it is best not to interview a student in any detail. State authorities will conduct their own interviews.

10. Teachers

If a respondent to an allegation is a registered teacher, the College will give notification to the College of Teachers as required to do so under *legislation*. *Allegations against blue card holders will be reported to the Childrens' Commission.*

11. Public Relations

The Principal will ensure that the College is able to react quickly to allegations of harm so that accurate and relevant information is available for staff members, students and their families and for the media. Only the Principal has the authority to conduct these communications.

12. Insurer

The College will keep its insurer informed about developments.

13. Review

The College will ensure that this Policy is reviewed at least once every two years.

15. DEALING WITH ALLEGATIONS OF HARM INVOLVING A STUDENT AND STAFF MEMBER

The following are the actions required in any cases relating to harm or suspected harm against a child:

1. If there is unacceptable risk, the Principal will stand down the staff member. In extreme cases, where evidence is sound, the staff member will be dismissed summarily
2. Counselling will be offered to the student and the respondent
3. Parents. Please note that when harm to students is suspected from people outside the College, the responsibility for informing parents/caregivers rests with the investigating child protection agency officers, not with the College. Refer to 10.17 of the Policy (Additional Information/ 1. Evidence)
4. if the allegations have been reported to police, do not begin the investigations until the prosecution is complete and the police inform you they have decided not to charge the respondent
5. Take disciplinary action against the respondent if the circumstances require it
6. Keep the student and the respondent informed as the matter proceeds.

16. PROCEDURES FOR REPORTING HARM

The following table outlines the procedures for reporting harm and sexual abuse which will apply in Calvary Christian College.

Child Protection Officers are:

Kingdom Kids:	Deputy Head of Junior School
Springwood campus:	Head of Junior School
Carbrook campus:	Head of Junior School, Head of Middle School and Senior School and Student Counsellor.

ACTIONS REQUIRED ('PROCEDURES FOR REPORTING HARM TABLE'):

(Printable version in Appendix 3)

Subject	If	Then
<p>Reporting Harm (Accreditation Regulation s.10)</p>	<p>A student is aware or reasonably suspects that harm has been caused by anyone to a student –</p> <hr/> <p>A staff member or volunteer is aware or reasonably suspects that harm has been caused by anyone to a student of the College (this applies whether the harm has been caused internally or externally to the College) -</p> <hr/> <p>If the Principal or the Head of School receives a report of harm or suspected harm to a student of the College; and forms the view that the harm has been caused or there is reasonable suspicion of harm caused (this applies whether the harm has been caused internally or externally to the College) -</p>	<p>Students are encouraged to report to any staff member.</p> <hr/> <p>It must be reported to the Head of School. Form 1 is to be used and a written record of your actions is to be kept by the staff member.</p> <hr/> <p>It must be reported to the police or the Department of Child Safety (Form 4). A written record of the report (Form 3) is to be kept by the Principal & Head of School.</p>
<p>Reporting Inappropriate Behaviour (Accreditation Regulation s.10)</p>	<p>If a student wishes to report behaviour by a staff member that he/she considers inappropriate -</p> <hr/> <p>The Head of School or other staff members receive the report -</p> <hr/> <p>If the Principal or Head of School receives the report under the preceding step -</p>	<p>The student should report the behaviour to the Principal or the Head of School or other staff members.</p> <hr/> <p>Document (use Forms 1 & 2) and report to Principal.</p> <hr/> <p>The Principal/Head of School is to:</p> <ul style="list-style-type: none"> • decide how best to investigate • interview the student • interview the staff member named in the report • interview any other person who may be able to provide useful information • report findings to the Principal (if received by HOS) with recommendations for action to be taken • keep written records of findings • take action on the grounds of the outcome of the reports.
<p>Reporting Sexual Abuse, Suspected Sexual Abuse and Likely Sexual Abuse (Education (General Provisions Act) Act s.366 & S366A)</p>	<p>If a staff member becomes aware or reasonably suspects that a student who was under 18 at the time has been sexually abused or is likely to be sexually abused by another person –</p> <hr/> <p>If the Principal or Chairperson receives a report under the preceding step or, as Principal, you are the staff member who becomes aware or reasonably suspects abuse -</p>	<p>It is mandatory for the reporting staff member to write a report (use Form 4) which is to be immediately given to the Principal or the Chairperson of the College Council (or approved delegate).</p> <hr/> <p>The Principal or Chairperson must give a copy of the report to a police officer immediately (use Form 4).</p>

16. CLASSROOM SUPPORT

Parents are invited by the classroom teacher to help in the classroom. This support is gratefully received. Parents need to maintain integrity about what they observe - ***commenting to others in the community on procedures and students is a breach of trust***. Please speak to the class teacher (only) if you have concerns about students or procedures.

17. CLEANING

The school is cleaned each night. Students are encouraged to keep their rooms, tidy trays and books in a tidy order and respect College property at all times. Bins are provided for all litter. This encourages efficiency, self-respect and care for God's school. The College has implemented a recycling program.

18. CLUBS AND SPORT

The College has a growing number of groups that you can encourage your child to join such as:

Junior School Clubs- (varies across campuses)	Middle and Senior School Clubs
Assembly Group	Amnesty International, CIA:-Calvary in Action
Choirs	Symphonic Band, String Ensemble
Computer	Debating
Fun 'n' Games	Praise and Worship Team
Junior String Ensemble	Public Speaking
Chess	Livestock Show Team
Drama	Concert Choir
Band	Craft
Puppetry	Art
Craft	Discipleship
Missions	Drama, ITD
	Duke of Edinburgh
	Senior Book Club
	Board Games
Junior School Sports	Middle and Senior School /PE (see paragraph below)
Cricket	Athletics
Netball	Basketball
Soccer	Cross Country
Softball	Futsal
Basketball	Netball
AFL	Soccer
	Rugby Union
	Touch Football

Where student interest exists, other clubs and sporting groups may be offered. The operation of all clubs is dependent on the availability of staff and resources.

Middle and Senior School Sports/PE

An extensive range of sport is offered via a comprehensive program of Core PE and competitive/recreational activities. This is offered to all students in Years Seven to Twelve

through the formal curriculum. The College is involved in intra and interschool carnivals for swimming, athletics, cross-country and some team sports and participates in Brisbane Christian Schools sport and Pacific District Championships.

Once a student has made a commitment to join he/she is expected to participate for the period of that group.

19. COLLEGE JOURNAL

This is published annually as a record of the life at the College for the year. It is distributed early in the subsequent year.

20. COLLEGE REPUTATION

Student behaviour in or out of the College affects the College reputation. It is expected that student behaviour at all times will not bring the College into disrepute in the wider community. Should the reputation of the College and what it stands for be brought into disrepute by private activities, students may be suspended or their enrolment at the College be placed in jeopardy.

21. COMMUNICATION WITH TEACHERS

A close partnership between parents and teachers will enhance your child's learning and happiness. It is important that open and honest communication exists between the home and school. There may be times at which you wish to discuss your child's progress or raise a concern with the teacher. Parents are welcome to see teachers informally before or after school, however, if the matter is serious, please make an appointment so that adequate discussion time is available.

During school hours it is not practical for teachers to receive *telephone calls* unless of an extremely important nature. If a teacher needs to be contacted personally it is best to do so in the recess or lunch breaks.

Please limit calls requesting messages be passed on to students unless the message is urgent and essential.

Alternatively you could write a note to the teacher, or for Middle and Senior School students you could write a note in your student's Homework Diary.

Teachers and staff are available to be contacted by email, but parents should be aware that in the busyness of a school day, emails may not be read or attended to on the day they are sent.

Parents should not approach a teacher with a complaint without first making an appointment with the relevant teacher. Teachers must not be phoned or contacted at home.

