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PRINCIPAL’S WELCOME AND INTRODUCTION TO PARENT HANDBOOK

Dear Parents and Guardians

We count it a privilege to educate each child entrusted to our care. Each child is unique, gifted with God-given talents and abilities to hone and develop. Our heart’s desire is to work together with you and your children to foster the development of the educational, spiritual, physical, emotional and social dimensions of their lives. As Citipointe staff, this is our delight, our vocation and our calling.

Jesus made a very pertinent statement with regard to learning. He said, “Take heed what you hear. With the same measure you use, it will be measured to you; and to you who hear, more will be given” (Mark 4:24). As you embark on this great development period of your child’s life, we trust that you will encourage them to give their best efforts, their ‘best measure’, to their studies and their learning.

Rules, frameworks and scaffolding are important to guide and direct growth. The English word ‘rule’ is translated from the Latin regulāre meaning a trellis, something which provides a structure or guide for the growth of a vine or plant. Students may see rules as inconvenient or annoying or restricting their freedom but the trellis metaphor indicates that the rules (frameworks) afford students freedom to be the “fearfully and wonderfully made” person that God has destined them to be. Left to itself, a vine will only grow along the ground and not grow up into something beautiful. The trellis helps the plant become its most useful and fulfilling self. This handbook has been developed not only to help you and your children become orientated to College life, but will act as a framework to foster and guide the growth of each student. In it you will find standards for your children to reach toward, systems and processes to direct communication and actions, and information and expectations relating to staff, parents and students.

On first reading this might seem daunting. However, we recommend that you familiarise yourself with the handbook and keep it on hand. Some parts are clear and simple, others will be better understood as you progress as part of the College community throughout the year. As you become acquainted with the handbook, you will be able to refer to it as needed. For your convenience, electronic copies of the handbook are provided on the College website.

It is my prayer that the College will play a major part in the fruitfulness of your child’s education both now and in the future. I look forward to seeing that fruitfulness develop.

God bless you.

Ps Brian Mulheran
Principal
GENERAL COLLEGE INFORMATION

Our Mission
Our mission is

• To develop the student as a Christian disciple
• To develop the student for life in its various dimensions, within the framework of a Biblical worldview, and by a commitment to service, quality, innovation.

Our Vision
Our vision is for Citipointe to be a truly great Christian school, encouraging its students to achieve their personal best, to contribute to the common good and to human flourishing.

Our Focus
Our focus is to nurture a Christian educational community: godly people of faith, learning, integrity and influence.

Our Core Values and Intents
Uncompromisingly Christian values - We find our essential values in the Bible and the teachings of Jesus.
Our intent: Citipointe is distinctively and unreservedly a Christian school.

High quality education - We take every opportunity to do everything very well.
Our intent: Citipointe is a distinctively holistic educational environment with what we believe is an excellent standard of teaching, learning and communication.

Academic rigour - We set high goals and work hard to achieve to the level of our ability.
Our intent: Citipointe is committed to seeing our students achieve their personal best in their academic studies.

College pride - We honour Jesus when we respect the values of our College.
Our intent: Citipointe fosters respect, identity and pride in the Citipointe community.

Caring environment - We reflect Christ’s love for people and the world.
Our intent: Citipointe cultivates an attitude of Christian service within the College community.
**Our Code of Conduct**

Jesus said: Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbour as yourself. Matt 22: 37-39

Based on the scriptures above, the Citipointe Code of Conduct is:
- RESPECT for God
- RESPECT for self
- RESPECT for rights and property of others

Since Citipointe is first and foremost a Christian school, all students are expected to behave, both in and out of school, in a manner that honours God. Citipointe students should also demonstrate self-discipline and self-respect, and respect of others. Students are expected to uphold and show respect for the Christian ethos, the beliefs and values, of the College. Students should strive to do everything to the best of their ability, at all times.

The reputation of the College is determined by the standards of every individual student. So, it is important that each student accepts the responsibility of maintaining our high standard. Enrolment at the College implies acceptance by students and parents/guardians of the College Code of Conduct and the College policies.

**Conduct in School Life:**
- Students should show courtesy and respect towards those in authority over them
- Be courteous, kind and fair to others, and treat others with respect
- Seek to co-operate with each other, and be tolerant of each other’s point of view
- Respect and care for their own property and that of others
- Follow the College rules.

**Conduct in Public Life:**

All students are expected to behave like Christians in and out of school. This is especially so when wearing the College uniform, since that uniform identifies you as a student of the College.

The College requires that students and their parents accept the Code of Conduct. In matters which are not covered by the Code of Conduct or College Rules, students are requested to follow the guidelines outlined above.

**Our Contractual Agreement**

Citipointe Christian College and the families who attend our College have entered into a contractual agreement which is a binding document. It has been included in the Business Handbook for your perusal.

In summary this document creates an expectation that families and the College will work in concert for the mutual benefit of both and particularly so that the education of the child is able to be most productive. It is within this atmosphere of shared responsibility and suffused with grace that the needs of the child will be attended to most effectively.

As a Christian educational institution we take this responsibility seriously and ask that parents play their part to ensure that the student experiences the maximum benefit of this partnership.

**Our College Houses**

For the purposes of developing College Pride through House competitions, the College is divided into four houses: **ASHER  EPRAIM  JUDAH  LEVI**

Houses are the units of cultural and sporting competition in the College and points will be awarded to each house for a variety of activities. These points will be tallied at the end of the year and a House Trophy awarded.

