Growing in faith and knowledge
Growing in faith and knowledge
CONTENTS

College Details ........................................ 4
Mission Statement ....................................... 4
Motto ....................................................... 4
Our Statement of Faith ................................. 4
Christian Ethos .......................................... 4
The GREAT College Values .......................... 8
College Hours ............................................ 9
2013 Term Dates ......................................... 9
Timetable Structure (Middle and Senior School) .......... 10
Rotation structure ...................................... 11
Before and After School Arrangements ................ 12
Staff Meetings- Tuesday (Primary) and Wednesday (Middle and Senior School) ......... 13

General College Procedures ............................ 14
Emergency Contacts and School Records .................... 14
Attendances .............................................. 15
SMS Engine .............................................. 16
Camp and Excursions .................................... 16
Events .................................................... 16
Assembly and Chapel .................................... 17
Evacuation and Lockdown ................................ 17
Finances ................................................. 17
Child Protection Policy ................................. 18
Visitors to the College ................................ 18
Out of Bounds Areas .................................... 18
Road Safety in the Car Park ............................ 19
Resource Centre (Library) .............................. 19
Tuckshop .................................................. 19
Nut-Free Policy ......................................... 20
Contagious Conditions and Diseases ...................... 20
Headlice ................................................... 21
First Aid/Sick Bay ....................................... 21
Medical Information ................................. 22
Medication Procedures .............................. 22
Items of Value ........................................ 22
Lost Property .......................................... 22
College Houses ....................................... 23
Sporting Programme .................................. 23
Student Badges ....................................... 24
Publications ........................................... 24
Valued Volunteers Programme ....................... 24
Music and Instrumental Programme ................... 25
Behaviour Management ................................ 25
Transport to and from school ......................... 28
Mobile phones and Other Electronic Technology ......... 28
Banned items ........................................ 28
Lockers .................................................. 29
Changing elective subjects ............................. 29
Careers and Future Pathways .......................... 29
Financial Assistance for External Studies ................. 29
College Chaplains .................................... 30
Learning Enhancement Centre ........................ 30
Uniform Policy ........................................ 31
Homework and Assessments .......................... 31
Student Leadership .................................... 33
Sports Awards Error! Bookmark not defined.
Technology (acceptable use) Policy ..................... 34
Anti-bullying Policy .................................... 38
Middle and Senior School Frequently Asked Questions ......... 42

Growing in faith and knowledge
College Details

GCCC is a co-educational college containing Prep to Year 12. It is an Independent school and is associated with Independent Schools Queensland (ISQ) and Christian Schools Australia (CSA).

Address: 58 Roberts Road, Beerwah QLD. 4519. Telephone: 5439 0033 web: www.gccc.qld.edu.au

Mission Statement

The College seeks to work together with parents and will endeavour to provide the human and practical resources, the environment, the encouragement and the opportunities to develop the gifts and talents God has given their children so that they may respond to and fulfil the call of God in their lives.

Motto

“Growing in faith and knowledge”

Our Statement of Faith

1. The Scripture of the Old and New Testament is the infallible Word of God, our supreme and absolute standard by which our whole life is to be directed and judged and indispensable and determinative for our knowledge of God, of ourselves, and the rest of creation.

2. There is one God, eternal and indivisible in whom are three persons, Father, Son and Holy Spirit—one Triune God.

3. All things were created by God in and through Jesus Christ by His Word and Spirit according to His eternal purpose and for His own glory; that all things are upheld and controlled by Him and that He reveals Himself in all that He has created and made.

4. Man was created in the image of God to enjoy communion with His Creator, to exercise dominion over the creation to the Glory of God and to interpret all reality in accordance with His design and law; that man sinned by disobeying the express command of God and fell from the estate in which he was created; and that by the curse justly imposed on man everyone is cut off from communion with God and is dead in sins, wholly corrupt through the whole man, and utterly indisposed, disabled and made opposite to all good and wholly inclined to all evil.

5. Jesus Christ is the only begotten Son and is God incarnate, from the Virgin Mary, who in laying down His life for His sheep, paid the price of sin for them, being a substitute for all who truly believe in Him; that on the third day he rose bodily from the dead by the power of God, and is now seated at God’s right hand, possessing all power and authority; and that, at the time appointed He will come in power and glory to judge the world in righteousness, and establish new heavens and a new earth where righteousness dwells.

6. The Holy Spirit, the Person of the Trinity, effectually applies the salvation secured by Christ to His people, uniting them to Him by faith; that He is the source of faith in Jesus Christ, of true knowledge, and a new sanctified life, and that at the point of faith, the believer is baptized with all the fullness of the Holy Spirit.

7. Those who are effectually called by the Holy Spirit are also freely justified in God’s sight, which saving faith is a lone instrument of Justification; and yet it is not alone in the person justified, but is even accompanied with all other saving graces.

Christian Ethos

Glasshouse Country Christian College was established to provide a School environment with a Christian dimension, supporting parents in their task as prime educators.

Growing in faith and knowledge
The vision we share for our school supports and guides our approach to all aspects of our work. This is outlined specifically in several areas as follows.

Our faith

<table>
<thead>
<tr>
<th>We believe</th>
<th>Therefore we will</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christ is relevant to all aspects of life.</td>
<td>Seek distinctly Christian viewpoints and understandings to be presented in all teaching.</td>
</tr>
<tr>
<td>God deserves honour in everything we do.</td>
<td>Seek to ensure that all the school’s activities accord with God’s revealed will and bring honour to His Name.</td>
</tr>
<tr>
<td>Our identity, freedom and salvation can be found only in knowing and serving Christ.</td>
<td>Provide opportunities for the students and their families to discover and serve Christ.</td>
</tr>
<tr>
<td>We are created to worship our Heavenly Father.</td>
<td>Provide opportunities for the students to pray and worship together.</td>
</tr>
<tr>
<td>Our nature is sinful, but we are made righteous before God through the redemptive work of Jesus Christ.</td>
<td>Encourage and pray for a spreading faith in Christ and encourage a growing transformation of our lives by His power.</td>
</tr>
<tr>
<td>God is the leader and Lord of this school.</td>
<td>Seek to discover and act upon God’s purposes for the school as empowered by His Holy Spirit.</td>
</tr>
<tr>
<td>The Bible is the inspired Word of God.</td>
<td>Determine all school matters recognising the Bible’s authoritative teaching.</td>
</tr>
</tbody>
</table>

Our staff

<table>
<thead>
<tr>
<th>We believe</th>
<th>Therefore we expect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents derive much support in the upbringing of their children from skilled, committed and effective teachers.</td>
<td>Teachers will be responsive to parental needs and will work together with them.</td>
</tr>
<tr>
<td>Teachers are learners too.</td>
<td>Teachers will seek to develop and refine their skills and clarify their understanding of Christian education through professional development opportunities.</td>
</tr>
<tr>
<td>The school staff need to work together in unity and cohesive purpose.</td>
<td>All staff will encourage and support one another in their calling and work.</td>
</tr>
<tr>
<td>The demonstration of faith, and the personal example provided by the staff is very important in fostering faith in the children.</td>
<td>Staff will demonstrate, model, and share their faith and their delight in learning with the students.</td>
</tr>
<tr>
<td>Effective teachers are committed and highly skilled.</td>
<td>Our staff will work hard and use the most effective methods in their teaching.</td>
</tr>
</tbody>
</table>

Growing in faith and knowledge
Growing in faith and knowledge

Relationships between staff and students ought to be built on truth, justice and love. Our staff will show love to the students regardless of ability, personality and background; they will be honest with them and treat them with respect and justice.

Neither children nor teachers are intrinsically good or wise. Our teachers will deliberately guide the development of the children through instruction and encouragement with a constant and humble dependence on God, aware of their own imperfections.

Teachers will be open in acknowledging that sometimes they make mistakes too.

Our curriculum

<table>
<thead>
<tr>
<th>We believe</th>
<th>Therefore we expect</th>
</tr>
</thead>
<tbody>
<tr>
<td>The gospel of Christ is the real and fundamental basis for living.</td>
<td>The curriculum and classroom practice will include effective regular instruction from the Scriptures and their implications today for Christian living.</td>
</tr>
<tr>
<td>When we know God, then a true knowledge of the world leads to true wisdom and a life in God’s service.</td>
<td>The curriculum will guide students to relate their learning to broader concepts and contexts and to the outworking of God’s providence.</td>
</tr>
<tr>
<td>The capacity to make good choices in life is enhanced by training, knowledge, skills and experience.</td>
<td>Basic skills will be a priority, and the curriculum will be designed to foster development of the complete person.</td>
</tr>
<tr>
<td>It is our responsibility to cater for individual differences, and challenge students of all abilities to achieve high personal standards.</td>
<td>Students to attain their individual potentials; the curriculum will be broad enough in objectives and methods to cater for individual differences.</td>
</tr>
<tr>
<td>Resources, and particularly time, constrain any curriculum.</td>
<td>The curriculum will offer reasonable subject variety and choice, but will also ensure time to permit depth and excellence in all offered subjects.</td>
</tr>
<tr>
<td>It is possible to identify subjects which are of greater and more widespread significance for the education of every person.</td>
<td>The essential areas of learning will be identified and considered compulsory (Key Learning Areas).</td>
</tr>
<tr>
<td>The school curriculum is not the only learning opportunity for students.</td>
<td>The curriculum will anticipate and complement other learning in the home, church and community at large.</td>
</tr>
</tbody>
</table>

Our parents

<table>
<thead>
<tr>
<th>We believe</th>
<th>Therefore we expect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents have the primary right and responsibility for the nurture and teaching of their children.</td>
<td>The school will work to support and extend the education carried out by parents, and will report to them regularly</td>
</tr>
</tbody>
</table>

Growing in faith and knowledge
Children benefit if parents and teachers work together.

Parents and staff will encourage and support each other. Parent participation in the College will be encouraged.

The school should extend the values and priorities of God—honouring parents into daily school life.

Teachers will become aware of the values and priorities of God-honouring parents and work to support these within the school environment.