22. COMMUNICATION TO PARENTS

All staff are happy to supply information on school procedures and events.

22.1 SMS Communication

The College has the capacity to use SMS communication as a means of communicating with families. This is mainly used for absentee communication.

22.2 **Critical Incidents**

During critical incidents vital information will be communicated via our College website. We encourage parents to access information from this source as this will minimise congestion of the phone lines.

22.3 **School Procedures and Events**

Information about College procedures and events will in general be placed on the College website and Parent Lounge. All staff are happy to supply information on College procedures and events.

22.4 **Cancellation of Events /Bus Service**

The College will endeavour to communicate vital information to families via SMS and College website where possible.

22.5 **Improving Communication**

If you have a suggestion that would improve the efficiency of the school or a concern that has not been adequately addressed by the College leadership team, please forward written information to the Principal. A written reply will be sent. Parents are also invited to Principal's Chat sessions where they are encouraged to provide feedback about the College.

22.6 **E-Connections**

E-Connections is the Calvary electronic newsletter published fortnightly and distributed to the private email addresses of over 800 College families.

22.7 **Concerns and complaints**

Should you have a concern or complaint about the College, please refer to policy for appropriate protocol.

23. **CONSENT FORMS**

Students will bring home consent forms and details of interschool sport, excursions and camps. Please send separate consent forms to the relevant teachers if you have more than one child attending the College. ***Children will not be taken on excursions without written parental permission.***

24. **CURRICULUM**

The College teaches from a Christian perspective which is set within the framework of a Christian worldview and seeks to nurture and extend your child's curiosity and thirst for knowledge in a dynamic and innovative way. Inquiry-based learning which encourages students to ask questions, think deeply and search for answers is an integral part of all curriculum offerings, thus providing them with essential skills for life in the twenty-first century. The Junior School curriculum is taught from a Christian worldview through the Primary Years Program (PYP). Middle and Senior School curricula are also taught using an inquiry-based focus and incorporating a Christian Worldview.

Work programs across all year levels are based on the Australian curriculum.

Specialist staff, who support classroom teachers include Learning Enrichment Teachers, Librarians, Spanish, Japanese, Music and Physical Education teachers.

Primary Years Program

Exhibition

The PYP exhibition is the culminating project for our Year Six students. They are asked to demonstrate engagement with all five of the PYP essential elements: the acquisition of knowledge, the understanding of concepts, the mastering of skills, the development of attitudes and the decision to take action. This all occurs within an inquiry framework. Exhibition is a whole school event where Year Six students present what they have learnt in an expo style forum held during the evening usually in the last week of Term Three. It is a celebration of students' journeys through the Junior School as they move into their middle years of schooling. Exhibition is an opportunity for students to take responsibility for their own learning and we request that parents encourage students' independence throughout the process.

Portfolios (Prep-prep to Year Six)

Students from Pre-Prep to Year Six use portfolios as evidence of student learning over time across the curriculum. They are important records of student achievement and understanding. They also serve as excellent records of assessment in collaboration with student report cards for staff, students and parents. Portfolios are sent home at the end of each year.

Assessment Policy

The Calvary Christian College Assessment Policy is available for perusal on the website. It provides a snapshot of the school's philosophy and position on assessment that supports student learning.

Language Policy

The Calvary Christian College Language Policy is available for perusal on the website. It elaborates upon the College's support for mother tongues, support for students who are not proficient in the language of instruction and consideration of all students' language learning needs.

Curriculum Planning Documents (Junior School)

Teachers meet regularly in collaborative teams to plan for teaching and learning in accordance to the PYP standards and practices. Planning documentation is available for your perusal on the parent portal

25. DAILY NOTICES

These provide the most up-to-date information on venues and changes in the day-to-day running of the College. These bulletins are read aloud and discussed during Period One or at the beginning of the day so it is imperative that your child is on time. This information is also available on Parent Lounge.

26. DAMAGED PROPERTY

Property that is damaged wilfully, or through irresponsible behaviour, is to be paid for by the student. An account will be sent home.

27. DIET

If your child has any special dietary requirements and/or allergies then please advise the relevant Head of School and Student Reception. This information should be advised on the Student Medical Details form.

28. DISCIPLINE POLICY

The discipline process of the College is set out in Calvary Christian College's Constructive Discipline Policy Document. The Policy is explained to all parents at enrolment interviews. The Policy reflects an attitude of discipline in love. The College uses appropriate sanctions, combined with counsel and affirmation. In all circumstances students are encouraged to be Christ-like in their dealings with their peers and adult members of the College community. Adults are similarly expected to be Christ-like in dealing with students.

Parents are contractually bound to support the reasonable disciplinary expectations of the College.

A foundation principle of our College for all its community members is as Jesus taught:

“Love the Lord your God with all your heart and with all your soul and with all your mind”. This is the first and greatest commandment. And the second is like it: Love your neighbour as yourself. All the Law and the Prophets hang on these two commandments” (Matthew 22:37-40).

29. EARLY DEPARTURE

Where possible, please avoid collecting your student early unless absolutely necessary. If students need to leave the College early, a parent is required to meet the student at Student Reception and sign them out in the register.

Please see below for the Early departure policy.

COMMUNICATION GUIDELINES

The Administration will not make contact to classrooms for parents for:

- Early pickups - including siblings
- Equipment – eg laptops, musical instruments etc
- Permission notes
- Lunch/lunch money
- Hats/jumpers/sports uniform etc

Administration will communicate with classrooms regarding:

- Medication
- OSHC – child needs to go onto OSHC
- Bus - child needs to take the bus home

- Any other such thing that is a duty of care issue

Two ways that parents need to communicate:

- Parents of Junior School need to email teachers directly before 8.00am if they need their child to be collected early. If they want siblings to go home as well then they will be required to email the siblings' teacher directly as well.
- MS/SS parent needs to write their request in the student diary and the student shows teacher.

30. EMERGENCY EVACUATIONS/FIRE DRILLS/ISOLATION/LOCK DOWN

Drills and evacuations are carried out each term. When an evacuation is initiated, all parents and visitors must follow direction of College staff and accompany staff and students to assemble in the designated areas.

In the event of a lockdown parents will be requested not to enter the College property until given clearance by the College staff.

31. EXCLUSION OF STUDENTS WITH INFECTIOUS CONDITIONS

Students with contagious illnesses **must** be kept at home for the required time. Students with heavy colds and flu-like symptoms should also be kept at home. Students with head lice will be sent home and cannot return to the College until fully treated.

The Queensland Health Department make the following recommendations for the minimum periods of exclusion from school:-

CONDITION	EXCLUSION DETAILS
Chicken Pox Shingles	Exclude for at least five days and until all blisters have dried.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Diarrhoea	Exclude until diarrhoea has ceased.
Glandular Fever (Mononucleosis)	Exclusion is not necessary.
Hand, Foot and Mouth Disease	Exclude until all blisters have dried.
Impetigo (School sores)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.
Measles	Exclude four days from rash onset. The Public Health Unit should be notified of any suspected cases.
Meningococcal Infection	Exclude until effective antibiotics completed.
Mumps	Exclude for nine days or until swelling goes down.
Ringworm, scabies, pediculosis (lice), trachoma	Re-admit the day after appropriate treatment has commenced.
Salmonella	Exclude until diarrhoea has ceased.
Streptococcal Diseases (Tonsillitis/pharyngitis)	Exclusion is not necessary.
Whooping Cough	Exclude for five days after starting antibiotic treatment.

For further details of other infectious diseases please refer to the Queensland Health website: www.healthqld.gov.au or contact student reception.

32. 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.

The cost of excursions are generally included in the general levies applicable to the relevant year level.