**Our College War Cry**

Citipointe! Citipointe! Who are we?
Heads held high for all to see,
All for One we bow the knee.
Citipointe! Citipointe Strong are we!
Go Citipointe!
COMMENCEMENT INFORMATION  FIRST DAYS 2020

Monday 27 January  AUSTRALIA DAY HOLIDAY

Tuesday 28 January  FIRST DAY for all students, new and returning students

8.40am All students proceed to class according to timetable.
   All Year 7 students go to S1.
   New students in Years 8-11: Heads of Year and Senior Students will be at the Library steps to welcome new students.

Uniform: All students wear formal uniform. There will be no sport on Tuesday afternoon.

1.20pm Secondary Assembly in Citipointe Church Auditorium

Wednesday 29 January  8.40am All students proceed to Period 1 classrooms for roll marking, and then to Auditorium with their class.

9.15am College Commencement Service in Citipointe Church Auditorium.

Uniform: All students wear formal uniform. There will be no sport on Wednesday afternoon.

Parents and friends are most welcome to attend the Secondary Assembly and the College Commencement Service in Citipointe Church Auditorium at the above times.

CALENDAR
https://central.citipointe.qld.edu.au/calendar/full

CONTACTS
All secondary staff may be contacted by phone on 3347 5933 or email at secondary@citipointe.qld.edu.au. Appointments with staff may be arranged through Secondary Reception.

TEXTBOOKS & STATIONERY
CITIPOINTE CHRISTIAN COLLEGE provides a textbook lending service for most texts that students require; parents do not need to purchase most textbooks for their students. Parents may be required to purchase some digital licenses for individual texts, some workbooks for student use, and a basic stationery pack.

[Refer to the website http://citipointe.qld.edu.au/curriculum/secondary-school/secondary-booklists/].

Excluding these, required textbooks will be distributed to each student at the start of the year. Students are required to collect their books from the Secondary Resource Centre prior to the commencement of school.

For collection of textbooks, the Secondary Resource Centre will be open one week prior to the beginning of Term 1:
Monday 20 – Friday 24 January  9.30am – 3.30pm (Closed for Lunch at 12.30pm – 1.00pm)

Textbooks must be returned before students leave at the end of the year. All resources borrowed are for designated time periods and the students are accountable for the return and care of any resources borrowed by them. Notices are forwarded to students with overdue books and where there is no satisfactory response, the replacement cost of the book will be added to the statement to parents. Damaged books must also be paid for and will be billed to the parent account. It is essential that students return the books originally issued to them, to avoid having to pay for unreturned books.

Students should also ensure that they use only the books issued in their name. The practice of swapping books means that students sometimes return another's book, while the book for which they are accountable is not returned. Parents are accountable for all school property issued to students. Your co-operation is requested to avoid the consequence of receiving an account for unreturned textbooks. Digital textbooks used by some subjects and general apps used by all students will be loaded onto student iPads at the start of the year.
SECONDARY STAFF PERSONNEL

Head of Secondary Mrs Helen Moore – 33475956 
PA to Head of Secondary Mrs Tracey Maunder – 33475956 
Secondary Admin 33475933 (direct line to Secondary Staff Reception)

DIRECTORS

Director of Secondary Admin Mr Rodney Webb
Director of Curriculum Mr William Stewart
Acting Director of Student Care Mrs Lana van den Berg
Director of Teaching & Learning Innovation Mrs Colleen Mills
Director of Project Development Mr Tim Francis

HEADS OF YEARS

Year 7 Mr Chris Paten
Year 8 Mr Justin Chan
Year 9 Mr Nicholas Lim
Year 10 Mrs Sara Taylor
Year 11 Mrs Henriette Muller
Year 12 Mr Marius Muller
HOYs Admin Assistant Mrs Joanna Cowley

HEADS & COORDINATORS OF LEARNING AREAS

Arts Mrs Samantha Couchman
Business Mrs Vicki Turner
Christian Formation Mrs Elisabeth Gallagher
English Mrs Rosalind Barrett
Health & Physical Education Mr Daniel Wolfik
Humanities Mr Theo Tsimboukis
Languages Education Mr Joel Alexis
Maths Mrs Charna Bornhutter
Science & STEM Mrs Natasha Parsons
Sport Mr Daniel Wolfik
Technology Mr Simon Geeves / Mrs Bryde Dodd
[Mr Peter Hollyock on leave]
Vocational Education Mrs Lupita Calero
Professional Practice Mrs Michelle Fouche
Student Pathways Mrs Helen Clapham-Burns
Counsellors Ms Ronelle Grobbelaar
Ms Sydney Su

First points of contact for students and parents are students’ subject teachers, for academic matters, and Heads of Years or Pastoral Care advisors, for pastoral matters. Students will meet these staff members at the start of the school year.
### SECONDARY POLICIES

Living a Christian life and contributing positively to society demands self-discipline, self-respect and respect for the rights and properties of others. The standards of behaviour, attitude and appearance which Citipointe students are expected to demonstrate, both at school and in public, will develop these qualities. While at school, they are in training and need to learn as many life skills as they are able, in preparation for their future. Our procedures foster these life skills and support the College’s Code of Conduct: RESPECT FOR GOD, FOR SELF, FOR OTHERS

**I AM A CITIPOINTE STUDENT: I adhere to the COLLEGE UNIFORM POLICY.**

I am expected to achieve excellence in my personal presentation.