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**Our children**

<table>
<thead>
<tr>
<th><strong>We believe</strong></th>
<th><strong>Therefore we expect</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Children are created in the image of God but, being human, have fallen from</td>
<td>The staff will guide and encourage children in academic, moral, spiritual and physical</td>
</tr>
<tr>
<td>grace and are unable to achieve righteousness nor true knowledge in their own</td>
<td>areas so that they are enabled to develop positively and are led to acknowledge their</td>
</tr>
<tr>
<td>strength.</td>
<td>need for God.</td>
</tr>
<tr>
<td>Children’s identity, freedom and salvation can only be found in a proper</td>
<td>Staff will present the Gospel faithfully, support the teaching of Christian parents</td>
</tr>
<tr>
<td>relationship with God through knowing and serving Christ.</td>
<td>and pray for faith and growth in all the children.</td>
</tr>
<tr>
<td>Children learn best when they know they are valued, and the greatest sense</td>
<td>Confidence and self-acceptance will be nurtured in a context of trust and dependence</td>
</tr>
<tr>
<td>of value emerges from a relationship with God. Self-centredness is</td>
<td>on God. This confidence and strength will be channelled into the service of others.</td>
</tr>
<tr>
<td>destructive.</td>
<td></td>
</tr>
<tr>
<td>Children learn best in a safe, orderly and stimulating community.</td>
<td>High standards of behaviour and care will be maintained and students will contribute,</td>
</tr>
<tr>
<td></td>
<td>and enjoy a secure and interesting social environment.</td>
</tr>
<tr>
<td>Each child is a unique creation of God.</td>
<td>Staff will be aware of the differences among children and will show love to them all.</td>
</tr>
<tr>
<td></td>
<td>Different abilities will be catered for and enrolments will be from varying backgrounds.</td>
</tr>
<tr>
<td>Children learn by the example and influence of those who show them love.</td>
<td>Staff will build student awareness of who Christ is, and will be a positive personal</td>
</tr>
<tr>
<td></td>
<td>model to them of the delight in learning, and serving Him.</td>
</tr>
<tr>
<td>Children learn best by a variety of teaching strategies and methods coupled</td>
<td>The school will provide a variety of learning situations in a stimulating environment</td>
</tr>
<tr>
<td>to experiences which arouse their interest, creativity and joy.</td>
<td>with opportunities for discovery.</td>
</tr>
<tr>
<td>Children’s learning is stimulated through appropriate challenge.</td>
<td>There will be encouragement and opportunity for high academic, practical and creative</td>
</tr>
<tr>
<td></td>
<td>achievement.</td>
</tr>
</tbody>
</table>

*Growing in faith and knowledge*
Growing in faith and knowledge

Obedience to legitimate authority is important and pleasing to God. Children will obey teachers and all legitimate authorities and be trained to exercise just and loving leadership themselves.

Our society

<table>
<thead>
<tr>
<th>We believe</th>
<th>Therefore we expect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our school should proclaim Christ in society.</td>
<td>The school will be a witness to the Lordship of Christ in its service and commitment to the needs of the wider community and through the quality of its internal life.</td>
</tr>
<tr>
<td>There are many learning and educational opportunities in society.</td>
<td>Some participation in community sporting, cultural and social activities so that students will benefit from a wider set of relationships, values and resources, and so that Christian students have the opportunity to test their emergent faith.</td>
</tr>
<tr>
<td>There will be opportunities for the wider community to be beneficially involved in the school’s activities.</td>
<td>Visiting artists, teachers, leaders and guests will be invited to the school to enrich the curriculum.</td>
</tr>
</tbody>
</table>

Our school community

<table>
<thead>
<tr>
<th>We believe</th>
<th>Therefore we expect</th>
</tr>
</thead>
<tbody>
<tr>
<td>All school relationships should be built on justice, love and truth.</td>
<td>All members of the school community will seek to work in harmony thereby honouring the Name of Christ.</td>
</tr>
<tr>
<td>Christ’s leadership of His people is the model of leadership.</td>
<td>Leadership will be shared and all school management will be self-giving, humble, and demonstrating a sense of responsibility to God and those who are served.</td>
</tr>
<tr>
<td>God will provide the resources for our school; we are held accountable as stewards of all His gifts.</td>
<td>School buildings and resources will be managed, maintained, effectively used and shared without waste. Development and environmental improvement will be continuous.</td>
</tr>
</tbody>
</table>

The GREAT College Values
The College values are a list of attributes we would intend to be evident in every facet of our school. This includes the character of our students and staff members, the nature of our relationships with each other and the policies and procedures of the College. They are remembered as the acronym GREAT

Growing in faith and knowledge
G for Godliness

Godliness includes honouring and respecting God, glorifying God, honouring God’s Word, desiring wisdom, obedience and respect. (Has the student demonstrated a Godly attitude characterised by concern for another, righteousness, kindness, mercy etc?)

R is for Respect

Respect includes a Godly attitude towards parents, those in authority, peers and self (self-respect), consideration, humility and obedience. (Has the student consistently demonstrated a respectful attitude?)

E is for Excellence

Excellence includes a spirit of purity, recognising personal gifts and talents and developing them to achieve success and to serve the Lord and others. (Has the student demonstrated regard to their own personal excellence? This could be reflected in an assessment result, an improved performance, homework etc.)

A is for Attitude

Attitude includes a positive appreciation of new situations, persistence, emotional intelligence, and gratitude. (Has the student demonstrated a positive attitude to their studies, to others, to a task that they performed without grumbling, consistently obeying College rules, uniform etc?)

T is for Teachability

Teachability includes submission to openness for change and growth, and the aspects of Life-Long Learning. (Has the student demonstrated an improvement in an aspect of their life at school; towards their work, their attitude, correction etc?)

College Hours

Administration Reception  8.00am - 4.00pm
The Admin office is open during school terms and holidays other than a one week period over Christmas and New Year.

Uniform Shop
The Uniform Shop is located in the shed between the Resource Centre and C block adjacent to the gym.
The College Uniform Shop is open at the following times during school terms.
Monday  8.00am-9.00am
Wednesday  8.00am-9.00am
Friday  8.00am-9.00am and 2.30pm-3.30pm
If you need to contact the convenor or request an alternative appointment time please leave a message at the College Administration.

2014 Term Dates

Term 1  28 January – 4 April
Term 2  22 April - 27 June
Term 3  21 July - 19 September
Term 4  7 October – 3 December (Senior students finish earlier)

Year 10 finish 28 November
Year 11 finish 28 November
Year 12 finish 21 November

A detailed 2014 College calendar is also available from the College Administration and on the College website.

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9
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Primary School begins at 8.30am and finishes at 3.00pm.

Timetable Structure (Middle and Senior School)

8.30am to 9.10am Lesson 1
9.10am to 9.50am Lesson 2
9.50am to 10.30am Lesson 3
10.30am to 10.50am Recess
10.50am to 11.30am Lesson 3
11.30am to 12.10pm Lesson 4
12.10pm to 12.50pm Lesson 5
12.50pm to 1.30pm Lunch
1.30pm to 2.10pm Lesson 6
2.10pm to 2.50pm Lesson 7

The day comprises of 7 x 43 min periods. 35 periods/week

Roll call occurs during the subject lesson in Lesson 1. There will be 20 minutes of PC just before recess to go through the notices, present devotions and perform uniform check etc.

Below is a breakdown of how many lessons per week are allocated to the timetable; Geology? Agriculture?

<table>
<thead>
<tr>
<th>Year 7 and 8</th>
<th>Lessons per week</th>
<th>Year 9</th>
<th>Lessons per week</th>
<th>Year 10</th>
<th>Lessons per week</th>
<th>Year 11 and 12</th>
<th>Lessons per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/ Humanities</td>
<td>8</td>
<td>English/ Humanities</td>
<td>9</td>
<td>English/ Humanities</td>
<td>9</td>
<td>English</td>
<td>5</td>
</tr>
<tr>
<td>Maths/ Science</td>
<td>8</td>
<td>Maths/ Science</td>
<td>9</td>
<td>Maths</td>
<td>5</td>
<td>Maths</td>
<td>5</td>
</tr>
<tr>
<td>PE</td>
<td>2</td>
<td>PE</td>
<td>2</td>
<td>Science</td>
<td>4</td>
<td>Christian Life (Religion and Ethics)</td>
<td>2</td>
</tr>
<tr>
<td>French</td>
<td>2</td>
<td></td>
<td></td>
<td>HPE</td>
<td>2</td>
<td>Column 3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td>Christian Life (Religion and Ethics)</td>
<td>2</td>
<td>Column 4</td>
<td>5</td>
</tr>
<tr>
<td>Arts/Elective Line 1*</td>
<td>3</td>
<td>Arts/Elective Line 1*</td>
<td>3</td>
<td></td>
<td></td>
<td>Column 5</td>
<td>5</td>
</tr>
<tr>
<td>Elective Line 2*</td>
<td>3</td>
<td>Language/ Elective Line 2</td>
<td>3</td>
<td>Column A</td>
<td>4</td>
<td>Study</td>
<td>7</td>
</tr>
</tbody>
</table>

Growing in faith and knowledge
Rotation structure
Rotation lessons will be scheduled together in blocks of four. This will mean that the three core classes will split into four rotation classes in Year 7 and 8. Each rotation group will do each subject in the block for one term before rotating to the next subject.

The rotation lines in Year 7 are;

<table>
<thead>
<tr>
<th>Rotation Line 1</th>
<th>Drama, Interior Fashion and Design, Music, Industrial Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotation Line 2</td>
<td>Hospitality, Information Communication and Technology, Industrial Technology, Drama</td>
</tr>
<tr>
<td>Rotation Line 3</td>
<td>Business, Hospitality, Dance, ICT</td>
</tr>
<tr>
<td>Rotation Line 4</td>
<td>Business, Art, Design Tech, ICT</td>
</tr>
</tbody>
</table>

The rotation lines in Year 8 are;

<table>
<thead>
<tr>
<th>Rotation Line 1</th>
<th>Drama, Interior Fashion and Design, Music, Industrial Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotation Line 2</td>
<td>Hospitality, Information Communication and Technology, Industrial Technology, Drama</td>
</tr>
<tr>
<td>Rotation Line 3</td>
<td>Business, IFD, Music, ICT</td>
</tr>
<tr>
<td>Rotation Line 4</td>
<td>Business, Art, Design Tech, Dance</td>
</tr>
</tbody>
</table>

A sample student timetable

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rot 1</td>
<td>Rot 2</td>
<td>Rot 3</td>
<td>Rot 4</td>
</tr>
<tr>
<td>Rot 2</td>
<td>Rot 3</td>
<td>Rot 4</td>
<td>Rot 1</td>
</tr>
<tr>
<td>Rot 3</td>
<td>Rot 4</td>
<td>Rot 1</td>
<td>Rot 2</td>
</tr>
</tbody>
</table>

Growing in faith and knowledge
To satisfy National Curriculum requirements, Business/Civics and ICT will be offered in two rotation blocks so students will be doing these subjects for the duration of two semesters over Year 7 and 8. French comprises two core periods per week, also to satisfy requirements and to facilitate the effective Learning Support program.

Before and After School Arrangements

Parent Collection
- P-6 students must be collected from the Senior Undercover Area (SUA).
- Teachers will escort P-6 students over to the SUA at the end of the day.
- P-6 students who are to be collected from the Kiss and Go zone will need to register and then can be released from the SUA to go directly to the Kiss and Go zone.