The Head of School has the discretion to exclude students from excursions and camps, should a pattern of negative and immature behavior be displayed.

33. FACEBOOK

An informal way to stay in touch with our School communities is by joining our Facebook pages. Our Heads of Schools and staff regularly post updates of what is happening around the place and give helpful reminders.

Facebook postings are for information sharing and positive communication within our community. Negative comments, complaints or personal information should not be posted.

Calvary Christian College Springwood and Carbrook Campus Community Group: Guidelines for a Harmonious Community

Calvary Christian College wants to promote a friendly, informative and positive online experience for members of our Facebook community. The goal of our Facebook group is to share important information with our community, share news and insights about our College and its activities and interact in an open and respectful dialogue. To help us accomplish this goal we ask that you abide by the following guidelines:

- Please keep all posts encouraging and positive. One of the core values at Calvary Christian College is to be a caring, vibrant community. In 1 Thessalonians 5:11 God asks us to *“encourage one another and build up one another.”* It is important that all interactions in this Facebook group are of this nature.
- This page is not intended to circumvent regular communication channels for sharing personal issues and concerns. Comments regarding a personal issue with the College, a staff member or another student will be removed. If you have a concern or complaint, Facebook is not the place to discuss this. Please contact your child’s teacher or respective Head of School. If you have a question about the car park, the turning circle or Outside School Hours Care, it is best to contact Administration. Your question will then be forwarded to the appropriate staff member.

- The Facebook page is an informal group for our Springwood community and does not replace official College communication. Please check Emails, e-Connections and the College website for official communication.
- Be respectful. Personal attacks or comments that are deemed offensive to any member of our community or College will not be tolerated. Inappropriate remarks and profanity will be removed. People making comments on the page are requested to show respect for their fellow users by ensuring the discussion remains civil. We strongly encourage all comments to be phrased respectfully, factually and constructively.
- Our Facebook group is not the place to advertise items for sale, businesses or party-plans. Please keep posts of this nature to your personal Facebook page. If you want to sell uniforms, a second hand uniform shop is available on both campuses.
- If you have a question for a specific employee, please contact them via their College email address or at info@calvarycc.qld.edu.au. Please do not discuss College employees in the Facebook group.
- Employees of the College may have personal Facebook pages. Do not be surprised or offended if your request to “friend” them is not accepted. This encourages staff to keep their personal lives private and separate from their professional lives.
- We encourage parents and grandparents to be members of our community group. However, as the minimum age to hold a Facebook account is 13, we will not accept children as members of this community.
- Members of the community are required to be verified as relatives before being accepted as a member of the group.
- Parents sign a photo permission form upon enrolment at the College. This allows children to be photographed for Calvary purposes including the College’s Facebook page. Please feel free to share photos of your child with family and friends. However, out of respect for all of our families, do not share, save or tag photos which contain other children.

This is a community group and we want you to feel comfortable sharing and accessing information about the College. However, abuse of the above guidelines may lead to posts and/or photos being deleted. Unfortunately, persistent violation of these guidelines may result in a member being blocked from the group. Members may also be requested to apologise to any person who may be offended.

34. FAMILY LAW ARRANGEMENTS

The Head of School and Administration needs to be informed of living arrangements regarding your child, especially about people who are not to have contact with a child. Copies of Court Orders and parent agreements must be provided, and will be kept on file. Confidentiality will be maintained at all times.

The College is unable to take any action unless supported by a Court Order.

35. FEES

(a) **Building Fund:**

Parents are reminded that the government requires non-government schools to demonstrate that they are raising capital funds in order to erect buildings and amenities.

Although the **Building Fund** is not compulsory, parents are encouraged to make a donation of \$400 annually. A tax deduction is available for this donation.

(b) **Levies:**

Levies are the combined cost of items such as excursions, camps, visiting school groups, sport, academic competitions, and accident insurance and are calculated by year level. Levies are charged on each family's account, thus alleviating the need for continued requests for money and ensuring all students can participate in all year level activities.

Senior students will also be levied with individual subject levies to cover the cost of those particular subjects.

A separate 1to1 levy is charged for students in year levels where laptops are required.

(c) **Notice of Withdrawal of Student:**

When a student is being withdrawn, one term's prior notice in writing on the College official Exit Form must be given to the College during term time. Failure to give this notice will mean the family will be required to pay the equivalent of one term's fees and levies.

All parents experiencing difficulty in payment of fees must contact the Business Manager. A fee payment scheme may be negotiated.

(d) **Tuition Fees** are set by College Council and reviewed each year. Parents are reminded that the government requires us to raise a certain level of fees to maintain financial viability.

Parents can pay fees by direct debit, cash, cheque, EFTPOS, or by contacting the Carbrook Campus for payment by credit card over the phone. The College's preference is fortnightly direct debit. If fees are paid in full at the commencement of the year, a discount is applicable.

Accounts paid on time during the term or by direct debit payments may also attract a discount. Any account outstanding past the due date will incur a late administration charge for each

month the account is outstanding. The parents will also be required to enter into a direct debit payment arrangement.

Parents are reminded that they are contractually bound to pay all fees and levies by the due date.

The parent/guardian who signs the enrolment contract of a student will be responsible for the payment of school fees. This responsibility will remain regardless of any change in family arrangements.

Failure to settle accounts on time may result in additional charges and debt recovery action. Debts exceeding \$1,000 cannot be outstanding for longer than 30 days without agreement of the Principal or Business Manager. Parent accounts that remain outstanding for a significant period will be transferred to debt collectors and will affect the parent's credit rating.

(e) Transfers:

Students transferring from the College to another school must notify the office in **writing** with one term's notice. Early notification is requested to enable completion of the necessary transfer papers. If your child/children are transferring between campuses please complete the Transfer Request Form available from the College Registrar. Transfer between campuses, is not automatic and is at the discretion of the Principal and Head of School (HOS).

A transfer certificate if requested by the new school will be provided.

36. FOOD

Healthy food (not chips, confectionery or soft drinks) is encouraged. "Junk food" has been linked to erratic behaviour, health and learning problems. **Chewing gum and bubble gum are not to be brought to the College.** Please encourage your child to have an adequate breakfast prior to coming to school.

Junior School:

Due to a serious food allergy of some students, Junior School students on the Carbrook campus are asked not to bring any food containing nuts of any kind.

Lunch is eaten inside or outside the classroom or in set areas. The beginning of the first break is supervised by staff to ensure children sit down to eat. Students are asked to take home any uneaten food, and not throw it in the bin, so parents can monitor consumption.

37. FREE DRESS DAYS

Free Dress Days are conducted occasionally as fundraisers. The following expectations regarding students' attire are to be observed:

- Students may wear jeans or shorts and respectable tops (T-Shirts that have negative slogans or images will not be permitted)
- Students may not wear colour in their hair except as in the Uniform Policy
- Students may not wear make-up
- Shorts must be an acceptable length
- No bare midriffs, low necklines singlet or strappy tops

- Boys may not wear earrings
- Closed footwear.

NOTE: Students who fail to comply with the dress standards will not be permitted to participate in Free Dress Day and their parents will be asked to either bring suitable clothing or collect them from school.

38. HOMEWORK DIARY

Homework Diaries (Middle and Senior School) enable the parent and teacher to communicate on a daily basis. Comments on a student's health, academic progress and behaviour can be included.

Junior School communication books, homework sheets etc should be checked and signed regularly.

Middle School - should be checked and signed by parents weekly.

Senior School - Students are expected to take responsibility for their learning. Parents are encouraged to review the diaries but are not expected to sign them.

Diaries are to be kept neat and tidy, no defacing of the cover or graffiti is permitted. Parents may be asked to replace a student's diary if it is poorly maintained.