<table>
<thead>
<tr>
<th>FORMAL UNIFORM</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full College uniform to be worn at all times. Formal and sports uniform items not to be mixed. Uniforms to be clean, pressed, in good repair, worn neatly and well. All items of uniform to be purchased from the College Uniform Store. Extremes in dress or grooming are not part of the College uniform and not permitted.</td>
<td>Students may be withdrawn from class or sent home if personal presentation is not acceptable.</td>
</tr>
</tbody>
</table>

| BLAZERS | Compulsory for Years 10-12 students in Terms 2, 3, and on formal occasions. BOYS: Shirts tucked in to trousers. |

| JUMPERS | Not to be tied around the waist or shoulders; sleeves worn at wrist. |

| TIES | Compulsory for all students in Terms 2, 3 and on formal occasions. |

| SHIRTS | Clean, pressed, in good repair. |

| SHORTS | Worn on the waist. |

| TROUSERS | BOYS: Compulsory for Years 10-12 in Terms 2, 3 and on formal occasions; worn to the top of the shoe heel, with optional College leather belt. Shirts tucked in. GIRLS: Optional for Years 7-12 in Terms 2, 3; worn to the top of the shoe heel. Shirts not tucked in. |

| BELT | BOYS: Only College uniform belt permitted; optional. |

| SOCKS | BOYS: FOR SHORTS: Years 10-12: Long College navy. Years 7-9: Short or long College navy. BOYS: FOR TROUSERS: Short College navy or short plain black. GIRLS: White ankle with blue stripe. |

| STOCKINGS | GIRLS: Optional for winter months only or for formal occasions; in good condition. |

| SHOES | All black, plain, regulation, leather, lace-up school shoes; polished. |

| SCARF | Only College scarf permitted; optional. |

| HAIR | No extremes of cut or colour. BOYS: Short, tidy, conservative, above the collar and off the face. GIRLS: If short, tidy, conservative, above the collar and off the face; if long, tied back with College ribbon only; hair band same colour as hair and covered by ribbon. |

| HAIR ACCESSORIES | BOYS: None permitted. GIRLS: Long hair tied back with College ribbon or navy scrunchy only; hair band same colour as hair and covered by ribbon. |

| MAKE UP | Not permitted. |

| FACE | BOYS: Clean shaven. |

| JEWELLERY / PIERCINGS / TATTOOS | No piercings, no tattoos, no religious symbols. BOYS: No jewellery other than a conservative wrist watch. GIRLS: No jewellery other than a conservative wrist watch, one small plain stud or sleeper in each lower ear lobe. |

| NAILS | BOYS: Kept short; nail polish not permitted. GIRLS: Kept short; clear nail polish only. |

| BAGS | Only College back pack, satchel and sports bag from Uniform Store permitted. |

<table>
<thead>
<tr>
<th>SPORTS UNIFORM</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Sports uniform to be worn for all Physical Education, sport events. Years 10-12 permitted to wear sports uniform all day <strong>only on Wednesday</strong>. Years 7-9 permitted to wear sports uniform all day <strong>only on Tuesday</strong>.</td>
<td>On other days, formal uniform to be worn. Students to change into sports uniform before sport or PE and change back at the end of the period. Sports uniform not to be worn in public unless specifically permitted. Students may change into sports uniform for lunch time sport. Students must wear shoes for lunch time sport.</td>
</tr>
</tbody>
</table>

| SPORTS SHOES | Predominantly white preferred. Not canvas, hightops, or shoes with socks attached. Sports shoes to be appropriate for intended activity, lace up, with suitable support. |

| SPORTS SOCKS | College sports uniform socks. |

| SPORTS BAGS | Only College uniform bags. |

| SPORTS HATS/CAPS | Only College sports hats or caps to be worn; hats and caps are compulsory for sport, PE and outside activities while on campus. Sports hats and caps are not to be worn in public. |

| SUN SAFETY | A hat/cap and sunscreen must be worn when students are outdoors and for all sporting activities. Sunscreen is always available at Secondary Reception. |
I AM A CITIPOINTE STUDENT: I adhere to the COLLEGE ATTENDANCE POLICY.
I am expected to be committed to my learning and life training by:

- arriving at school no later than 8.40am
- remaining at school until 3.20pm
- remaining at school each term for the full term
- not leaving the College during the day
- being present and punctual for every lesson
- attending unless prevented by extenuating circumstances
- being present at all test and examination days
- not being absent on days prior to test or exam days for the purpose of study
- attending compulsory College functions when required eg Awards Night, Sporting Carnivals
- realising that unpunctuality may incur penalty
- following the College Attendance policy

WHAT TO DO WHEN ………

you need to leave school early
- The day before, bring a note from parents explaining when you need to leave and why
- Take the note before Period 1 to F8 to be signed by Head of Year
- If note is signed and permission given, sign out at Secondary Reception when you leave [Leave is not automatically given, especially for non-urgent reasons]

you are unwell at school
- Inform class teacher who will pray for you
- Sign out at Secondary Reception
- Teacher will give you a note to take with you to Health Bay
- Go to Health Bay; if necessary, the Health Bay attendant will contact your parents to arrange for you to go home
- You are not permitted to phone or text your parents yourself to arrange to go home
- You are not permitted to sign yourself out because of illness, without going to Health Bay

you need to leave the class for any other reason
- Ask permission of class teacher
- Teacher will give you a note to take with you
- You are only permitted to go to your lockers before and after school, and during recess and lunch breaks

you arrive at school after 8.40am
- Bring a note from home
- Give note in and sign in at Secondary Reception
- Take your late note and proceed to class

you are unable to participate in sport generally
- Your parents need to write a letter to Head of Secondary for permission for you to be excused from sport

you are unable to participate in sport on one Tuesday or Wednesday sport
- Bring a note from home
- You must still attend your chosen activity
- Show the note to the supervising teacher

you are unable to wear full school uniform
- Bring a note from home
- Give note to Head of Year at F8 before Period1
- Head of Year will give you a uniform note for either detention or exemption

you need to make an emergency phone call
- All student calls need to be made from Grace House or Secondary Reception
- Go to Secondary Reception for permission to make the phone call
COLLEGE ATTENDANCE POLICY:
Queensland legislation requires that parents of a child or young person who is of compulsory school age must ensure they are enrolled at a school and that they attend every school day for the educational program in which they are enrolled, unless the parent has a reasonable excuse [Education (General Provisions) Act 2006 (Qld) Ch 9 Part 1 Div 1 S176(1)].