Buses
Students will wait in the designated bus area until informed by duty staff to board their bus.

Kiss and Go Zone
Middle and Senior school students may make their way up to the Kiss and Go zone unaccompanied or with their younger sibling/s. If Primary students do not have older siblings, they must go on the Kiss and Go register and then they will be allowed to leave from the SUA.

Staff will be on duty from 8.15am – 8.30am and 3.00pm-3.30pm in the Senior Undercover Area (SUA). THERE IS NO SUPERVISION PROVIDED BEFORE THIS TIME. If students must arrive at the College before 8.15am they must report to the SUA. After 8.15 students may leave the SUA and occupy the lower level of the Middle and Senior School buildings. They are not to be on any of the top verandas for any reason.

It is expected that all students and parents crossing the ring road that runs through the property will use the crossings provided. Anything else is endangering student lives and is at the very least reinforcing dangerous habits in your children.

Students must exit the College via the crossing and crossing guard. After school, all students who are walking home will need to leave the College promptly.

Prep classes have specific arrangements for before and after school.

Parking
- Please obey all road rules.
- Please consider our neighbours. The College enjoys a good relationship with its neighbours but this can sour quickly if we don’t treat them and their property with respect.
- GCCC College values are a GREAT (Godliness, Respect, Excellence, Attitude and Teachability) reminder of how drivers should conduct themselves on and around the campus. The first two values are of particular relevance for drivers i.e. Godliness – we need to reflect God’s character and treat others how we would like to be treated; R for respect – we need to respect College neighbours by not parking on their property or across their driveways.

Growing in faith and knowledge
Staff Meetings- Tuesday (Primary) and Wednesday (Middle and Senior School)

Teachers attend important staff meetings every week on Wednesday from 3pm – 5pm. Please be aware if you wish to speak to them on these afternoons that an appointment should be made for an alternative time. If you need to speak urgently to your child’s teacher please see the College Office staff before 3pm. They will either ask you to write the information which will be given to teachers at the meeting, or if it is urgent, speak to a Head of Primary, Head of Middle or Head of Senior School before they go to the meeting. Of course, in the case of a family emergency, teachers would be available to speak to you at 3.00pm. It is important that all teachers are present at staff meetings to discuss educational and procedural issues at College meetings.

Prep Class Teachers

Prep G: Lauren Kuhn; Prep M: Heather Dodwell and Tanya Lindsay; Prep W: Lin Smith

Primary Class Teachers
1G  Wendy Hay         C1
1M  Rachel West       C2
1W  Kate Pollard      D1
2G  Lesley-ann Roseberg & Sarah Leary Z2
2M  Leetice Evans     Z1
2W  Kimberley McLaren D2
3G  Jane Beaden       E1
3M  Wendy O'Donnell   E2
4G  Daniel Ritzeman   E6
4M  Bronwyn Wyn       E5
5G  Renee Newman      K3
5M  Lynette Putzier   K4
6G  Nicole Jen        K1
6M  Rick Rogers       K2

Secondary Year Level Coordinators
Year 7  Matthew Ware
Year 8  Kerrie-Ann Draper
Year 9  Russell Modlin
Year 10 Chris Warren
Year 11 Annaliese Bullock
Year 12 Rob Maguire

Secondary Form Classes

<table>
<thead>
<tr>
<th>FORM CLASSES</th>
<th>Form Room</th>
<th>Form Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 7G</td>
<td>L7</td>
<td>Mrs Horrigan</td>
</tr>
<tr>
<td>Year 7M</td>
<td>L8</td>
<td>Mr Hall</td>
</tr>
<tr>
<td>Year 7W</td>
<td>L6</td>
<td>Mr Modlin</td>
</tr>
<tr>
<td>Year 8G</td>
<td>I3</td>
<td>Mr Ware</td>
</tr>
<tr>
<td>Year 8M</td>
<td>I2</td>
<td>Mr Fowler</td>
</tr>
<tr>
<td>Year 8W</td>
<td>I4</td>
<td>Mrs Kombanien</td>
</tr>
<tr>
<td>Year 9G</td>
<td>J4</td>
<td>Miss Gook</td>
</tr>
<tr>
<td>Year 9M</td>
<td>J3</td>
<td>Mr Warren</td>
</tr>
<tr>
<td>Year 10G</td>
<td>L11</td>
<td>Mr Havenga</td>
</tr>
<tr>
<td>Year 10M</td>
<td>L10</td>
<td>Miss Devitt</td>
</tr>
<tr>
<td>Year 10W</td>
<td>L9</td>
<td>Mrs Whyte</td>
</tr>
<tr>
<td>Year 11M</td>
<td>G4</td>
<td>Mrs Bullock</td>
</tr>
<tr>
<td>Year 12M</td>
<td>I3</td>
<td>Mr Beattie/Mr Hampson</td>
</tr>
</tbody>
</table>

General College Procedures

Emergency Contacts and School Records

It is essential we keep school records current for each child. Please notify the College immediately of any changes of address or phone numbers at home and work so we are always be able to contact you efficiently, especially in the event of an emergency. In addition, please make the College aware of any changes in circumstances or arrangements in family life that may be affect the level of care we can provide your child.
Attendances
It is crucial that students attend school regularly:

- When students are absent it is their responsibility to catch up on the work they have missed. This includes any criteria sheets, homework and other tasks that may have been given out.
- Any student who has been away from school for a period of 14 days or more will be considered at risk of not completing their academic year. A cautionary letter will be sent home for any student that falls into this category and an appointment may be made with their parents.
- Absences that occur because of school based activity, for example apprenticeships or traineeships are exempt from this rule if they have been agreed to by the College.
- The practice of taking students on holidays during term time is strongly discouraged; however such days will be exempt from the absence classification if the Head of Primary/ Head of Secondary receives at least two weeks notification so that work can be prepared and taken with the student.

Parents must notify the College by 9.00 am on the Absentee hotline 5436 5670 if their child will be absent for the day.

Lateness
The school day begins at 8.30am sharp for Primary, Middle and Senior School students. Students who arrive late are required to sign the late register in the College office and pick up a late slip. Frequent appearances on the late register will result in disciplinary consequences.

Students departing during College hours
- Applications to leave school before the regular time need to be received in writing by the Head of Primary/Middle/Senior before Form. A leave early slip signed by the Head of Primary/Middle/Senior will then be issued.
- Students will need to wait at the College Admin where they will be collected by their parent(s).
- Upon collection the parent will sign the Leave Early register.
Student Free Days and Public Holidays

- **Monday 27 January**  
  Australia Day
- **Friday 18 April**  
  Good Friday Holiday
- **Monday 21 April**  
  Easter Monday Holiday
- **Friday 25 April**  
  Anzac Day
- **Monday 9 June**  
  Queen’s Birthday Holiday
- **Friday 30 May**  
  Maleny Show Holiday
- **Monday 8-12 July**  
  Student Free Days
- **Monday 6 October**  
  Labour Day
- **Monday 20 October**  
  Student Free Day (Verification day)

Truancy

Any student absence from school or from a lesson without permission is truancy. Truancy is a serious offence and break in trust between the College and the student. It is also very selfish and dangerous because neither the school nor parent/s can account for the student’s whereabouts. In the event of truancy the student will need to serve detention, or internal suspension depending on the severity of the case. Repeat offenders will be expelled.

STUDENTS ARE NOT ALLOWED TO LEAVE COLLEGE GROUNDS UNLESS THEY HAVE RECEIVED THE EXPLICIT PERMISSION OF THE PRINCIPAL, HEAD OF PRIMARY, HEAD OF MIDDLE SCHOOL OR HEAD OF SENIOR SCHOOL.

SMS Engine

SMS Engine is an automated system linked to our College database that is designed to check your child is at school. If attendance is not noted, an SMS message is sent to the mobile phone number we have in our records to alert you to the fact that your child has been marked absent. If such a message is received yet you believe your child should be at school, please contact the College immediately.

*Absentee Notice SMS reads:*  
“(Child’s name) has been marked absent from school today (date), as at 09:35. Please contact the school absentee line on 5436 5670.”

Do not reply to the message via SMS. Contact the College.

Camps and Excursions

Camps are held for many year levels (Years 3 and 5 in Primary, Years 7 and 9 in Middle School and Year 11 in Senior School) to enrich the students’ learning experiences and relationships. Camps are considered a compulsory component of the year. The cost for camp is included in the fee structure for the year level (except Year 7 which requires an additional $440 from parents).

Excursions also offer wonderful opportunities for learning beyond the College grounds. All students are required to attend these outings as integral components of the teaching program.

Events

The following events are essential to attend:
- 25 April  
  ANZAC Day March, Beerwah (Whole College)
4 November   Middle and Senior Awards Night (Years 10-12) for Secondary teachers  
TBA  Sports Award Night (optional except for Sports staff)  
TBA  Lower Primary Presentation Night (Prep to Year 2) for Lower Primary teachers  
TBA  Upper Primary Presentation Night (Years 3 to 6) for Upper Primary teachers  

Optional Events include the Arts Soiree at a time to be allocated.  
*Dates for Primary Awards and Concerts will be communicated at a later date

**Assembly and Chapel**

Assemblies are held to encourage and inform students of current issues and information, recognise special achievement, showcase class activities, hear from special guests etc. Regular chapel services are conducted at the College to honour God, build community and challenge individuals’ personal growth in their Christian faith. College sections meet together in the Glasshouse Country Baptist Church for praise and worship.

**Primary Assembly and Chapel**

| Prep - 2 | Wednesday | 8.45 to 9.45am | Assembly/Chapel |
| Years 3 to 6 | Monday | 12.30pm to 1.25pm | Assembly/Chapel |

**Middle and Senior School Assembly and Chapel**

| Middle School | Monday | 8.30am to 9.13am (L1) | Chapel |
| Senior School | Monday 9.13am to 9.56am | Assembly/Chapel |

**Evacuation and Lockdown**

To ensure the potential safety of those in our College, emergency procedures exist for lockdown and evacuation. Every room has a printed copy of these procedures at the exit doorway. Notification is by intercom messages to the whole college. Students and staff will be made aware of the codes and the appropriate responses for each situation. Drills are conducted to prepare students.

**Finances**

The College receives assistance in funding from the Australian and Territory governments as per other private schools. The remaining monies to operate the College come from tuition fees paid by parents. Therefore fee payments are a significant and essential component of the College’s success in providing resources for the students. We ask that fees be paid on time to assist our cash flow. Please talk to our accounts personnel if you are experiencing financial difficulty to discuss a possible solution. Donations to the Building Fund or Resource Centre are tax-deductible.