39. HOMEWORK TIMES

Year Level	Homework	Regularity
Prep	Regular activities done at school to be taken home and talked through. Home readers and sight words usually from Semester Two	
Year One	Term One: Introduction to homework and activities with parental support – 10 minutes. Terms Two to Four: 10 minutes activities, plus 10 minutes reading	Monday - Thursday
Year Two	20 minutes, including reading	Monday - Thursday
Year Three	20 minutes, including reading	Monday - Thursday
Year Four	20 minutes activity, plus 10 minutes reading	Monday - Thursday
Year Five	30 minutes activity, plus 10 minutes reading	Monday - Thursday
Year Six	30 minutes activity, plus 10 minutes reading	Monday - Thursday
Year Seven	35 minutes activity, plus 15 minutes reading	Monday - Friday
Year Eight	45 minutes written work, plus nightly reading and on-going project/assignment work	Monday - Friday
Year Nine	60 minutes written work, plus extra reading/assignment work	Monday - Friday
Year Ten	75 minutes written work, plus extra reading/assignment work	Monday - Friday
Year Eleven	2-3 hours written work, plus reading/assignment work	Monday - Friday
Year Twelve	2-3 hours written work, plus reading/assignment work	Monday - Friday

Homework may be set nightly or on a weekly contract basis.

40. HOUSES: HISTORICAL ASPECTS OF SPORTING HOUSE NAMES

All students are allocated a Sports House when they enrol and brothers and sisters are usually placed in the same House. Currently we have four Houses in Junior School and four *different* Houses in Middle and Senior School.

Middle & Senior School

Livingstone
Pascal
Pullinger
Teresa

Junior School

Chisholm
Liddell
King
Flynn

The Houses are named after people who showed great courage, faith and a desire to serve their communities regardless of personal cost.

Junior School

John ***Flynn*** was the founder of Australia's Royal Flying Doctor Service.

Team colour : Gold

Caroline ***Chisholm*** was a person dedicated to helping poor immigrants to Australia and those who today would be called "street kids".

Team colour : Green

Martin and Coretta ***King*** were African-Americans who worked for *freedom*. Martin Luther King won the Nobel Peace Prize in recognition of his success.

Team colour : Red

Eric ***Liddell*** was called the "Flying Scotsman" because he ran so fast. He became famous for not competing on Sundays because of his loyalty to his faith.

Team colour : Blue

House shirts are available through our uniform supplier, Lowes at the Hyperdome. House shirts may be worn at sporting carnivals and on Fridays.

Middle and Senior School

David ***Livingstone*** was a missionary doctor who explored Africa.

Team colour : Green

Blaise ***Pascal*** was a prominent scientist who served God and mankind through experimentation, research and Christian living.

Team colour : Blue

Jackie ***Pullinger*** is a woman of great courage who worked in Hong Kong's "Walled City".

Team colour : Red

Mother ***Teresa*** was a Yugoslavian nun who began an order in India, serving the dying and the 'poorest of the poor'.

Team colour : Orange

Please be advised that students are not permitted to change Houses once they are allocated. We love to see parents at our carnivals, and parents help at such events is greatly appreciated.

41. ILLNESS/ACCIDENT/INSURANCE

In the cases of an accident or sickness, parents will be phoned by office staff at the discretion of the First Aid Officer. When parents cannot be contacted, the student will be treated locally. Ambulance or medical attention can be sought without parental contact.

Please do not send your children to school if they are unwell. Staying at home will ensure a quicker recovery for them and free up much needed space for the provision of incidental First Aid to students who have sustained injuries or have become unwell during the day.

Please note that it is not possible to contact parents for every student who presents at sick bay. Our office staff are trained in first aid and will sometimes give a little TLC whilst other times they may contact you. If you are phoned by the College to collect your child, please note that this decision is not made lightly and we would appreciate your prompt response.

All students are covered by 24 hour Accident Insurance. Please refer any inquiries to our Business Manager if you incur expenses because your child has had an accident either in or out of school.

42. LABELLING OF PROPERTY

All elements of the uniform (including shoes), books and stationery should be **labelled** with the child's name. It is recommended that students mark their hat directly **inside the crown** of the hat using thick marking pen. Middle and Senior School hats are not to be marked on the brim. Junior School hats may be named underneath the brim near the head-line in neat printing no more than 1cm wide.

43. LEARNING ENRICHMENT REFERRALS

The College provides a level of Learning Enrichment support to students with special needs, including learning disabilities as well as academically gifted. Referrals are made in consultation with parents. *Assessment outside the College is often recommended and needs to be undertaken usually at parental expense.* Parents must liaise with the LE staff if any testing is to be undertaken. This ensures that testing is adequate for the needs of the College. The Learning Enrichment team will then make recommendations as to the type and level of support considered appropriate.

44. LIBRARY

(a) Books and Resources

The school has an extensive collection of books including e-books and resources which are organised by qualified staff. Students regularly visit the library for class lessons and to borrow books. The college has introduced e-books which are available for Middle and Senior School and the aim is to increase the availability to the upper junior school. Children can also change books at lunch times, and use the library for research, quiet games and computer games.

(b) Library Bags

Each Junior School student is to have a library bag (cloth, lined with plastic). These may be purchased from the College or parents can supply their own, providing they are waterproof.

(c) Library Opening Times:

CARBROOK				SPRINGWOOD	
<i>Junior School</i>	<i>8.30am</i>	-	<i>8.40am</i>	<i>8:20am – 8:40am</i>	
	<i>1.30pm</i>	-	<i>2:00pm</i>	<i>1:15pm – 1:45pm</i>	
<i>Middle and</i>	<i>8.20am</i>	-	<i>8.40am</i>		
<i>Senior School</i>	<i>3.30pm</i>	-	<i>4.30pm</i>		
<i>(Monday- Friday)</i>					

Lost or damaged books are to be paid for, however, the Librarian's policy is to wait one term, as missing books are often discovered in the classrooms or at home during the holidays. If a book is missing, a letter is required from parents before students can resume borrowing.

This includes text books provided by the College.

(d) Resource selection policy

The College at all times seeks to provide literature across a wide range of genres and styles, which are appropriate to the age of students, of educational value and are of a positive, edifying nature. Books with excessive cruelty, horror, occult themes and blasphemy are not part of the College collection.

Evolutionary material is found in all encyclopaedias and through many non-fiction and fiction publications. Parents are asked to deal with these issues as they arise.

Parental questions about materials being used for study should be initially taken to the staff member concerned.

45. LOGAN UNITING CHURCH AND COLLEGE COUNCIL

The College Council is the governing body and controlling authority of the College and is responsible to the Uniting Church of Queensland through the Logan Uniting Church Council. The College Council is a committee of the Church Council. The College also works under the authority of the South Moreton Presbytery and Queensland Synod of the Uniting Church.

The College Council consists of the Chairperson, the Principal, the Business Manager, Senior Minister of Logan Uniting Church, Presbytery nominee; Synod nominee; other representatives appointed by Logan Uniting Church Council and a representative of P&F (one from each campus) and community representatives.

The College Council has a Management Executive, which comprises the Chairperson, the Senior Minister of the church, the Principal, the Business Manager and the Chairpersons of Calvary College Council Committees. The College Council and the Executive meet on a monthly basis. Council sub-committees generally also meet monthly. The College Council makes the policies of the College as a servant arm of the Church Council.

46. LOST PROPERTY

Junior School lost property is located in the Administration building (Springwood Campus) and outside the Deputy Head of Junior School's office (Carbrook Campus).

Middle and Senior School lost property is stored in Room 1. Named articles are sorted regularly and returned to students. Students may also check the lost property themselves.

Lost property is stored for only one term and then given to charity. If an item is lost the child should search for it the following day and not delay.