By law, reasonable excuses for student absence may include but are not limited to:
- Being sick or having an infectious disease
- Having an unavoidable medical appointment
- Exceptional or urgent family circumstances e.g. attending a funeral
- Natural disasters – cyclones, bushfire, flood
- Participation in elite arts or elite sporting events

By law, excuses which are not deemed reasonable excuses for student absence include but are not limited to:
- Holiday or vacation outside of the prescribed College term breaks
- Birthdays
- Visiting family and friends
- Minor check-ups or care such as haircuts
- Difficulty with school curriculum
- Reluctance to attend school
- Response to incidents at school such as bullying
- Attend events that are not approved by the College according to the College’s excursion policy, including but not limited to rallies, public displays of dissent, protests and/or conferences

Keeping a student away from their educational program for reasons such as these is not permitted.

By law, requests for holidays or vacations outside of the prescribed College term breaks cannot be approved by the College.

How to apply for student leave:

(i) 1-2 days – requests for approval are to be made via Citipointe Central App (or phone 07 3347 5907 or email mail@citipointe.qld.edu.au) and must include all relevant details especially the reason for the absence. Requests for approval must be made prior to 9:30 am on the morning of the absence.

(ii) 3-9 days – requests for approval are to be made via email mail@citipointe.qld.edu.au (not via Citipointe Central App) and must include all relevant details especially the reason for the absence. Requests for approval must be communicated to the College with a minimum of 5 days’ notice unless the absence is an emergency or unexpected, then it must be communicated to the College prior to 9:30 am on the first day of absence. The Assistant to the Registrars/Attendance Officer will notify you of approval/non-approval.

(iii) 10 days or more - applications must be made via the Application for Exemption form (https://central.citipointe.qld.edu.au/send.php?id=30776) and submitted to the Principal for approval via mail@citipointe.qld.edu.au. Applications must be communicated to the College with a minimum of 10 days’ notice unless the absence is an emergency or unexpected, then it must be communicated to the College prior to 9:30 am on the first day of absence.

Note: Only parents/guardians/carers can apply for a student’s leave. Teachers and other staff members are not permitted to approve leave. Teachers and staff must redirect parents to the proper approval processes and authorities via reference to the College Handbooks or the policy on Citipointe Central.

Medical certificates must be provided if a student is absent for 3 or more days.

The full policy and associated Application for Exemption from Attendance form can be accessed through the policy index page via the link below: https://central.citipointe.qld.edu.au/homepage/10427

Minimum details required when submitting a request for approval of absence:
- Full name of Parent/Guardian/Carer
- Full name of student
- Year level (Secondary)/Class code (Primary)
- Period of absence start date (first day of absence) and end date (the school date immediately prior to returning to College)
- Detailed reason for absence
I AM A CITIPOINTE STUDENT: I adhere to the COLLEGE ASSESSMENT POLICY. I am expected to meet all deadlines and complete all course work in all subjects.

THE COLLEGE ASSESSMENT POLICY, IN LINE WITH THE POLICY SET BY QUEENSLAND CURRICULUM & ASSESSMENT AUTHORITY, IS AS FOLLOWS:

For students in all Years:

- All required course work and mandatory aspects of the subject syllabus must be completed for the awarding of a Level of Achievement.
- Students must complete all assessment tasks by the due date as set down on the College Assessment Calendar.
- The completion of tasks within the prescribed period is an implied criterion of all assessment.
- Assignments must be submitted according to subject requirements, either electronically and/or signed in personally to the subject teacher at the beginning of the subject lesson, by the due date specified on the assessment calendar. Assignments are not to be submitted via Secondary Reception.
- If a student knows they will be absent on the due date, because of excursions or traineeships for example, it is the student’s responsibility to ensure that their assessment reaches the teacher on the due date, or, by pre-arrangement with the teacher, they submit it to the teacher, in person or electronically, on the day prior to the due date.
- Late assignment work or non-completion of exams will not be permitted unless special provision / extension has been approved prior to the due dates. Extenuating circumstances and application for special provisions will require a parent letter and/or medical certificate, depending on Year Level, to the Head of Learning Area via the subject teacher.
- Recurring non-submission of required work may lead to cancellation of enrolment.
- A grade of E- may only be given if student work warrants this result and the criteria sheet demonstrates it.
- There may be exceptions to this policy and special cases will be treated individually.

ADDITIONAL INFORMATION [FOLLOWING GUIDELINES SET BY QCAA]

If work is not submitted by the due date and special provisions are not in place prior to the due date via the Special Provision Form:

- the student will receive a grade based on evidence of student work, available at the due date eg drafts, progress reports, class work
- late work will not be counted towards the student’s semester result, and the result for that assessment task and the semester grade may be compromised

If a student is ill on a due date or a test/exam day, so that an assessment task or exam is not completed:

- for students in Years 7, 8, 9, a parent letter of explanation must be supplied to the subject teacher when the student returns to school
- for students in Years 10, 11, 12, a parent letter of explanation and a medical certificate must be supplied to the subject teacher when the student returns to school
- assessment tasks will be completed as soon as possible after the student returns to school, in consultation with the subject teacher
- if appropriate documentation of absence is supplied, the completed work may be counted towards the student’s semester result
- if appropriate documentation of absence is not supplied, late work will not be counted towards the student’s semester result, and the result for that assessment task and the semester may be compromised

REQUEST FOR SPECIAL PROVISIONS: EXTENSIONS

- must be submitted on the Special Provision Request Form available at Secondary Reception
- must be negotiated at least 3 days before the due date
- must be submitted through the subject teacher to the Head of Learning Area, for extensions, or to Director of Curriculum, for other special provisions
- will be approved by HLA or DOC
- will only be considered for extenuating circumstances. There are no extensions given in published exam blocks.