Payment methods: All payments must be set up with Ezypay (www.ezypay.com.au). You can choose the frequency and amount of each payment and payments are set up in advance as a direct debit or direct credit. The only exception to using Ezypay is when you want to pay the whole tuition fees for the year in advance in a lump sum. In this instance, payment can be made at the College Admin by cash, cheque, EFTPOS, credit card, or by internet banking to ANZ Beerwah, BSB 014-507 account 354046364, using your family code as the reference.

**Small levies are also charged in some elective subject areas.**
Child Protection Policy

Glasshouse Country Christian College recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason the welfare and best interest of the children with the College will always be a primary consideration. We expect our students to show respect to our staff and volunteers and to comply with safe practices and we expect all employees to ensure that their behaviour towards and relationships with students reflect proper standards of care, and are not unlawful. The College will respond diligently to a report of suspected or actual harm, or risk of harm to a student. Harm is any detrimental effect of a significant nature on a child’s physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by:

- Physical, psychological or emotional abuse or neglect
- Sexual abuse or exploitation; or
- Domestic or family violence.

To ensure the protection of children at GCCC, we will:

- Ensure that each staff member understands and fulfils their obligations under the Child Protection Policy for reporting abuse
- Ensure that there is an acceptable reference for each staff member engaged since the commencement of this policy from his or her previous employer
- Ensure that each staff member and volunteer who has contact with children has a current positive suitability notice issued by the Commissioner for Children and Young People.

Glasshouse Country Christian College has appointed three Child Protection Officers who are responsible to follow up on any report of harm to a student at the College.

The Child Protection Officers of GCCC are:
- Mr Brad Hampson, Mrs Natalie Woolston, Mrs Tanya Lindsay, Mrs Heather Dodwell, Miss Michelle Britton, Mr Mick Spann and Mrs Danielle Bassett

If the Principal of GCCC becomes aware that any staff member has sexually abused a student of the College, the matter will immediately be reported to the Police. If the Principal or Child Protection Officers become aware of a report of suspected or actual harm, or risk of further harm to a student, they will contact the Department of Child Safety immediately.

A copy of the Child Protection Policy and Procedures is available from the office at Glasshouse Country Christian College.

Visitors to the College

Visitors (and volunteers) to the College are required to sign in at the Admin Office upon arrival to collect a visitors’ badge that must be worn so that it is visible at all times. Upon leaving, visitors (and volunteers) are to sign out and return their badge. This is part of our ‘Duty of Care’ and ‘Workplace Health and Safety’ regulations.

Out of Bounds Areas

Please note the areas defined below. Students entering these areas put themselves at risk. Disciplinary consequences will follow if students are found in these areas without specific supervision or permission by a staff member:

- Staffrooms and offices
- Inside classrooms without a staff member present
• Underneath demountable buildings and toilets
• Roadside of buildings

Road Safety in the Car Park

Student safety in the car park will largely be impacted by the drivers who enter our grounds. Please ensure you abide by the following guidelines:

• Speed limit of 10km per hour
• Park only in designated car spaces
• Drop off and pick up students in the designated areas
• Prep/Junior Primary students need to be supervised in the car park by an older sibling or responsible adult.
• Give way to people on crossings
• Give way to buses
• Ensure the children do not attempt to get in or out of a vehicle until it has completely stopped
• The car park behind I and H Blocks are for staff only

Senior students who have attained their license are not to drive to school until they have sought permission from Head of Secondary and signed the Student Driving Privilege Authorisation form.

Resource Centre (Library)

The College Resource Centre will be open Monday - Friday for students, teachers and parents to access and borrow from. Specific opening times for 2013 are published in the Newsletters.
Class and individual loans are for a two week loan period.

• Primary students who have a scheduled class borrowing time are encouraged to change their books each week.
• Loan extensions may be granted if the item has not been requested by another person.

Textbook hire is for the duration of the unit/subject.

Overdue items will generate a notice to go home. A maximum of two notices per item will be issued. Items not returned, lost or badly damaged require payment of the replacement cost plus an administration fee from the student or parent/s. Non return of items by end of year may result in the withholding of report cards.

Tuckshop

The College tuckshop will operate on Mondays, Tuesdays, Thursdays and Fridays (but not Wednesdays) at both break times. Hot food will need to be ordered at the beginning of the day.

The Tuckshop menu and online ordering system are all on the College website www.gccc.qld.edu.au under College Life, Tuckshop. The online ordering system is called flexischools and the procedure is quick and efficient as it eliminates the need to hunt for correct change and paper bags.

If you do not have access to a computer for the online ordering system then a paper bag can be used by writing the name of the student, class/year level, time required (first or second break), itemised lunch order including price for each and total cost. Before school, place the bag containing payment in the class tote (Primary) or in the box at the tuckshop (Middle and Senior). Primary orders will be collected for distribution in class while Middle and Senior orders are collected at the Tuckshop window. Middle and Senior students may also buy general food items (those not needing prior preparation eg. drinks, yoghurt etc) from the window also.
Nut-Free Policy

Glasshouse Country Christian College is a nut-free zone to protect and support those who suffer from a life-threatening allergy to nuts and nut derivatives. Absolute diligence is required in this regard to protect these individuals in our midst. Please check all food brought to school, especially for hidden nut content eg Muesli bars, Nutella, satay. Also consider nut residue on items from home. For example, if peanut butter is consumed for breakfast, have your child wash their hands before school as even a touch can be life-threatening for the students with a nut allergy.

Contagious Conditions and Diseases

**RECOMMENDED MINIMUM EXCLUSION PERIODS**

(Based on National Health and Medical Research Council Guidelines).

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>CASES</th>
<th>CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox (Varicella and Herpes Zoster)</td>
<td>Exclude until fully recovered or at least five days after the eruption first appears. Note: some remaining scabs are not an indication for continued exclusion</td>
<td>Any child with an immune deficiency (eg. leukaemia or receiving chemotherapy) should be excluded for their own protection. Otherwise not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis (Acute infectious)</td>
<td>Exclude until discharge from eyes has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea (Rotavirus, Giardia, Salmonella, Campylobacter)</td>
<td>Exclude until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea (Shigella)</td>
<td>Pre-schools. Cases may return to preschool once diarrhoea stops; however, they should be discouraged from sharing food with other children until 2 faecal cultures collected 24 hours apart are negative.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery following at least 2 negative throat swabs, the first not less than 24 hours after cessation of antibiotic treatment and the other 48 hours later.</td>
<td>Exclude family/household contacts until cleared to return by an appropriate health authority.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>CASES</th>
<th>CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis A</td>
<td>Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human Immunodeficiency Virus Infection (HIV)</td>
<td>Exclusion is not necessary unless the person has secondary infection requiring exclusion is its own right.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Disease</td>
<td>Exclusion Requirements</td>
<td>Not Excluded</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by an appropriate health authority.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least 4 days from the appearance of rash.</td>
<td>Immunised contacts not excluded. Non-immunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If non-immunised contacts are vaccinated within 72 hours of their first contact with the index case, they may return to school.</td>
</tr>
<tr>
<td>Meningitis (Bacterial)</td>
<td>Exclude until well.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningococcal Infection</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for at least 9 days after onset of symptoms</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Re-admit on a medical certificate of recovery</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm, Scabies, Pediculus (Lice), Trachoma</td>
<td>Exclude until the day after treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude until fully recovered or for at least 4 days after the onset of the rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Streptococcal Infection (including Scarlet Fever)</td>
<td>Exclude until the person has received antibiotic treatment for at least 24 hours and the person feels well.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until production of medical certificate from appropriate health authority.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid and Paratyphoid Fever</td>
<td>Exclude until production of a medical certificate of recovery.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Whooping Cough (Pertussis)</td>
<td>Exclude for five days after starting antibiotic treatment.</td>
<td>Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have received 5 days of a 14 day course of antibiotics.</td>
</tr>
</tbody>
</table>

**Headlice**

It is the parents’ responsibility to ensure that their children do not attend school with untreated head lice. To achieve this, it is reasonable to expect that parents will:

- regularly inspect their child’s head to detect the presence of lice or lice eggs;
- regularly inspect all household members and treat them if required; and
- notify the school if their child is affected, and advise when treatment has begun.

**First Aid/Sick Bay**
Students who are unwell or injured can receive short-term care by a qualified First Aid attendant in the Sick Bay until a parent or guardian can be notified to take the child home or to seek further intervention by a health practitioner. If the parent cannot be contacted the second contact name will be phoned.

Please DO NOT send students to school who are unwell as we do not have the facilities to provide suitable care for them.

In the event of serious illness or injury, the school will attempt contact with the Parent/Guardian immediately. If the First Aid Attendant deems it necessary, the student will be taken by ambulance to the nearest available hospital.

Medical Information

Full details of student medical history and family details are required in order to care for individual students appropriately. Information recorded as part of the enrolment procedure needs to be updated each year. Please do not hesitate to notify the office of any changes.

Medication Procedures

Procedure for “One Off” Medication to be administered to a student
Medication should be sent to the office with a letter from parent/guardian. This letter is to be dated giving clear instructions and permission for the office staff to administer to the student. All students must take the medication and letter straight to the office where it will be kept safely in our Sick Bay. All instructions are to be detailed with time and date when medication is to be given, dosage of pills etc and signed by the parent/guardian.

Procedure for “On Going” Medication to be administered to a student
A “Student Medication Authorisation and Administration” form needs to be clearly completed and signed from which our office staff will administer according to the instructions. These forms are kept at the Administration Office. Parents of students with specific health issues are advised to liaise with our office First Aid Officer at the College to discuss their child’s needs during school hours.

All medications taken during the school day are to be stored in the First Aid room unless other arrangements are made with staff. All medications administered by school will be recorded. Children are expected to be responsible for coming to the First Aid room for their medication.

Items of Value
Students are not to bring valuable items or unnecessary amounts of cash to school. If they do need to bring such things, the items must be handed in at the student window for safe-keeping until collection at the end of the day. The College will not be responsible for the loss or damage of property that is not secured in this manner.

Lost Property
All items brought to school, including clothing, shoes and equipment, need to be named clearly. This enables easy identification and the return of items to their rightful owner. Lost items may be collected at the end of the day or during break times.

At the end of each term, unclaimed clothes are given to the second hand Uniform Shop and other items (eg. Tupperware) are given to charity.
College Houses
The students are allocated a House when they first enrol at the College. These houses are used for many aspects of College life (eg. sporting teams, academic competitions etc).