47. MEDICINAL CARE

If your child requires medication to be administered at school please obtain a Medical Administration form from the office or Parent Lounge. The form is required to be completed by the parent and must accompany the medication in its original container with the original pharmaceutical label on the container. (Queensland Law and Schools Policy)

If you cannot access the College Portal please contact student reception. These requirements apply to all medications, including Paracetomal and Ibuprofen.

NOTE: It is acceptable and advisable for students who suffer from Asthma, Diabetes and allergic reactions and require medication to carry and self-administer asthma medication i.e. puffers. Please see student reception to complete the Medical Administration forms so all staff can be made aware.

Parents of students with action plans for allergies etc must ensure the office has a copy of the plan. This plan will be displayed publicly for staff information.

While most children who present to the office with injuries only require minor first aid, there are occasions in which the injury is more serious. Staff, exercising their duty of care, will call an ambulance if they believe that this is warranted. Once this call has been made, the College will then attempt to notify the parents or emergency contacts using the details available on TASS. Please be advised that once the ambulance has been called, the College will not revoke the request. The exception to this is the parent arriving before the ambulance and physically signing their child out of the College's supervision and into their own care.

48. MOBILE PHONES

Middle and Senior School

While students in the Middle and Senior School are permitted to bring mobile phones to school, they are not permitted to be used unless explicit written permission is given by the Head of School (HOS). To this end, Middle and Senior School students are to store mobile phones in their lockers during school hours. Any breach of these conditions will result in the confiscation of the phone and disciplinary action being taken. Using a mobile phone for unsolicited recording or photography will be considered to be a serious disciplinary issue.

Junior School

Junior School students should only bring mobile phones to school in special circumstances. The phone will remain the responsibility of the student and will be held at the office if the parent requests this.

Students who breach these expectations should expect to have their phone confiscated for a period of time.

49. MUSIC

(a) Choral Program

There are various choirs available at the College ranging from Junior choirs to Middle and Senior School Concert Choir. The types of choirs vary between the campuses. Some rehearsals are held during breaks and others are outside school time.

Once a child has made a commitment to join he/she is expected to participate for the whole year, and attend all rehearsals and performances.

(b) Class Music Program

In the Junior School all students receive one half hour lesson per week from a specialist music teacher who teaches singing and music literacy skills. Students in Years Four and Five may also have a weekly recorder lesson. Years Seven and Eight students undertake music lessons as part of their core curriculum. Years Nine to Twelve are offered Music as an elective subject with Year Twelve students having the option to take Music Extension as an additional subject.

(c) Beginner Music

Beginner musicians are catered for in our Development Programs. These programs are designed to give students an introduction to playing a musical instrument. Further details are available from our Director of Performance Music.

(d) Instrumental Program

We welcome the participation of all students in our comprehensive instrumental music program. Tuition is offered on all band and orchestral instruments in either group or individual lessons. Contact our Director of Performance Music for more detailed information about any aspect of our music program.

(e) Music Performance Groups

Our young musicians are encouraged to join one of our many music performance groups. These groups vary in style and are designed to cater for students of all interest and ability levels.

50. NEWSLETTER

A College newsletter, "E-Connections", is emailed every second week or is accessible on the College website. The e-newsletter contains important information about coming events and school issues, as well as topical items from both campuses. ***Please read it carefully.*** Please advise the College if you have difficulty receiving or accessing E-Connections. Please provide updated email addresses to ensure you receive your E-Connection promptly.

For information on advertising in E-Connections, please contact Main Reception at Carbrook campus.

51. OUTSIDE SCHOOL HOURS CARE (BEFORE AND AFTER SCHOOL CARE)

As part of the vision of the College, a quality Before and After School Care Program is provided by Christian professionals.

Hours: (Swd) 6.45am - 8.15am 3.00pm - 6.00pm

(CBK) 7.00am – 8:30am 3:30pm – 6.00pm

Enquiries regarding enrolment, costs, etc. may be directed to the OSHC Nominated Supervisor through the College office or by emailing to info@calvarycc.qld.edu.au. **Vacation Care** also operates during most school holidays and pupil free days.

52. PARENTS AND FRIENDS ASSOCIATION

The Parents and Friends Association of this College aims to bring together different ideas and experiences to benefit our children. It provides an opportunity for parents to work as partners with teachers and administrators in making decisions about the continuing development of our College. Membership of the Association is extended to all families of students enrolled at the College and to any other person who agrees with the objectives of the College and the aims of the Association.

Because the operation and management of the College places great demands on staff and financial resources, it is not always possible or practicable to cover all facets of a quality education within our current fee structure. Extra resources will always be needed and the P&F is well placed to provide these.

As a means of spreading the load and ensuring that all parents share equally in supporting the children and staff of this College, the P&F introduced a College Service Levy. This levy is refundable providing a minimum of 24 hours service per family is completed during the year. A wide variety of activities qualify for a refund of this levy. A card system for recording hours worked operates on each campus in the office.

The levy of \$250 is in addition to a non-refundable annual membership fee of \$20, which covers administration costs and family membership of the P&F. The \$20 membership fee will give that family one voting right at any general meeting of the Association.

Springwood P&F Association meetings are held once a month at 7:00pm, unless otherwise notified.

The Carbrook P&F Association meetings are held once a month at 7:00pm, unless otherwise notified.

The P&F is managed by an Executive (President, Secretary, Treasurer, Vice-President) elected by members from the list of nominees. The P&F Executive coordinates the Association. The P&F nominates a member to be the representative on College Council.

Some of the major activities of the P&F include:

- supporting education programs e.g. classroom, sporting events and excursions
- supporting the Chaplaincy program
- fundraising activities
- parent information/educational events
- parent support

Parent participation has a significant, positive and long-lasting effect on student achievement and Christian maturity. A strong partnership between parents and staff will

help our College grow and assist our children to reach their potential. We invite all Parents and Friends to enjoy active participation in the life of the College. We welcome your support.

53. PARENTS' CODE OF CONDUCT

At Calvary Christian College parents and guardians are encouraged to be in partnership with the College to ensure the best possible outcomes for all students. Effective family-school partnerships are based on mutual trust and respect, and shared responsibility for the education of young people at our College. As we work together in partnership of the all-round development of your children, our hope is that they will thrive academically, spiritually, socially, emotionally, culturally and physically. In the aims, the staff and parents are seen as a team bringing students into a significant relationship with Christ and with themselves, their local community and their environment.

In an effort to develop and maintain high quality working relationships with the staff of the College, parents are asked to honour:

A commitment to the College by:

- Supporting the College's ethos, policies and practices
- Working positively in partnership with the College
- Maintaining an attitude of mutual respect and courtesy in supporting the values of the College
- Abiding by the College's restrictions on smoking and consumption of alcohol on College grounds or at College events.

A commitment to students, parents and families by:

- Respecting the diversity of students and family units in which they live
- Respecting the privacy of students and their families by maintaining confidentiality in relation to student issues which may occur when visiting the College
- Maintaining an attitude of mutual respect and courtesy in communication
- Avoiding physical contact with students that may cause the student to be uncomfortable or perceived as inappropriate
- Avoiding conflict of interest
- Abiding by laws and policies which promote the well-being of students, families and the community.

A commitment to staff by:

- Endeavouring to operate within an atmosphere of trust, mutual respect, courtesy and Christian community
- Communicating openly in a spirit of cooperation and trust; making appointments, where possible
- Informing staff of any changing family situations that may impact upon your child's learning
- Speaking privately to your child's teacher, Deputy or Head of School if you have an issue regarding the operation of the College
- Having your child prepared and equipped for learning.