If special provisions have been granted, assessment tasks must be submitted to the subject teacher by the new arranged date.
PLAGIARISM

- Plagiarism is academic theft, using the work of another person and presenting it as one’s own work. Material which is copied must be acknowledged or the student work will be considered to be plagiarised.
- Plagiarism will incur penalties according to the Behaviour Policy and may affect the assessment result depending on assessment task criteria.

EXAMINATION CONDITIONS

- No verbal or non-verbal communication of any kind should occur between students
- No borrowing of equipment is permitted
- Violation of examination conditions will be treated as cheating, with relevant discipline according to the Behaviour Policy
- Exam dates will not be changed

SUBJECT CHANGES

Applications must be made ONLY through the Director of Curriculum, and a Change of Course form must be completed by parents and returned to the College for approval by the Director of Curriculum. Individual cases will be considered by the Head of Secondary.

Year 7: No subject changes are permitted.
Year 8-10: Subject changes may only be made during the first two weeks of each Semester.
Year 11: Subject changes may only be made during the first two weeks of Semester 1, and the last two weeks of Term 3, prior to the commencement of Year 12 curriculum.
Year 12: No subject changes are permitted.

SPECIAL CONSIDERATION POLICY

Special consideration is the granting of exemption to, or the provision or special arrangements for students with special needs. Students with special needs may include, but are not limited to:

- Students with learning difficulties
- Students from non-English speaking backgrounds
- Students who are Aboriginals or Torres Strait Islanders
- Students who have a physical impairment
- Students who have an emotional impairment
- Students who have a temporary medical condition

Students will not be exempted from meeting any of the substantive (elements which the QCCA deems to be mandatory) requirements of a subject for any reason. However, this College may decide to exempt students from non-substantive subject requirements. In some cases, special arrangements may be made to vary the conditions under which learning or assessment occurs in order to enable students with special needs to have an equal opportunity to demonstrate their knowledge and skills.

Special consideration will not constitute an unfair advantage over other students or produce results that are inaccurate. Special consideration will in no way affect standards; the marking of all students’ work, including those with special consideration, will be done on the same basis. Special consideration will never result in a grade being elevated beyond what is justified in comparison to the criterion standards.

Specific examples of special consideration arrangements can include, but are not limited to:

- Allowing extra time for the completion of an assessment task or delaying the sitting of an exam
- Use of specialised equipment, e.g. computer or tape recorder, particular to a student’s impairment
- Provision of a scribe if the student is unable to write
- Provision of after school tutoring for students with learning and language impairments

Special consideration strategies should only be implemented after full consultation between the student, parent, teacher, Head of Learning Area, Head of Year and other staff members.
I AM A CITIPOINTE STUDENT: I adhere to the COLLEGE BEHAVIOUR POLICY.
I am expected to support the College’s Code of Conduct:

*Respect for God, for self, for others.*

One belief unites all parts of the College community. We are all human beings with an infinite value in the sight of God. As a consequence, we each have the right to be valued as an individual and the responsibility to value others in their turn.

- A GOOD SCHOOL provides an ordered, safe and civilised environment for all the people who are part of its community. Fundamental to this is an attitude of respect for oneself and for others. This attitude will be shown in courteous, tolerant and respectful behaviour and in the care of the physical environment.

- STUDENTS learn acceptable social behaviour in the classroom under the authority of the teacher, in order to learn general courtesy, submission to leadership, teamwork and co-operation, in preparation for their future workplace.

- STUDENTS show acceptance of this environment by abiding by the College policies and procedures, by obeying and respecting the teacher and by respecting other students.

- STUDENT CONDUCT and attitude is a personal choice. If a student makes choices that are unacceptable to College policies, and does not contribute to a helpful and co-operative College community, it is the College’s responsibility to administer consequences for the behaviour.

- STUDENTS realise that their actions have consequences and that unacceptable behaviour will be subject to the Behaviour Policy. Penalties range from detentions to exclusion, depending on the severity of the offence. The Behaviour Policy also allows for reinstatement after a period of improved behaviour.

GENERAL EXPECTATIONS:
- In all things, DO THE RIGHT THING
- Conduct should always be based on courtesy, commonsense, consideration for others
- Students should always greet adults and offer assistance to visitors to the College
- In public, students should stand to offer a seat to adults, and refrain from loud or offensive behaviour

IN THE CLASSROOM STUDENTS ARE EXPECTED TO:
- Arrive for lessons on time
- Wait quietly outside the classroom until the teacher arrives
- Leave their bags in their lockers
- Arrive prepared for work
- Focus on tasks
- Show courtesy
- Respect the rights of others to learn
- Respect the rights of the teachers to teach
- Follow safety procedures
- Take care of the classroom environment
- Not consume food or drink [water excluded] in the classrooms
- Observe that classrooms are out of bounds during breaks
- Comply with the behaviour and attendance policies
- Obey the teacher

YEAR 7 & 8 OFFICE MONITORS
Each year we ask our Year 7 & 8 students to give one day of service to the College by acting as office monitors. Students are rostered one per day in turn, both boys and girls, to be available for general office/reception duties. They have a desk in the office where they can do private study/work when not required as an office monitor. They assist the office by running messages, distributing material to staff and students, and collecting mail. They may do photocopying, collating and stapling, and general office duties. Students are released from office monitor duties to attend periods of extracurricular activities e.g. swimming, speech and drama, instrumental lessons, Chapel, tests etc.