House Names and Colours
Local Inspiration: Our environment in the Glasshouse Mountains.
Biblical Inspiration: The significance and symbolism of mountains in the Bible reflected in:
‘Now it shall come to pass in the latter days that the mountain of the Lord’s house shall be established on the top of the mountains, and shall be exalted above the hills; and all nations shall flow to it. Many people shall come and say, "Come, and let us go up to the mountain of the Lord, to the house of the God of Jacob; He will teach us his ways, and we shall walk in His paths." For out of Zion shall go forth the law and the word of the Lord from Jerusalem.” [Isaiah 2.2,3]
The Houses are:
Ararat: Colour is blue and motto is “Look deep, aim high”
ARARAT represents the mountain where the Ark of Noah came to rest. Colour is blue reflecting both the waters of the flood and the emergence of the blue sky after the forty days of rain.
Sinai: Colour is red and motto is “Through His might comes victory”
SINAI represents the mountain where Moses received the Commandments. Colour is red to symbolize the Word of God revealed in the flames.
Zion: Colour is green and motto is “Chosen to lead, driven to succeed”
ZION represents the Mount Zion to which Abraham was led but could also represent the City of David or Jerusalem. Colour is green to connect with the exile of the Hebrews and their collective longing for the ‘green pastures and mountains’ of their homeland.

Sporting Programme
Students are given the opportunity to be involved with both recreation and competitive sports. As sport is a compulsory part of the College curriculum full student attendance is required. The College holds an annual swimming carnival, a cross country and an athletics carnival. Students who achieve well at these carnivals have the opportunity to then compete at District, Regional and State competitions.

Primary Sport:
The sports uniform should be worn on the following days for HPE lessons.

<table>
<thead>
<tr>
<th>Prep G – Tuesday</th>
<th>Prep M – Thursday</th>
<th>Prep W – Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1G – Tuesday</td>
<td>1M – Wednesday</td>
<td>1W – Thursday</td>
</tr>
<tr>
<td>2G – Thursday</td>
<td>2M – Thursday</td>
<td>2W – Wednesday</td>
</tr>
<tr>
<td>3G – Tuesday</td>
<td>3M – Wednesday</td>
<td></td>
</tr>
<tr>
<td>4G – Wednesday</td>
<td>4M – Friday</td>
<td></td>
</tr>
<tr>
<td>5G – Wednesday</td>
<td>5M – Friday</td>
<td></td>
</tr>
<tr>
<td>6G – Friday</td>
<td>6M – Friday</td>
<td></td>
</tr>
</tbody>
</table>

Middle School Sports Days
Year 7 – Wednesday and Friday
Year 8 – Monday and Wednesday
Year 9 – Wednesday and Thursday

Senior School Sports Days
Year 10 – Monday, Wednesday and Friday  
Year 11 – Tuesday and Friday  
Year 12 – Tuesday and Thursday

The sports uniform should only be worn when it is a designated sport day and on days that are timetabled with HPE.

Students in Years 11 and 12 who have not selected PE as a subject may wear their sports uniforms on a Friday only. Year 12 Senior jerseys can only be worn with the sports uniform.

Students who play interschool sport are expected to commit to the team, including scheduled practices and to purchase the College interschool sport uniform (bottle green football shorts and plain white football socks). These are to be purchased from the College Uniform shop. Students who wish to change their sport will need to speak to the HPE staff. Participation in some sporting activities may be conditional upon classroom behaviour. Students are expected to play in the spirit of fair competition and display good sportsmanship at all times.

The College also runs before and after school training sessions for various sports. For more information, or if you would like to be involved with ‘Friends of Sport’, please contact our HPE staff, Mr Matt Beattie (Middle and Senior School) and Mrs Wendy Stott (Primary).

Student Badges

Student Leaders receive a badge at special leadership induction ceremonies held at the beginning of the school year. Students have the privilege of wearing these badges to identify their role for the year.

Publications

Yearbook

The Yearbook presents a significant record of the College year. It documents many of the significant events of the year with words and photographs. The cost of the Yearbook is minimal and included with tuition.

Newsletters

Newsletters are published online fortnightly and are a very valuable means of communication. They include information about current events and topics within the College, photos of College activities and College community events. Newsletters should be read by all parents and students. These are sent electronically via email to parent/s and it is also published on the College website. A few hard copies will be printed each fortnight should you not have access to a computer; however, it becomes your responsibility to ask your son/daughter to collect one from student reception.

Annual Report to the Community

This document provides information about the College and its distinctives in educational opportunities. It includes discussion of such topics as social climate, staffing information, student outcomes for the year and other exciting initiatives that have been undertaken over the previous year.

Valued Volunteers Programme
Volunteers make invaluable contributions to the life of our College and we encourage the interaction, use of gits and talents of volunteers in our community. Students are excited to see their family members actively involved in their place of learning. Volunteering can be in a number of forms eg. classroom assistance, preparation of resources at home, Resource Centre assistance, grounds/cleaning work, preparing for events, tuckshop roster, etc. Please offer assistance in your area of expertise! Volunteers who are not parents of students at the College will need to hold a current Blue Card. As with all visitors, volunteers must sign in the Administration office. If you can assist please contact the College.

Music and Instrumental Programme

Research indicates the distinct benefits of musical training on brain development. The College offers a range of opportunities for musical tuition from Prep to Senior. Individual/small group tuition is available for many instruments. For more information, please contact our Music teacher Miss Ebony Hilton or visit the Music section of the College website under Learning.

Behaviour Management

The Behaviour Management Policy and Behaviour Code for the College are based on the principles and flow chart in the Parenting Course from Growing Families Australia. This policy is two-fold and includes encouragement for positive behaviour and consequences for inappropriate behaviour.

The encouragement aspect includes a number of classroom based positive reinforcements and special awards and announcements made on Assembly.

General Behaviour Code

- All interactions between members of the school community will be characterised by mutual respect and courtesy
- Students must be in the correct uniform at all times.
- Swearing or foul language is unacceptable and inappropriate and will not be tolerated
- Stealing or "borrowing" of other students' belongings is unacceptable
- A student may not leave the school grounds without permission from the Principal or Head of Section
- Use of drugs, smoking and drinking of alcohol is prohibited
- Bringing weapons or potential weapons to school is prohibited
- Orderly and quiet behaviour is expected on school verandas and stairways
- Students may not enter a classroom unless supervised by a staff member. Care and respect for the buildings and furniture is essential. Chewing gum is not permitted. Writing on school property is not permitted. School property broken or damaged by a student in the circumstances deemed to be other than accidental will be paid for by the student
- Students are to be punctual to class and bring all the required equipment
- Students are expected to wear their uniform correctly and to conduct themselves in public in a manner befitting a Glasshouse Country Christian College student. It is the responsibility of all students to support the College values and behave in a way that enhances rather than detracts from the College reputation
- Students are expected to take responsibility for their belongings. Articles should be named and not left lying around.
- All mobile phones are to be signed in at the beginning of the day and retrieved at day's end
- Secondary - the College diary is to be taken to all classes. Pages must not be removed from the diary and the diary should be kept free from graffiti and distracting material. Any illustrations should be tasteful and should be in keeping with the values of the College.
**Primary consequences for breaking the Behaviour Code**

Consequences for inappropriate behaviour are given at a class level initially. If the problem continues staff will issue a blue WORKSTATION slip which means that the student must attend at lunchtime, after the eating time, instead of playing. If a student is required to attend workstation for behaviour issues on a number of occasions, parents will be notified and a meeting with parents will be scheduled.

For more serious incidents which are breaches of the College Behaviour Code the blue form will be sent home with the student immediately so parents are aware of the reason for the detention. Parents will be asked to sign the blue behaviour slip and return it to Head of Primary the following day.

A student who becomes characterised by inappropriate behaviour may be placed on a Behaviour Card for a period of time.

**Middle and Senior School consequences for breaking the Behaviour Code**

The secondary section of the College uses a ‘level system’ to address breaches to the behaviour code. Levels range from 1 to 4. On the next page is a table that shows the type of behaviours and the ensuing consequences.

Each teacher has a personalised level stamp. If a teacher has cause to issue a Level 2 or 3 the student will be asked to present their diary, upon which the teacher will stamp according to the date.

The diary opens to a week at a time view. Parents are to sign the diary at the end of each week. If the student attracts three Level 2 stamps in one week’s view the student will incur a detention and may be sent to College Admin for a “please explain” interview with the Head of Secondary. In the event of a number of incidents, parents will be contacted. The third stamp in the week will be signed off at the last stamp so that it will not be recounted.

A student who becomes characterised by inappropriate behaviour may be placed on a Behaviour Card for a period of time.

**Detention**

Detention occurs at lunch time in room M1. Students who are late to detention without a valid reason will receive another detention.

Students who do not attend detention will receive another detention as a penalty for their non-attendance in addition to their original detention. Detention takes precedence over any other lunch time activity.

From time to time after school detentions may also be necessary. They will occur on Friday afternoon between 3.15 to 4.15pm. These detentions will be community service type detentions and may include litter duty etc. Students who are placed on after school detentions will have their parents notified by either phone call or letter.

It is the responsibility of the student to know when they have detention. No notification will be given to the student except via the diary.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>RATIONALE</th>
<th>CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| LEVEL ONE | Nonproblem | \begin{itemize}  
1. Brief inattention,  
2. Some talk during a transition between activities  
3. Short period of daydreaming  
4. Short pause whilst working on set task  \end{itemize} | To react would consume too much energy, interrupt lessons constantly, and detract from a positive classroom environment. | Short comment to student at the end of the lesson and monitor next lesson |
| LEVEL TWO | Minor problem | \begin{itemize}  
1. Persistent level one behaviour  
2. Students calling out  
3. Leaving seats without permission  
4. Reading or doing unrelated work during class time  
5. Passing notes  
6. Eating  
7. Excessive social talk  
8. Littering  
9. Late to class  
10. Failing to get diary signed.  
11. Failing to complete homework  
12. Uniform  \end{itemize} | These behaviours are minor irritants as long as they are brief and are limited to one or two students. | \begin{itemize}  
1. Student diary is stamped with a Level 2.  \end{itemize} |
| LEVEL THREE | Detention | \begin{itemize}  
1. Persistent level two behaviour  
2. Three Level 2’s in one week  
3. Failure to submit assignments  
4. Misuse of computer system  
5. Failure to bring diary two days in a row  
6. Acts of vandalism  
7. Cheating or lying  
8. Bullying  
9. Rudeness  
10. Any other serious issue  \end{itemize} | Behaviour which includes violation of class/school rules; persistent disregard for procedure and distracting others. Refusal to cooperate and any other behaviour, which is contrary to the ethos of the school, has to be corrected for the benefit of the student and the school. | Lunchtime detention |
| LEVEL FOUR | Major Problem | \begin{itemize}  
1. Persistent level two or level three behaviour  
2. Any other serious issue  \end{itemize} | Behaviour which includes violation of class/school rules; persistent disregard for procedure and distracting others, refusal to cooperate and any other behaviour, which is contrary to the ethos of the school, has to be corrected for the benefit of the student and the school. | Friday afternoon detention (3.15-4.15pm)  
Suspension  
Expulsion |
Transport to and from school