54. PARENT PORTAL

Calvary Christian College operates a parent portal called Parent Lounge which provides a host of functionality to parents. By visiting the portal, parents will be able to access a greater range of information about their child's life at the College. Access is via the College website www.calvarycc.qld.edu.au and parents issued with specific log on details and instructions. If you require assistance with accessing Parent Lounge, please email info@calvarycc.qld.edu.au.

Junior School academic reports are made available on the Parent Lounge.

At the **Parent Lounge** you are able to access:

- ✓ STUDENT DETAILS allows you to view details about your students (including their attendance and current timetable MS/SS only and Specialist Timetable in JS)
- ✓ SCHOOL CALENDAR allows you to view upcoming College events
- ✓ SCHOOL LINKS allows you to view certain College documents
- ✓ UPDATE DETAILS allows you to correct/update the College with personal details
- ✓ PARENT DIRECTORY allows you to add your details to the Parent directory (viewed by other parents)
- ✓ EMAIL ADMINISTRATOR allows you to advise change in details
- ✓ ACADEMIC REPORTS allows you to view the reports of your JS students
- ✓ PARENT TEACHER INTERVIEWS we expect will be available in the new year.
- ✓ TOURS AND EXCURSIONS we expect will be available in the new year.

55. PARENTS' RESPONSIBILITY FOR CHRISTIAN NURTURE OF CHILDREN

God has given parents responsibility for the nurture of children through love, discipline, instruction and prayer. God has given parents authority over their children to guide and direct them in the way of righteousness. He calls on children to love, honour, respect and obey their parents. Faithful nurturing of children means encouraging them to grow in a relationship with their Heavenly Father and to be filled with, and guided by, His Spirit.

While parents may invite others (eg. teachers) to share with them in the nurturing of their children, the foremost responsibility and privilege for this nurture always remains with the parents who determine the character and spiritual direction of their children.

The College has been developed to support families who support the Christian ethos of the church. Harmony between parents and staff is essential. Both staff and parents are to be guided by Ephesians 4:2. *"Always be humble and gentle. Be patient and accept each other with love."* We should be slow to criticise each other. Parents should not criticise staff members or College policies with others. Slander and gossip are the fruit of a critical spirit and not welcome in a Christian community (Ephesians 4:3 *"Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice"*). Parents who have a concern should initially contact the class teacher, and then the Head of School. In any community, it is inevitable that there will be some conflict, but conflict must be dealt with quickly and effectively concluding with a peaceful resolution. Parents and teachers should work together towards a peaceful resolution should difficulties arise. Parents and staff are encouraged to support each other through prayer, and open and honest communication.

56. PARENT INFORMATION EVENINGS AND PARENT-TEACHER INTERVIEWS

Parent Information evenings are held in first term each year. These are designed to communicate College policy, and also allow you to meet your child's teachers.

Individual Parent/Teacher interviews are held during Terms One and Three for Prep to Year Six and the beginning of Terms Two and Three for Middle and Senior School students. Parents are free to discuss any aspect of their child's development with the class teacher throughout the year. Normal appointment procedures apply. During Term Four, Junior School Student-Led Conferences are held where students demonstrate their learning and classroom practices to their parents. Parents are warmly encouraged to attend these informative evenings.

Other special 'information nights' are held for various Year Levels throughout the year.

57. PETS AND ANIMALS

Animals (including dogs) are prohibited from both campus grounds at all times, due to Health and Safety Requirements. Pets may only be brought onto campus in special circumstances with permission. Please discuss this with your child's teacher.

58. PROHIBITED ARTICLES

Children are not permitted to bring hand-held video games, pocket knives, matches, swap cards, boomerangs, toys that fire projectiles, and other dangerous items to school. Chain letters are not permitted. Students are not to bring large amounts of money to school. If bringing an expensive item or large amount of money to College is unavoidable, it should be submitted to the Administration Office for safety.

Radios, cassette and CD players, MP3 players, iPods, Nintendos, valuable watches and sophisticated electronic toys are not recommended for school. Occasionally "fad" toys are banned, and parents are asked to cooperate with such decisions.

59. RELIEF TEACHERS

A list of registered Relief Teachers is kept by the College. These teachers have been approved by the Principal and on occasions will lead your child's class when the teacher is sick, attending professional development or on leave. We encourage you to welcome them into the College community. They carry the authority and duties of the teacher they replace.

60. SCHOOL REPORTS

The College issues student reports at the end of each semester. In addition, an interim report is issued for Middle and Senior School students at the end of Term One.

61. STATIONERY AND TEXTBOOKS

Booklists are issued at the end of each academic year, which detail the school stationery and textbook requirements for the following year. Booklists are also available from the Registrar.

At the end of each year, parents are invited to purchase a book-pack, which contains most of the child's required stationery and books. Dates for these purchases are advised through E-Connections (our College newsletter) and on the book-pack list.

The College has a textbook hire scheme for students in Middle and Senior Schools which provides most of the textbooks. These are issued at the beginning of Term One. Students are urged to put their names in these books immediately as they are responsible for their care and all items lost or damaged must be paid for at the new price.

Students failing to return books at the end of the year cause additional cost and disruption to the following year's lessons. Any student failing to return books will not be permitted to access textbooks for the following year until the matter is resolved. Students may be required to pay for books that were lost or not returned.

62. SCHOOL HOURS

Junior School – Springwood

8.00am	Staff Devotions (staff supervision commences at the undercover area for students with approval to be at school prior to 8:20am)
8.20am	Staff supervision commences
8.40am	School commences
10.40am – 11.20am	Morning Tea
1.30pm – 2.00pm	Lunch
3.00pm	School ends

Junior School – Carbrook

8.00am	Staff Devotions (staff supervision commences Western Carpark)
8.20am	Staff supervision commences in Junior School
8.40am	School commences
11.00am – 11.50am	Lunch
1.30pm – 2.00pm	Afternoon Tea
3.10pm	School ends

Middle and Senior School

8.00am	Staff Devotions (staff supervision commences Western Carpark)	
8.20am	Staff supervision commences	
8.40am	Middle and Senior School commences	
11.00am – 11.30am	Morning Tea – Monday	11.30am – 12.00pm Tuesday - Friday
1.30pm – 2.20pm	Lunch	
3.20pm	School ends	

Parents, please ensure your child arrives in time for a punctual commencement to the school day! Please note, children should not arrive prior to 8:00am. The only children who may arrive before 8:00am are those attending Outside School Hours Care.

63. SECURITY ON CAMPUS – VISITORS IDENTIFICATION BADGES

All visitors to the College campus are required to call at the Administration Office to sign the security register and be issued with a visitor's badge. At the conclusion of their business with the College, they are required to return to the Office with their badge and sign out of the register.

All visitors must comply with the Health and Safety Policy of the College and comply with all directions of staff including in the event of evacuation.

64. SENSITIVE ISSUES

Parents are welcome to bring sensitive issues to the notice of the relevant Head of School / Principal in writing. When this occurs a number of staff members may be called to discuss the issue and make recommendations to the Principal for a final decision.

65. SIBLINGS WAIT LIST

It is absolutely essential that you fill out an enrolment form for siblings not currently at the College, in order to place them on the waiting list.

66. SPECIAL EVENTS

The following special events are part of our College culture.

- Prayer and Mission Week – held at both campuses early in the year.
- End-of-Year Celebration (Junior School) – a presentation night involving all students – attendance compulsory.
- Celebration Graduation Night (Middle and Senior School) – a presentation night for awards, student performances and presentation of graduating seniors – attendance is compulsory.

During the year a number of special services held at Logan Uniting Church will feature the participation of some of our students. Parents of these students are expected to attend to support their child.

67. SPIRITUAL SUPPORT

Prayer is an important part of life at the College. The very existence of the College and its growth is a testimony to the power of prayer. Our staff pray daily during morning devotions, with the children in class, during Assembly and Chapel. We encourage you to pray daily for your own child and for our whole community.