Students normally do office monitor duties twice over 2 years. Year 8 students do office monitor duties in Semester 1. Year 7 students, in Semester 2. Our receptionist will draw up a list of students a term in advance, so that students will know when they are rostered for a day. Students should wear full school uniform when rostered on duty and not sports uniform. Students enjoy the experience and the variation to normal routine and have learnt valuable office skills with our expert administration staff.
THE FOLLOWING ARE PROHIBITED AT CITIPOINTE:

- Bullying – physical, verbal or emotional harassment
- Disrespect and disobedience
- Swearing, blasphemy, or the use of improper or inappropriate language
- Littering
- Chewing gum
- Theft
- Vandalism – defacing or damaging College or any other property
- Graffiti – on lockers or books eg photos, stickers, inappropriate material
- Unsafe, unruly behavior
- Cheating, including plagiarism
- All substances prohibited by Queensland Law eg tobacco, alcohol, drugs
- All items prohibited by Queensland Law eg weapons, pornography
- Any dangerous objects or objects used as weapons

I AM A CITIPOINTE STUDENT: I support the College's zero tolerance on bullying.

CITIPOINTE defines Bullying as the deliberate or unintentional, physical or mental repeated intimidation of a person by another person or group which may result in hurt, fear or discomfort. Bullying can involve verbal abuse, physical aggression, harassment or exclusion. Citipointe is totally opposed to bullying in all its forms, embraces a policy of zero tolerance on bullying and aims for a bullying free campus.

CITIPOINTE Anti-Bullying Policy intends that:

- Every person in the school community has the right to be treated with dignity and respect.
- Every person has a right to feel safe and a right to enjoy learning, free from intimidation.
- Our school community will not tolerate any unkind actions or words, even if these are not intended to hurt or offend.
- Any repeated unkind action or comment will be considered to be bullying.
- Students should support each other by reporting all instances of bullying.
- Bullying will be dealt with seriously.
- We are an ‘open-listening’ school. Bullying is too important not to report.

Student response to being bullied or witnessing bullying:

- Report all incidents to senior students, a trusted teacher, Head of Year, Senior Staff.

College response to incidents of bullying:

- Investigation
- Interview of students
- Counselling and/or education
- Disciplinary procedures

If a student is involved in three bullying incidents, these actions will be interpreted as unwillingness to abide by the College Code of Conduct, or to be part of the Citipointe community.
Developing Independence
To encourage students to become independent learners and self-disciplined adults, a system of rewards and checks on academic progress and behaviour operate in the Secondary School.

BEHAVIOUR:
The Behaviour Policy is based on a Level system; all students enter the Secondary school on Level 3.
- Students who comply with the College rules and policies will remain on Level 3 for the year. Because our students are well behaved, most of our Secondary students are on Level 3.
- Students who show excellent behavior or contribution in a specific area or single incident may be nominated by a teacher for a Letter of Commendation, which is sent to parents, congratulating the student on their achievement in that area.
- Students who demonstrate consistent excellence in behavior, a high or outstanding level of participation in College activities and contribution to the Secondary community may be nominated by teachers for Level 2 or Level 1. If they are successful, students will receive a Behaviour Pin and Certificate at a Secondary Assembly.
- Letters of commendation are not linked to automatic nomination for or achievement of Level 1 or 2 promotion.
- Students who demonstrate unacceptable behavior may be subject to the following:
  - Verbal warning by teacher
  - Teacher detention
  - Virtual detention which does not carry any punitive consequence; however, a number of these detentions will lead to a Level drop
  - Daily report forms which the student must take to every lesson, each teacher must sign if behavior has improved, the Head of Year reviews at the end of the week and sends the report to parents
  - Level drop to Level 4 through to Level 7, according to the serious nature of the unacceptable behavior. Consequences for each Level drop may consist of:
    - Level 4 – Parent letter; Friday afternoon detention; Reflection sheet
    - Level 5 – Parent letter; Friday afternoon detention; Reflection sheet
    - Level 6 – Parent letter; Saturday morning detention; Internal Suspension
    - Level 7 – Parent letter; Saturday morning detention; External Suspension; Review of Enrolment
    - Level 8 – Parent letter; Exclusion or Expulsion, as determined by the Principal
  - Consequences may vary depending on the circumstances of the behavior
- After a Level drop, students may be reinstated to their previous Level after one month of improved behavior
- Students who drop a level have ongoing pastoral counselling and monitoring of their improvement with parent contact as necessary