Buses
Students are expected to obey the following rules:
- Obey the safety directions from the bus driver and the duty teacher at all times
- Every effort needs to be made to get to the bus on time so as not to inconvenience others
- When on the bus students need to remember that they are an ambassador for the College. Their behaviour needs to reflect the high standards that are expected
- Students are not to swap buses without the written permission of their parents/guardians

Bicycles
- Students are to wear a helmet and obey other basic road safety rules when they are riding to and from school. Students who repeatedly ride their bikes in a reckless way may be banned from riding to school.
- Students are not to interfere with other bikes
- Students are to get off their bikes once they have entered school grounds and walk from this point
- Students are not to access their bikes during the normal school day without permission

Scooters
The following conditions apply:
- All students must wear a helmet and obey other basic road safety rules when they are riding to and from school
- All students must ride their scooter in a safe and respectful manner
- Students are not permitted to access their scooter during the normal school day
- Students bring these at their own risk

Student drivers
- All students who wish to drive a car to school need to first apply for permission from the Head of Secondary and sign the Student Driving Privilege Authorisation form
- All students are to park in the designated parking area (grassed area beside the church).
- Students are not to access their car during a normal school day without permission from either the Principal or the Head of Secondary
- Students are to follow all the basic road rules and to drive with courtesy and respect for other road users
- Failure to comply with these instructions may result in further consequences and a suspension of parking privileges

Mobile phones and Other Electronic Technology
Students are discouraged from bringing mobile phones to school. However, if a student chooses to bring a mobile phone to school, they do so at their own risk. Under no circumstances are mobile phones to be used in class and their use during break times should be kept to a minimum.

Camera phones or cameras must not be used outside the parameters of class requirements. Taking unauthorised photographs has implications with Privacy Legislation. At all times students should exercise the responsible use of technology.

Banned items
The following items are banned from school:
- Magazines (unless project specific approved by a teacher)
- Swap cards Yu.gi.Oh etc
- Any literature that goes against the College ethos eg. Harry Potter, Buffy, Sabrina etc
- Portable music devices such as MP3 players, iPads
- Knives and weapons of any kind
- Nikko pen or other permanent markers
- Chewing gum
- Alcohol, drugs, cigarettes etc

Lockers

All students in Years 7 to 12 must hire a locker and a College lock. The following conditions apply:
- Lockers must be locked at all times when not being accessed
- The College lock must remain and not be exchanged. Any alternative lock will be cut off
- Lockers must be treated with respect
- Students cannot access a locker that has not been allocated to them nor can they swap without informing the College administration
- Students are responsible for keeping their lockers clean and in good repair
- Any damage that has been caused to a locker caused by student will need to be paid for
- Lockers are only to be accessed before school, after school and during break times

Changing elective subjects

- Students are only allowed to change subjects within the first three weeks of each term
- All subject change applications need to be made to the Head of Middle or Senior School
- Subject change is conditional upon the current class size and the recommendation of teachers
- Subject changes may have an effect on QCE status (if in senior years)
- Subject changes will not be granted without the written approval of the students Parent/Guardian
- Students cannot attend their new class until they have received written confirmation of their change

Careers and Future Pathways

Our Head of Senior, together with our Future Pathways Officer, will give general guidance. Special career days and guest speakers will enhance our career education programme. All students in Year 10 will complete work experience and opportunities for traineeships and apprenticeships are actively promoted alongside of university pathways.

Financial Assistance for External Studies

GCCC supports each student following a unique learning pathway. With the agreement of the College, students in Years 11 and 12 may include external studies in their Senior Education and Training (SET) Plan. The College may provide assistance to students pursuing external studies in the following circumstances:
- All fees for studies outside the College are paid by parents.
- For courses at TAFE, Skills Tech and University fees are paid by parents direct to the course provider before the course begins as part of the initial enrolment process. Generally speaking enrolments are not finalised until fees have been paid.
• For courses provided by Sunshine Coast Technical Trade Training Centre and the Brisbane School of Distance Education, GCCC will pay the external provider on behalf of parents and course fees will be added to the next College account.
• In the following circumstances, up to $600 per course may be reimbursed upon successful completion of the studies:
  o Studies that replace one of the five College subjects offered in Year 11 and 12 that constitute a QCE or OP pathway, that is, replacing a school line of study in the student SET plan.
(Please note that in the case of Distance Education a course is considered to be one year/grade level. That is, parents may request assistance for Year 11 and then again for Year 12 of a Distance Education subject.)
• Reimbursement is not available for studies in addition to the compulsory College program (eg elective courses taken for interest at TAFE rather than as part of a QCE/OP program, University Headstart courses taken in addition to a full School based OP program).
• Only registered courses of study under the Australian Qualification Framework and approved by the Queensland Government to contribute to the Queensland Certificate of Education will be considered. (This would not include short courses such as First Aid, specific computer skills, etc.)
• All decisions to provide financial assistance are at the Principal’s discretion.

Administration Process
• Parents will receive an offer from the College regarding the partial reimbursement of their course fees within the first school term. Parents who did not receive an offer but believe they should have must contact the College.
• The College must receive the acceptance of the offer by the deadline specified on the letter of offer.
• Upon successful conclusion of the course, the student will be issued with formal results/transcript/certificate to verify completion of the qualification
• GCCC requires official results/transcript/certificate along with copies of all accounts and receipts to process reimbursement.
• Where the College has agreed to provide financial assistance and all conditions for the rebate have been met, the College will then reimburse the fees up to a total of $600 per course.

College Chaplains

Our College has three Chaplains, Chappy Mick (Mick Spann), Chappy Michelle (Michelle Britton) and Chappy Dani (Danielle Bassett), who provide pastoral care and spiritual guidance. These services can be accessed through appointments that are made via the College administration.

Learning Enhancement Centre

Gifted students as well as those who experience difficulties will be supported at various times either during class lessons or by being withdrawn to the Learning Enhancement Centre better known as The Eagle Centre. The department has a dedicated team of specialist teachers and teacher aides to bring out the best in each child.
Uniform Policy

A pictorial guide to College uniforms for all year levels can be found on the GCCC website under College Life, Uniform Shop. Adherence to the correct uniform is part of the enrolment contract and infractions are taken seriously.

Homework and Assessments

The College sets homework as per Government recommendations for each year level.

Homework Expectations

Primary
Years 1 to 3 (no homework is set in Prep)
Homework in Years 1 to 3 can be up to one hour per week.
Years 4 to 6
Homework can be between two and four hours per week, depending on year level

Middle School
Homework in Years 7 to 9 could be up to five hours per week plus the students’ own independent learning.

Senior School
Homework in Years 10 to 12 varies according to the students’ needs and individual SET plans. Students complete set tasks and are encouraged to use their own judgment regarding the time they devote to study.

Assessments

- All major tests require revision sheets to help students prepare.
- All tasks are to require a draft. These drafts need to be checked by teachers and written feedback provided to each student in a timely manner.
- In the case of assignments each student is to be issued with an Assignment Criteria Sheet which describes exactly what is required in relation to the assignment, the final date of submission and any weighting of the assignment in assessment programmes.
- Project costs will not exceed 10 dollars and will not disadvantage students due to access to technology, cultural or family background.
- Assessment planners for Years 7 to 12 will be posted on the website.
- All assignments are to be handed in by 3.30pm on the due date.
- Student absenteeism is strongly discouraged and does not negate the student’s responsibility to submit the assignment by the due date. Submissions can be emailed or assignments can be brought in by siblings or parents.
- Computer malfunctions on the day the assignment is due will generally not be considered as grounds for extension. Students are responsible for regularly backing up their work on a portable memory device such as a USB memory stick.

Extensions

Extensions must be applied for a minimum of 48 hours in advance of the due date. All applications are to be made to the Head of Department for Senior School students and the Head of Middle School for Middle School Students. Primary students make the application to their class teacher.
All applications must be accompanied by a letter of explanation from the parents. Successful applications must have the extension form attached to the assignment. Names and email addresses of Heads of Department and teachers are posted on the GCCC website under Contact Us, Contact Teachers.

**Plagiarism**

Work that a teacher deems to be plagiarised will be highlighted by the teacher and will not be included in the final assessment of the piece. If the majority of the assignment has been plagiarised it may be deemed as a non-assessment. Students may also face other discipline such as detention.

**Late and incomplete submissions**

In the event of late assignments, the student will receive a detention for every day the assignment is not handed in. During this time, the student will work on the assignment. Penalty points will be taken off the submission’s final mark.

**Disputed marks**

If the student believes there is a problem with the mark received they must first consult the marking teacher to obtain their point of view. If the two disagree, an appointment should be made with the Department Head for Senior School students, Head of Middle School for Middle School students and subject teachers for specialty subjects.

**Exams**

Exams will be publicised with at least two weeks warning of the exact date. Students will know of general exam dates according to the Assessment Planner.

It is the responsibility of the student to:
- check their exam timetable thoroughly and be present for all of their scheduled exams.
- check that there are no clashes on their exam timetable.
- organise alternative arrangements if he/she cannot attend an exam for some reason.
- obey all of the instructions given by the examiner and specified on the test paper.

No student should deliberately absent him/herself from an exam. If an exam cannot be attended the College must be contacted by the parent that morning before the exam is due to be sat. Please note the exam will not be rescheduled again until the student produces a note from their parent explaining why they could not sit at the original time.

A teacher reserves the right to remove students whom they suspect might be cheating during the course of an exam. They may conduct an inspection and remove a student from the room. If a teacher suspects a student is cheating they will make a note on the test paper to that effect.

**Group and Oral Assessments**

Students are responsible for bringing all props and other aids with them on the due date of the delivery. They will deliver on the scheduled day or the assessment will be classed a non-submission by the College. A group will continue to deliver their performance in the event of one member of the group being absent where possible. This will require all scripts etc. to be prepared in advance and emailed or brought from home with parents or siblings. It is the responsibility of the group to ensure that all technology is fully functional on the day of delivery.
**Student Leadership**

Our College Student Leaders are selected from Year 6 (Primary), Year 9 (Middle) and Year 12 (Senior). The process for student leadership commences with nominations by students and endorsement by College staff. Students are endorsed on the basis of their consistent demonstration of our GREAT College values. Out of these nominations, leaders are selected. Out of the successful pool of Student Leaders, students will nominate for and be elected to positions of Captains, and House Captains for the various sections of the College.

A student leader will be selected on the following criteria:
The purpose of a student leader then is first and foremost to be a public role model to other students. A student leader needs to conduct themselves in a manner that other students aspire to.