The College has set aside some days as special worship events for the people of the College community.

If you have any special prayer requests please notify one of our staff members. Your family can then be upheld in prayer by staff, parent prayer groups, class members or the whole College.

68. STUDENT ABSENCES/LATE ARRIVALS

There is an expectation that students attend school regularly with absences only occurring as a result of illness or for family reasons. If a student is regularly absent or consistently arrives late the College will contact the parents to discuss the reasons for this. Should the pattern of elective absences and/or late arrivals continue, parents may be requested to attend an interview with the relevant Head of School.

(a) Extended Absence

Parents are required to write to the Head of School when extended absence is known, prior to the event that a child will be away.

(b) Late Arrival

Junior School:

A student arriving after 8.40am must attend Student Reception, sign the "**Late Book**" and obtain a 'late slip' explaining the reason for lateness from the office which must be presented to the class teacher

Middle and Senior Schools:

A student arriving after 8.40am must attend Student Reception, and obtain a 'late slip' explaining the reason for lateness from the office which must be presented to the class teacher.

(c) Part Day Leave

The student, with a written note from parents, is to report to the office and be signed out by the parent or guardian who is collecting the child from school. Students are not permitted to wait elsewhere.

(d) Student Collection

The school will not permit students to leave school early in the company of non-residential family members or friends, without permission from the residential parent.

(e) Whole Day Absence

Parents are required to advise the Classroom Teacher (Junior School) or Administration (Middle and Senior Schools) in writing when it is known a child will be absent, prior to the event. Should an absence be unexpected, such as in the case of sudden illness, a **phone call or email to the Administration by 9:00am** is vital. The class teacher or Pastoral Care teacher notifies the office by means of an absentee slip when a child is away. If no notification by phone or letter has been given, the College will contact parents by SMS.

Carbrook Campus 24hrs Absentee Phone No: (07) 3030 2957

Springwood Campus 24hrs Absentee Phone No: (07) 3030 5925

Email: info@calvarycc.qld.edu.au

Please ensure school records and contact information are kept up to date in regard to family circumstances. It is essential we know if family circumstances or custody arrangements change. Information will be kept strictly confidential.

69. STUDENT SET DOWN AND PICK UP ARRANGEMENTS

It is important for the safety of our students that parents park in the marked parking areas only. Parents are to ensure that they are extremely cautious in drop-off and pick-up areas. Parents are requested to:

- Abide by the speed limits and drive slowly in car parks
- Not access their mobiles while driving in the car parks
- Ensure that both students and parents cross at the designated crossings
- Not park in drop-off and pick-up areas when collecting students
- Supervise their toddlers when they are walking in the car park

Springwood Campus

Parents are to drop off and collect students in the *Church Ministry Centre Car Park*.

Stopping or parking in the Ministry Centre turning circle is strictly prohibited. As well as causing inconvenience to persons visiting the Ministry Centre, it places the lives of our children at serious risk.

Students may also be dropped off in the bus turning circle adjacent to the undercover area but there is STRICTLY no parking in this area.

Students are to be met by parents at the Ministry Centre and then escorted across the car park or road. **Students are not to walk unescorted to waiting cars. Parents are not to call to students or “beep” to summon them to a waiting car.**

Students may also be collected from the bus turning circle. Please do not park in this area. Please stay in your car in this area and keep traffic flowing as smoothly as possible.

Students not picked up by 3.15pm will be taken to the office and parents will be contacted.

Carbrook Campus

Students in Prep to Twelve are to be picked up from the Western Car Park. There is a dedicated drive through lane for dropping off or collecting children. Alternatively parents may park in the car park.

If the drive-through lane is not used, parents of Years Prep to Year Six students **must** escort their children across the car park or road. **Parents are not to call to students or “beep” to summon them to a waiting car.** It is difficult for drivers to see students through rear vision mirrors and running students are at risk. This risk increases in wet weather.

Students in Years Seven to Twelve may walk to their parents’ cars unsupervised when they see their parents arrive.

Students not picked up by 3.40pm will be taken to the Student Reception and parents contacted accordingly. Students are not to wait in the car park or other areas to be collected.

Parents are asked to keep the bus round-about clear at all times. Cars stopped in this area can cause major traffic problems.

There is no parent parking in areas other than Western Car Park.

70. TUCKSHOP

The tuckshop operates daily at the Carbrook campus, except the last day of the school year. A menu is revised twice a year and distributed to all families and is available on-line. All orders are to be placed using on-line system Flexischools. This allows parents and students to order at anytime and any location. Please see break times below:

Prep – Year 2:	Orders ONLY; no counter service
Year 3 – 6:	2 nd break only
Middle & Senior School:	1 st & 2 nd breaks

71. UNIFORMS

Uniforms are compulsory. Acceptable uniform combinations are set out below and are to be purchased from Lowes at the Hyperdome. There is also a second-hand uniform shop on both campuses.

The overall tone of the College is determined by the standards of every student. It is therefore important that every student cooperates fully in following the College Uniform Code. Your assistance in ensuring that your student/s co-operates with the Uniform Code is appreciated.

If for any reason, a student is unable to comply with the Uniform Code, parents must seek the permission of the Head of School.

The Second-hand Uniform Shop at the **Carbrook Campus** is open each Thursday from 8.30am - 9.30am and 3.00pm - 4.00pm. **Springwood Campus** Second-hand Uniform Shop is open each Wednesday from 8.30am – 9.30am and 2.30pm – 3.30pm.

JUNIOR SCHOOL UNIFORM

(a) Prep Boys and Girls

- Junior School Sports Uniform (worn every day)
- College Legionnaire's hat (purple) (optional Dress Hat)
- College school bag
- Plain white or predominantly white lace-up or Velcro joggers
- White College sports socks with purple stripes
- College Track-suit
- Girls' hair must be tied up if collar length or longer, with purple scrunchies or bands. Boys' hair must be neat and tidy. Blade three is the smallest allowable
- Jewellery as for Junior School.

(b) Junior School Girls

- School dress or blouse and culottes
- Short white socks with purple stripes
- Standard black leather lace-up shoes with a maximum heel height of 3cm (no buckle or Velcro shoes allowed).

(c) Junior School Boys

- School shirt, grey shorts, grey short socks with stripes for day wear (all year)
- Standard black leather lace-up shoes with a maximum heel height of 3cm (no buckle or Velcro shoes allowed).

(d) Sport Boys and Girls

- Sport polo shirt, to be worn over green shorts (shirt length not to totally cover shorts)
- White sports socks with stripes
Plain white or predominantly white sports shoes (with white laces). 'Volley', 'skate', futsal or non-athletic shoes are unacceptable due to lack of foot support. (No Velcro shoes allowed.)
- Suede "casuals", shoes not intended to be tied up and basketball shoes **are not allowed**.

(e) Hats Boys and Girls

- Prep to Three – Purple Legionnaire's hat (optional Dress Hat)
- Years Four to Six - Purple Dress Hat for day wear. A hat must be worn at all times when the student is outdoors.

(f) Winter Options Boys and Girls

- Purple jumper or green track top can be worn over all dress uniforms
- Purple vest can be worn over all dress uniforms for Years One to Six
- Green tracksuit pants may be worn with girls blouse, boys shirt and sports uniform (Junior School)
- Green tracksuit can be worn over the sport uniform on sport days
- Grey tights (not pantyhose) may be worn under the dress or culottes
- Boys may wear long grey pants.

(g) School Bag

The standard Calvary Christian College bag is compulsory and is to be purchased from Lowes at the Hyperdome. Bags are to be reasonably maintained and not defaced. An identity tag or key ring may be attached.