ACADEMIC:
- Students who have gained straight As in every subject will receive the College Academic Credit of $500 for Academic Excellence, along with a certificate and pin, at a Secondary Assembly. This credit can be used for academic extension activities eg conferences, camps, College ISOP trips, university equipment or courses. It may not be used for school fees.
- Students in Years 7, 8, and 9, who have achieved 6VHAs or more, and in Years 10, 11, and 12, who have achieved 5VHAs or more, will be presented with Academic Achievement Certificates and Pins at Assembly.
- Students whose Grade Point Average has improved in Core subjects from Semester 1 to Semester 2 in the one year, will receive an Improvement Certificate at Assembly early Semester 1.
- Students who have worked hard and achieved their personal best or exceeded it, are to be congratulated on well-deserved grades.
- Students who have not achieved a minimum of 5 SAs, or not achieved an SA in English or Maths, will be contacted by their Head of Year at the start of the semester; the HOY will discuss improvement strategies with the student for the next semester. This will involve Academic Probation for the semester, where the Head of Year will monitor student progress and an interim report will be sent to parents at the end of term. The Head of Secondary will review student results in the reports at the end of semester.
- Students whose teacher comments indicate the need for an improvement in behavior or effort, will be contacted by the Head of Year at the start of the semester, to discuss necessary strategies for immediate improvement in this area. The Head of Year will review student improvement at the end of term; The Head of Secondary will review progress at the end of semester.
- Students who have improved sufficiently in academic progress or effort or behavior, will be removed from Academic Probation; students who have not shown sufficient improvement, will remain on Academic Probation for another semester. If students do not show the desired improvement at the end of the second semester, they may not have met the minimum academic or behavior requirements for entry to the next year level and their enrolment at the College may also be at risk.
BEHAVIOUR POLICY FLOWCHART
The College reserves the right to treat every behaviour incident individually and confidentially and act always in the best interests of the student.

BEHAVIOUR MANAGEMENT FLOWCHART

LEVEL 1
- FURTHER RECOGNITION OF EXCELLENT BEHAVIOUR & SERVICE
- AWARDS & REWARDS FOR POSITIVE BEHAVIOUR & CONTRIBUTION

LEVEL 2
- RECOGNITION OF EXCELLENT BEHAVIOUR
- ACCEPTABLE BEHAVIOUR

LEVEL 3
- ALL STUDENTS ENTER AT THIS LEVEL. STUDENTS REMAIN ON THIS LEVEL WHILST THEY FOLLOW THE CODE OF BEHAVIOUR
- STUDENT REFERRAL TO HEAD OF LEARNING/HEAD OF YEAR:
  - subject withdrawal (optional)
  - note home
  - after school detention
- STUDENT REFERRAL TO HEAD OF YEAR:
  - daily behaviour card (optional)
  - note home
  - after school detention
  - behaviour contract (optional)

LEVEL 4
- STUDENT REFERRAL TO HEAD OF SECONDARY/SENIOR STAFF:
  - further parent contact
  - Saturday detention
- STUDENT REFERRAL TO HEAD OF SECONDARY/SENIOR STAFF:
  - Suspension from school
  - Further parent contact
  - Continuing enrolment assessed
  - Saturday detention

LEVEL 5
- STUDENT REFERRAL TO HEAD OF SECONDARY/SENIOR STAFF:
  - Suspension from school
  - Further parent contact
  - Continuing enrolment assessed
  - Saturday detention

LEVEL 6
- STUDENT REFERRAL TO HEAD OF SECONDARY/SENIOR STAFF:
  - Suspension from school
  - Further parent contact
  - Continuing enrolment assessed
  - Saturday detention

LEVEL 7
- STUDENT REFERRAL TO HEAD OF SECONDARY/SENIOR STAFF:
  - Suspension from school
  - Further parent contact
  - Continuing enrolment assessed
  - Saturday detention

LEVEL 8
- EXCLUSION or EXPULSION:
  - Student referred to PRINCIPAL
- STUDENTS CAN MOVED IRRTELY TO ANY LOWER LEVEL AS A RESULT OF UNACCEPTABLE BEHAVIOUR:
  - all actions are applied with a view of assisting students to modify their behaviour to an acceptable level
  - students move up a single level after a minimum of 30 days satisfactory behaviour
  - students move down a level when they choose NOT to respond or behaviour gets worse
ACADEMIC PROGRAM

THE SECONDARY YEARS 7-12

The educational framework of the Secondary School is based on the pedagogy of ‘Understanding by Design’ [Wiggins & McTighe], with emphasis placed on:

- Beginning with and working towards desired lifelong understandings
- Uncovering, as well as covering content
- Discovering the ‘big ideas’ within the content
- Extending and enriching student thinking
- Providing real life contexts and connections
- Creating engaging educational experiences relevant to student life

All secondary work programs are aligned to the Australian Curriculum and the Queensland Curriculum and Assessment Authority and underpinned by spiritual objectives, and a Biblical worldview is integrated into each subject area.

THE MIDDLE YEARS 7 & 8 & 9 – EXPLORE
https://citipointe.qld.edu.au/curriculum/secondary-school/the-middle-years-7-9/

SENIOR PREPARATION YEAR 10 – DEEPEN

SENIOR SCHOOLING YEARS 11 & 12 – FLOURISH

SPECIALISED ACADEMIC PROGRAMS

Within the Secondary School we desire that our students pursue excellence within a genuine Christian environment that cares for them and cares about them. Their achievement in the academic area is important to us. Before all students enter the Secondary School they are tested and the results of this test, together with their NAPLAN data and school results from previous years, are used to meet the individual academic needs of the student. The Secondary School offers specialised programs in the following areas:

- Learning Enrichment

In Years 7-10, students are grouped according to ability with High Achievers placed in Extension classes in Core Subjects, and all other students placed in mixed ability classes. Teachers practise differentiation in their classroom and this is embedded into their Australian Curriculum units.

Gifted and Talented students are identified and are offered an Extra Potential Program (XP), which replaces one of their electives. In this program, the students are exposed to a rich diversity of Extension activities, including Future Problem Solving, Creative Writing, Critical Thinking and Personal Research Projects. Students are also encouraged to participate in a range of external competitions such as ICAS and Da Vinci Decathlon, and offered online short courses from the world’s best universities.

In Years 11 and 12, High Achievers are able to enrol in Semester University courses and participate in University Partnership programs and activities. At the beginning of each year, our Senior students organise and manage an Enrichment Camp for High Achievers invited from each of the Year levels.