In this way a student leader must demonstrate:
- Consistently high levels of academic effort
- Consistency with the College values in their conduct both in school and in public
- Consistently high uniform standards
- Respect for teachers at all times
- Support for College functions

**Position Description for Captains (Primary, Middle and Senior)**

The Captain is to be an exemplary student in character and conduct. He/she will be a student who has a proven record in supporting the school. He/she will be a role model of the highest calibre. His/her specific responsibilities will include:

- Officially representing the College student body at events
- Participating actively in the life of the College, this includes interacting across all year levels
- Displaying a positive attitude
- Greeting guests to the College and escorting them to proper destinations
- Introducing and thanking special guests to the College as required
- Preparing and delivering speeches when required at various College functions. These may include out of school hours and attending functions
- Assisting in the running of assembly
- Chairing and regularly attending Student Council meetings
- Attending regular meetings with the Principal and Head of Section

**Position Description for House Captain (Junior Primary, Primary, Middle and Senior)**

The House Captain is to be a student who demonstrates enthusiasm towards house events and achievements. The student must have a proven track record of being supportive of the school and demonstrate good leadership. Specific duties include:

- Promoting and motivating for all House activities
- Assisting teachers during House nominations and carnivals
- Leading the House during competitions and any other reasonable duties required on the day of particular events
- Assisting with the Sports Coordinator in organising lunch time inter-house competitions
- Suggesting ideas and to actively promote house spirit
- Speaking for the house on public occasions
- Organising events to promote house spirit
- Being responsible for the house in all other activities outside of sport
Position description for Student Leader (Primary, Middle and Senior)

The Student Leaders may be engaged in the following activities for the betterment of the College:

- Supporting the College ethos by example in word and action
- Assisting with the organization of special social events, charity events etc.
- Assisting with Chapel services
- Assisting with duties such as Open Day
- Representing the student body as a whole
- Assisting with the welcoming of visitors to the College

Technology (acceptable use) Policy

Overview

The computers and computer network at Glasshouse Country Christian College together with access to the internet and email are provided for educational and professional purposes. The use of these facilities should therefore be consistent with that purpose, as detailed in this document.

College employees and students must adhere to all elements of this policy. Those whose responsibilities include the teaching and supervision of students access the internet, and using other electronic resources should be familiar with the Student aspect of this Policy.

The principles of behaviour relating to the use of school resources include: respect for the law; respect for other people; and respect of the Glasshouse Country Christian College's mission and values. The principles of conduct also assume integrity, diligence, economy and efficiency from the users.

We believe that the benefits to students from access to computers and the Internet, in the form of learning, information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards of behaviour that their children should follow when using media and information sources.

Classroom Requirements

Teaching staff have a responsibility to:

- Ensure that students have clearly defined tasks for using the on-line services and resources,
- Provide appropriate levels of supervision,
- Educate students about intellectual property and copyright laws,
- Provide students with an ethical understanding of the issues regarding plagiarism, and
- Educate students about the information handling skills of on-line research, including evaluating, verifying and citing the on-line sources of their information,
- Educate students in locating suitable resources available through catalogues, directories and teacher developed resources lists, and also when to use search engines.
- Maintain confidentiality of personal username and password
- Only use the computer under your personal username and password

Students have a responsibility to:

- Maintain confidentiality of personal username and password
- Comply with instructions of teacher,
• Conform to acceptable school behaviour, conduct and standards,
• Enter a computer room only when a teacher is present,
• Refrain from bringing music, mp3 files and any other non-school related digital material and devices
• Respect the equipment and not cause deliberate damage or modification
• Respect the network security of the College and refrain from attempting to 'hack' the network or gain access to the network via someone else’s login and username.
• Ensure that, when required, electronic media is virus checked prior to reading or writing to it,
• Email accounts are only to be used for school purposes
• Report all equipment faults to your teacher immediately, and
• Never trespass in another person’s computer folders.

Legal Implications

For legal purposes email has the same standing in court as paper documents. Users must be aware that the college can be involved in litigation. Records relating to use and activities involving email, internet and intranet can be requested by a court order or subpoena. These include matters affecting legal proceeding, affecting personal affairs of employees, parent, students, or third parties, as well as relating to research, or other communications even if communicated in confidence.

Email residing on or transmitted across the Glasshouse Country Christian College system is the property of the College. All electronic files are the property of the College, and users should act on the basis that they can be, and where necessary will be, held accountable for their messages and stored files.

While all transmissions remain the property of the College by law, all efforts to retain professional confidentiality will be made. Confidentiality is not guaranteed regarding private emails that are sent/ received on the College system. All internet activity is recorded for individual users. Reports of this activity are continually being monitored. Over time, all employees and students could expect that the record of their internet activity will be viewed by senior staff of the College.

Students: Where there is an alleged criminal offence of serious disciplinary matter concerning a student, the individual concerned will generally first be told the circumstance of the grievance. disciplinary actions taken and parents will be informed. The College reserves the right for any reason whatsoever to inspect without forewarning any files or logs held on any College computer.

Acceptable Use Parameters

Appropriate activities for acceptable use include:

Unacceptable Use for College Employees and Students

Maintenance of Security
• On no account should a student pass on their login code or password to any other person, with the exception of IT employees or students to teacher.
• When not at your computer, employees and students must log off.

Damage
• students must not damage computers, computer systems or computer networks; this includes removal and/or swapping of keyboards and/or other computer components.

Defamation
• students must not publish, post or include in an email any material which might be deemed to defame an individual, company or organisation.

Improper Communications
- Such as chain letters or harassing mail. Sending of improper communications may harm employees and students, and expose the College to risk of legal action or adverse publicity. Email must not be sent anonymously.

Commercial and other inappropriate use
- Use of the College computers/network/email for personal financial gain, gambling purposes or advertising is prohibited.

Harassment
- Students must not transmit, or cause to be transmitted, communications (whether in the form of text, picture or other data) that may be construed as harassment or disparagement of others based on the criteria of the anti-discrimination legislation and college policy.

Jokes
- Employees and students must not send emails which contain jokes and/or articles which are in poor taste; contain coarse language, racist or sexist comments.

Pornography
- Students must not access, store or transmit pornographic material on College systems. When such material is inadvertently encountered, the student must immediately exit from the site. In the case of students, their teacher must be notified. Consequences of unacceptable use:

Students:
Where there is a serious disciplinary matter concerning a student, the individual concerned will generally first be told the circumstances of the grievance. Parents will be informed and disciplinary actions taken. The College reserves the right for any reason whatsoever to inspect without forewarning any files or logs held on any College computer.

Privacy Issues:
Students must not include in documents or emails personal information about colleagues, students or parents without their written consent.
College employees and students should act within the GCCC Privacy Policy.

Copyright
Users must not:
- Download or authorise downloading of information or software from the internet or emails to provide to a third party
- Violate copyright, license agreements or contract of usage. This includes through the use of peer to peer file sharing sites.
- Undertake any action which might interfere with the integrity of data or a commercial software program e.g. introduce viruses

Respecting the systems’ limitations
College employees and students are requested to:
- Avoid sending large attachments, especially to the address, or other large distribution lists because of the impact on the network’s performance.
- Not send, forward and/or reply to large distribution lists concerning non-school business.
- Must consider the impact on the network when creating and using large distribution lists.
- Not forward lengthy or frequent emails to system groups, which may be time wasting or unwanted for many recipients.
- Avoid the use of decorative email screens. These can take up as much as 30 times the memory and disk space of an ordinary email.

Protection against viruses
College employees and students need to work in accordance with safe computing practices to minimise the risks associated with computer viruses.
Note:
- Be careful opening email attachments from unknown sources; if in doubt about a source, check with IT personnel.
- Never open .exe files.
- Should the virus protection software detect a virus from an incoming file, inform the person who introduced that file so they can ensure it does not happen again.
- If a computer is acting strangely, there may be an undetected virus. This does not happen often, but it is worth checking with the IT staff.

Conservation of electronic and print resources
Efforts must be made to conserve the finite resources of the College. This can be achieved through such behaviour as:
- Avoid using large amounts of the system resources such as disk space
- Avoid leaving programs open causing congestion of the network
- Always close down properly, avoiding system failures
- Avoid waste such as unnecessary broadcast messages or attaching large files to email messages
- Avoid printing straight from an internet site. Try to copy and paste the relevant section or use a database to keep track of your data.
- Endeavour to keep paper wastage to a minimum
- Before printing, proofread, spell check, and print preview your document, and only when completely satisfied with the document send it to the printer
- Place unwanted printouts in recycling boxes.
- Email received on the College system is retained on the server until deleted by the recipient. To conserve disk space, maintain your mailbox by:
  - Keeping messages short
  - Checking email daily
  - Deleting unwanted messages immediately
  - Emptying your deleted messages wastebaskets frequently
  - Saving wanted messages to file rather than leaving them in the mail

Personal responsibility for security
System security is the individual and collective responsibility of all college users. All suspected security violations will be treated seriously as they may threaten the provision of the College service.
Any users who suspect a security problem on the College network including the internet must immediately notify their teacher and not demonstrate the problem to others. Any user who believes their files have been tampered with must immediately change their password and contact their teacher with the specific details.
Anti-bullying Policy

Purpose

Glasshouse Country Christian College has a responsibility to ensure that the rights of its students are safeguarded. These include the right to a learning environment free from discrimination and harassment.

Glasshouse Country Christian College will take reasonable steps to ensure that students learn in a safe, supportive and caring environment without fear of being bullied, discriminated against or harassed.

Scope

This policy applies to all staff and students at Glasshouse Country Christian College.

Definition

“Bullying is repeated oppression, psychological or physical, of a less powerful person by a more powerful person and occurs when someone, or a group of people, upset or create a risk to another person’s health and safety, or their property, reputation or social acceptance.”

Bullying involves a desire to hurt + hurtful action + a power imbalance + (typically) repetition + an unjust use of power + evident enjoyment by the aggressor and a sense of being oppressed on the part of the victim.

There are three broad categories of bullying.

- Direct physical bullying e.g. hitting, tripping, and pushing or damaging property.
- Direct verbal bullying e.g. name calling, insults, homophobic or racist remarks, verbal abuse.
- Indirect bullying - This form of bullying is harder to recognise and often carried out behind the bullied student’s back. It is designed to harm someone’s social reputation and/or cause humiliation. Indirect bullying includes:
  - lying and spreading rumours
  - playing nasty jokes to embarrass and humiliate
  - provoking a food-allergic reaction
  - mimicking
  - encouraging others to socially exclude someone
  - damaging someone’s social reputation and social acceptance
  - cyber-bullying, which involves the use of email, text messages or chat rooms to humiliate and distress.