(h) Hair: All Students

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 Deputy or Head of School.

Hair - 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
- Scrunchies and ribbons in College purple green or white

- “Snap closed” hair clips in plain silver
- 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.

Hair – Boys

Boys’ hair needs to be of a neat and conservative style that is “off the face, off the collar and tidy 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.

(i) Jewellery

No jewellery except a watch is to be worn by boys. Girls may wear one pair of small **plain** gold or silver studs or sleeper earrings and a watch. No rings or necklaces are to be worn.

(j) Wet Weather

Plain raincoat/wet weather jacket is needed for rainy days. Umbrellas are not allowed for Junior School students, due to potential safety hazards.

MIDDLE AND SENIOR SCHOOL UNIFORM

(a) Middle School Students

1. Girls’ Dress Standard

Summer	Hat, school skirt, over-blouse (Middle School blouse – Grey & White stripe with purple piping), tie, short white socks with stripe, standard black leather lace-up school shoes with heel no higher than 3cm.
Winter	As above plus: school jumper, optional navy-mist coloured pantyhose.
Hair	Refer to Junior School Girls (dark purple accessories only)
Jewellery	No rings or necklaces are to be worn.

2. Boys’ Dress Standard

Summer	Hat, Middle School shirt - Grey & White stripe, school grey shorts or slacks, black leather belt, long grey school socks (or short black socks with slacks), standard black leather lace-up school shoes with heel no higher than 3cm.
Winter	As above plus: school jumper, tie, optional long slacks, black leather belt,

(b) Senior School Students

1. Girls’ Dress Standard

Summer	Hat, school skirt, over-blouse (plain white, self patterned material), tie, short white socks with stripe, standard black leather lace-up school shoes with heel no higher than 3cm.
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Winter As above plus: school jumper, optional navy-mist coloured pantyhose. Blazers are compulsory for Years Eleven and Twelve in Terms Two and Three and optional for Year Ten.

Hair Refer to Junior School Girls

Jewellery No rings or necklaces are to be worn.

2. Boys' Dress Standard

Summer Hat, school shirt, school grey shorts or slacks, black leather belt, long grey school socks (or short black socks with slacks), standard black leather lace-up school shoes with heel no higher than 3cm.

Winter As above plus: school jumper, tie, school grey shorts or slacks, black leather belt, standard black leather lace-up school shoes with separate block heel. Long trousers for formal occasions. Blazers are compulsory for Years Eleven and Twelve in Terms Two and Three and optional for Year Ten.

It is recommended that the boy's hats be sprayed with a silicone based waterproofing spray to protect them against rain. No particular brand.

Hair Refer to Junior School Boys

Jewellery Refer to Junior School Boys

(c) Sport

Sports cap, sports uniform shorts and shirt, white sports socks, joggers that are predominantly white (we discourage the purchasing of expensive designer label joggers due to problems that can arise from peer pressure). Dunlop Volleys or skate shoes are not acceptable. In winter the school tracksuit is compulsory. Sports bags are available at Lowes at the Hyperdome. Plastic bags may be used but must be placed inside school bags. No other bags are allowed.

Middle School students are permitted to wear their sports uniform all day, including arriving and departing the College, on the days that they have practical Core Physical Education lessons. Senior School students are required to wear their full dress uniform to and from school and change into and out of their sports uniform as specified in the student diary.

Students representing the College in district swimming carnivals must adopt the following uniform.

Girls Black one piece swimmer or skins

Boys Black "speedo" style swimmer or skins

(d) Blazers

Blazers are optional for Year Ten and compulsory for Years Eleven and Twelve for Terms Two and Three. Blazers are not to be worn by students in Years Seven - Nine.

(e) Hats

All uniforms items are to be well-maintained and of good repair. This applies especially to hats and shoes which can suffer through poor use and ill-care.

NOTE:

- The appropriate dress or sports hat is to be worn at all times that the student is not inside or under a shade structure. The 'no hat no play' rule continues to apply for all Middle and Senior School students.
- Black leather school shoes means traditional lace-up leather shoes **not** leather joggers. Shoes with pointed toes or large buckles are not acceptable. Maximum heel height is 3cm.
- Wide elastic garters are recommended to be worn with long socks
- All College jumpers should be purchased from Lowes at the Hyperdome; no hand-knitted jumpers are allowed.
- Students who fail to comply with the dress standards face normal disciplinary procedures. Unacceptable hairstyles will require immediate modification or home suspension until rectified.
- Coloured nail polish and make-up is not to be worn.

(e) Wet weather

Students are not required to wear hats when it is physically raining. Hats, however, should still be brought to school in the event that the rain stops.

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

APPENDIX A - 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.
Whilst on the bus, conduct yourself in an orderly manner	<p>Students must:</p> <ul style="list-style-type: none"> • always follow instructions from the driver about safety on the bus • show their bus pass, ticket or ID upon request • sit properly on a seat if one is available (in an allocated seat if directed by the driver) • if standing, remain in the area designated by the driver • store school bags under the seat or in appropriate luggage areas • speak quietly and not create unnecessary noise. <p>Students must not:</p> <ul style="list-style-type: none"> • bully other students • place feet on the seats • fight, spit or use offensive language • throw any article around or from the bus • consume food or drink, or play music without permission of the driver • smoke (prohibited on all buses) • allow any portion of their body to protrude out of the bus windows • stand forward of the front seat.

APPENDIX B – High Five for Junior School students.

HIGH 5

IGNORE

- 1**
1. Keep playing
 2. Look away
 3. Walk away

TALK FRIENDLY

- 2**
1. Think first
 2. Stay calm
 3. Talk politely

TALK FIRMLY

- 3**
1. Think first
 2. Stand your ground
 3. Give one warning

TELL THE TEACHER

- 4**
1. Ask for 'help'
 2. Ask politely
 3. Explain what you have done

REMEMBER

- 5**
1. I'm OK
 2. God loves me no matter what!



Calvary Christian College
A Ministry of Logan Uniting Church

If anyone hurts you on purpose tell a teacher straight away without doing the **HIGH 5!**

OUR VISION STATEMENT

Calvary Christian College will be a first choice Christian College with an ability to transform lives in Christ, provide innovation in learning, create vibrant community and prepare students to become responsible citizens in our global community.

COLLEGE CALENDAR - 2014

Term One	<p>Students Prep - Year Nine: Tuesday 28 January - Friday 4 April Year Ten - Twelve: Wednesday 29 January – Friday 4 April</p> <p>Public Holidays Australia Day: Monday 27 January (before terms begins)</p> <p>Easter Holiday (during school holidays) Good Friday: 18 April Easter Monday: 21 April</p>
School Holidays: Monday 7 April – Thursday 17 April	
Term Two	<p>Students Prep - Year Twelve: Tuesday 22 April – Friday 20 June</p> <p>Public Holidays Anzac Day Friday 25 April Queen’s Birthday: Monday 9 June</p>
School holidays: Monday 23 June – Friday 11 July	
Term Three	<p>Students Prep - Year Twelve: Wednesday 16 July – Friday 19 September</p> <p>Pupil Free Day Pupil Free Days: Monday 14 July, Tuesday 15 July (before term begins)</p> <p>Public Holidays Show Holiday: Monday 11 August</p>
School holidays: Monday 22 September – Friday 3 October	
Term Four	<p>Students Prep - Year Six: Tuesday 7 October – Friday 5 December Middle School: Tuesday 7 October – Tuesday 2 December Year 10: Tuesday 8 October – Friday 28 November Year 11: Tuesday 8 October – Wednesday 26 November Year 12: Tuesday 8 October – Friday 21 November</p> <p>Pupil Free Day Monday 20 October</p> <p>Public Holidays Labour Day: Monday 6 October (Before students start)</p>