Cyber-bullying, or e-bullying, is a reasonably recent type of bullying which involves the use of information and communication technologies such as email, (mobile) phone and text messages, instant messaging (SMS), chat rooms and video internet sites e.g. YouTube. It can be particularly harmful because it can happen anywhere and at any time. Thus young people who are the victims of cyber-bullying have no place where they feel safe.

If the bullying is of a serious and threatening nature then obviously it becomes a legal issue and students and parents should seek advice by reporting the matter to the police.

If bullying amounts to harm as referred to in the school’s Child Protection Policy then the matter must be dealt with under the Child Protection Policy.

What bullying is not

Bullying is different from ordinary teasing, rough-and-tumble or school yard fights. What makes it different is that the incidents are ongoing, and there is usually an imbalance of size, strength and power between the students involved. In formulating an effective approach to dealing with bullying it is helpful to note what bullying is not.

Bullying is not:
- Mutual conflict where there is an argument or disagreement between students but not an imbalance of power. Both parties are upset and usually both want a resolution to the problem. However, unresolved mutual conflict sometimes develops into a bullying situation with one person becoming targeted repeatedly for 'retaliation' in a one-sided way.
- Social rejection or dislike – It is not feasible to think that every student must like every other student. Refusing to play with a particular child or, for example, not inviting them to a birthday party is not bullying, provided social rejection is not directed towards someone specific and involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.
- Single-episode acts of nastiness or meanness, or random acts of aggression or intimidation. A single episode of nastiness, physical aggression, verbal abuse or an occasional push or shove is not bullying, neither is nastiness or physical aggression directed towards many different students. The difference is that bullying is, by definition, action that happens on more than one occasion. However, since schools have a duty of care to provide a student with a safe and supportive school environment, single episodes of nastiness or physical aggression should not be ignored or condoned.

**Policy**
In any form bullying is not acceptable behaviour and results in hurt, fear, loss of self-esteem and decreased social effectiveness for the victim. Within the context of Glasshouse Country Christian College bullying is entirely contrary to the ideals of the school. Therefore this policy seeks to:
- develop in students respect and concern for others, of all races and creeds;
- develop in students an understanding that they must take responsibility for their own behaviour;
- develop in students critical and effective thinking and problem solving skills;
- develop in students life skills related to healthy life styles; and
- develop an environment that nurtures and promotes student self-esteem and self-confidence.

**Responsibility**
It is the responsibility of the Principal and all staff to ensure that this policy is implemented at all times.

**Procedures**
The following steps are a guide to dealing with reports of bullying.
- If bullying is suspected or reported, the incident should be dealt with immediately by the member of staff who has been approached, to ensure the student's safety. It is never acceptable to turn a blind eye to bullying.
- A clear account of the incident should be recorded and given to the Principal or delegate.
- The Principal or delegate will then work through the school's anti-bullying policy.
- Where bullying causes harm to a child, it must be reported in accordance with College Policy.

**Students**
Students who have been bullied will be supported by:
- offering an immediate opportunity to discuss the experience with a member of staff of their choice;
- reassuring the student;
- offering continuous support; and
- providing encouragement to form and maintain friendships with non-bullying students.

Students who have bullied will be helped by:
- discussing what happened;
- discovering why the student became involved;
- establishing the wrong doing and the need to change; and
• enlisting the support of parents/caregivers to help change the behaviour and attitude of the student, where appropriate.

Within the curriculum the school will raise the awareness of the nature of bullying through inclusion in assemblies and subject areas, in an attempt to eradicate such behaviour.

The policy of the College is to take a proactive approach to bullying by establishing processes to educate and inform students about bullying and procedures to follow in the event that a student is being bullied.

All students upon entry to the College and all on-going students will be educated about the College’s anti-bullying guidelines as follows:

1. Education for all other year levels will occur through the College’s Pastoral Care program and at Year Level assemblies throughout the year.

   In addition:
   • parents will be included in the education process. e.g. Parents and Friends evenings and Newsletter;
   • all teaching staff will be continually educated with regard to bullying at our school and more importantly, what their responsibilities are; and
   • a bullying audit will be conducted as necessary and, at least, once every two years.

For any incidents of bullying, a member of staff/senior student will deal with the problem on the spot, in order to defuse the immediate conflict. Once the immediate issues have been dealt with, the following steps should be taken:

1. Identification.
   A student, parent or staff member reports bullying incidents/problem to a staff member who notifies a member of staff identified as a Bullying Contact Person to implement the anti-bullying program.

2. Initial interview.
   The Contact Person interviews the victim and bully separately, and records the details of the incident in writing. The interviewer makes both parties aware of the bullying strategy and policy and discusses the issues surrounding the particular incident. The interviewer works with the students to devise strategies for conflict resolution. The interviewer attempts to reach a position where both parties are satisfied with the outcome; i.e. the victim feels secure and the bully is prepared to modify his/her behaviour in future. The victim understands that any further bullying must be reported immediately.
   The strategy at this stage is not to apportion blame, or to punish; but to support the victim and make the perpetrator aware of the school policy and of the consequences if behaviour does not change.

3. Follow-up Interview
   If the incident is repeated or the problem continues - both parties record the incident/problem in writing. The Contact staff member interviews the victim and bully and discusses the problem; makes the bully aware of the feelings of the other person and the effects the conflict may be having; and makes suggestions of strategies for the resolution of the conflict. Consequences are enforced.
   The Contact Person informs both sets of parents explaining the situation, outlining the strategies that have been determined and reinforcing the consequences that may flow from a repeat of bullying.

4. Reinforce (as above), employ sanctions
   If the bullying behaviour continues, sanctions may be imposed. These could include, but are not confined to:
   • Official warnings to cease offending
   • Detention
   • Exclusion from certain areas of the school premises
• Internal Suspension
• Major fixed term suspension
• Seek help from qualified counsellor
• Expulsion

The school keeps central records of all reported incidents of bullying. These are analysed on a regular basis to ascertain major areas where bullying occurs, sex and age of victims and bullies, and strategies which have been successful. A review of the school’s policy is undertaken every 12 months, taking into account this annual data.

An important consideration for schools, teachers, parents and students is that overcoming bullying is neither simple nor quick. Schools need to constantly reinforce the fact that bullying is not acceptable and to remind students how to counteract bullying, as well as offering programs to lift self-esteem and resilience; students need to be made aware of their responsibilities not to bully and not to condone bullying by being silent bystanders; and parents need to be confident to approach the school with their concerns, and encouraged to work with schools in a non-blame situation so that their children are protected.

School and staff responsibilities

The school will:
• Ensure all staff are familiar with the school’s anti-bullying policy and provide appropriate professional development on a regular basis, including at the time of induction of new staff members.
• Ensure that all accessible areas of the school are patrolled thoroughly.

Staff members will:
• Watch for early signs of distress in students. This could be evident in any aspect of school life.
• Ensure they are familiar with the school’s anti-bullying policy.
• Where bullying is observed, intervene immediately to stop the bullying.
• Offer the victim immediate support and help and outline what will now happen.
• Educate all students with regard to their responsibilities as bystanders to a bullying incident.
• Ensure they do not model bullying behaviour in interactions they have with students, parents or other staff members.

Student Responsibilities

Students should:
• Report all incidents of bullying to a trusted teacher or principal or other staff member
• Actively support students they know are being bullied.
• Refuse to become involved in bullying, including as a bystander.

Parent Responsibilities

Parents should:
• Watch for signs of distress in their child, such as, unwillingness to attend school, a pattern of headaches or stomach aches, equipment that has gone missing, request for extra pocket money, damaged clothing or bruising. Early contact is essential at this point.
• Take an active interest in their child’s social life.
• Report to the school’s Bullying Contact Person or any other member of school staff if they know, or think, their child is being bullied.
• Keep a written record if the bullying persists: Who, What, Where and When?
• Advise their child to tell a trusted teacher or chaplain.
• Tell their child that there is nothing wrong with them.
• NOT encourage their child to hit back or respond verbally.
• Ensure they do not model bullying behaviour in interactions they have with the school staff and administration.
Monitoring

The Principal (or delegate) must keep a record of all incidents of bullying reported at the College, and regularly (per semester) monitor and review records to determine if strategies to overcome future incidents are appropriate or need reviewing. The Principal will include a report on the College’s response to bullying in the Annual Report to the Community.

The information contained in this booklet is current as at January 2014. The College reserves the right to amend the contents as necessary.

Middle and Senior School Frequently Asked Questions

<table>
<thead>
<tr>
<th>Query</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>What if I am late to school?</td>
<td>School begins at 8.30 am. If you arrive at school after Form Class you will need to obtain a late note from the Student Services window at the office. Consistent lateness will not be tolerated.</td>
</tr>
<tr>
<td>I need to leave early</td>
<td>You will need to present a note to the Head of Middle or Senior School (or office if the relevant Head cannot attend to you that day) to receive a leave early slip. You will need to wait in the office reception area until you are collected by your parent/guardian.</td>
</tr>
<tr>
<td>I need an extension for an assignment</td>
<td>Apply at minimum 48 hours before the due date of the assignment to Department Head for senior students or Head of Middle for Middle School students.</td>
</tr>
<tr>
<td>I am going to be away</td>
<td>Your parent must phone the College on the absentee line 5436 5670 before 9.00am. This does not apply to students who are on school based apprenticeships, traineeships or TAFE or have special permission from the College. Students are responsible for catching up on missed work, worksheets and assignments while they are away.</td>
</tr>
<tr>
<td>I do not have a correct item of uniform</td>
<td>A letter from your parents is needed to be supplied to your Form teacher and an alternative item to be worn that closely resembles the missing garment. The letter must include how long the item will be missing for. Your Form teacher will issue you with an out of uniform slip that must be presented upon request by other teachers. If the period of time without the garment is more than two days the matter will be referred to the Head of Middle or Senior School.</td>
</tr>
<tr>
<td>I wish to drive to school</td>
<td>You will need to apply for Student Driving Privileges from the Head of Senior School. You will be required to park in the teacher car park behind the Senior School.</td>
</tr>
<tr>
<td>I am not happy with a mark I have received</td>
<td>As much as possible the teacher in question should be consulted first. If this is not satisfactory an appointment should be made with the Head of Middle or Senior School to discuss the matter further.</td>
</tr>
<tr>
<td>I want to help out the school</td>
<td>If you are not a parent of the school you will need to hold a current ‘Blue Card’ to be involved. Offers of help can be directed through your child’s teacher or via the Admin Office. General requests for assistance will be</td>
</tr>
<tr>
<td>I want to celebrate a birthday</td>
<td>Birthdays are recognised at College assemblies. If you wish to send along food to share please ensure it is nut free and is easy to distribute eg. cupcakes.</td>
</tr>
</tbody>
</table>