For some gifted students, acceleration to the next Year level may be recommended and implemented. Some students, like our elite athletes, require a modified timetable to be arranged around their commitments and this is developed on an individual basis by our Director of Teaching and Learning Innovation.

ISOP (International Student Outreach Program) gives our High Achievers excellent opportunities for international academic collaboration and presentation of research papers at overseas conferences. Some of these programs include the Student Leaders’ Convention in Singapore, the Humanities Research Symposium for Youth in Hong Kong, Singapore, South Korea or Brisbane, the Cambridge University Summer School in the UK, the International Science Youth Forum in Singapore, or the World Maths Team Challenge. Students are also provided with teacher and peer mentors and all students are eligible for Academic Excellence awards, certificates and pins, and for Academic Credits, which may be used for extension activities.
• **Additional Needs Support**

This Program gives academic support to students with a diagnosed learning difficulty, and students whose needs are not diagnosed, but are experiencing difficulties with academic progress. The Secondary School provides three qualified and experienced Learning Support teachers and three Teacher Aides. Support may take the form of Teacher Aide assistance to individual students during usual classes, withdrawal from classes for small group or individual tuition, modified Academic Programs and individually tailored assistance.

Students may also participate in specialized classes of Literacy and Numeracy or Skills units in specific subject areas, where they are still assessed according to the Australian Curriculum criteria and benchmarks. A specific Study and Work class, which sits outside the Australian Curriculum, teaches skills in preparation for work and life.

Modifications to academic programs may consist of differentiated subject content and a modified assessment load, and where necessary, modifications to assessment conditions eg length of time of assessment, place of assessment, use of a computer or a scribe.

All our teachers are experienced in differentiation of teaching practice and in making modifications for the needs of individual students. Teachers are also monitored by and held accountable for curriculum differentiation to the Nationally Consistent Collection of Data on school students (NCCD).

• **English as an Additional Language**

In Years 7-10, the School offers dedicated EAL classes to support students whose language background is not English, and we provide specialist staff who are trained and experienced in this area.

In Years 11 and 12, students are able to choose the General subject, English as an Additional Language, in the place of Year 11 & 12 English.

• **The Citipointe Academy**

The Secondary School offers after school tutoring through the Academy. For more information about the Academy, please contact Mrs Colleen Mills, our Director of Teaching and Learning Innovation, via Secondary Reception.

**SECONDARY LINKE LIBRARY**

An extensive collection of resources is available in the Secondary Library. All resources may be borrowed for designated time periods and the students are accountable for the return and care of any resources borrowed by them.

Notices are forwarded to students with overdue books and penalties may be imposed on the infringing student. If there is no satisfactory response, the replacement cost of the book plus an administration charge will be added to the monthly statement to parents. Damaged books must also be paid for.

The following are some specific rules and information pertaining to the Secondary library.

- Non-fiction books and magazines may be borrowed for a period of 1 week. Fiction and biographies may be borrowed for 3 weeks.
- The following borrowing limits apply to students:
  - Year 7-10: 4 fiction, 4 non-fiction,
  - Year 11-12: 6 fiction, 6 non-fiction

Involvement of parents for the purpose of reviewing reading materials and the covering of books is always welcomed. Please contact the Secondary Library if you would like to assist.

**LIBRARY INTERNET ACCESS**

Information about the College Library can be viewed on the College Web Site. Secondary students may access the Secondary Library catalogue and the electronic periodical databases through links on the College website. Therefore, research may be carried out on home computers by accessing [www.citiponte.qld.edu.au](http://www.citiponte.qld.edu.au)

While researching and preparing for assignments, students often require copying services which are available in the Secondary library.
SPORT & CO CURRICULAR PROGRAM

Sport is part of the compulsory curriculum during school hours in both Primary and Secondary from Preparatory to Year 12. The College has a wide variety of sports offered to students varying between the summer and winter competitions. Summer competition usually runs from Term 1 into Term 2, and in Term 4, with winter sport partway through Term 2 & Term 3.

Summer options have included (but may vary): volleyball, basketball, softball, futsal (indoor soccer), tennis, squash, touch football, Tball, softball, swimming, table tennis, cricket training, and weights training plus squads for swimming and cross country.

Winter choices are some of the above and Rugby and hockey.

District Sport
The College enters teams in weekly District Sport against other local schools from Year 4 onwards. Students selected can also compete in the South District (Metropolitan East Region) Swimming, Athletics and Cross Country Carnivals. Successful students may then proceed to Regional, State and National competitions.

Campus Sport
As part of the Secondary School program, students are required to participate in one afternoon physical activity: Years 7-9 on Tuesday & Years 10-12 on Wednesday. This may include the following:

- leaving the College grounds
- travelling in transport provided by the College
- attending sports carnivals, both inter-house and interschool

Parents will be required to sign a general permission form at the beginning of the year, indicating their agreement to arrangements for sporting activities for the year. This will eliminate the necessity for weekly permission forms.

Physical Education:
PE is also part of the curriculum for all students from Preparatory to Year 8, with Health and Physical Education (HPE) an elective subject from Years 9-12. In general, PE consists of swimming in Term 1 and Term 4 in the College.

For more Parent information on Secondary sport, please access the College website.

Co-Curricular Activities
To cater effectively for our students’ individual talents and abilities, the Secondary School offers a wide variety of academic subjects and sports. A range of co-curricular activities is also offered. During the week the students are able to participate in our CCA (Co-Curricular Activities) program during the period after lunch. This program consists of Secondary Assembly on Monday, Sport on Tuesday and Wednesday, Year Level Assembly on Tuesday and Wednesday, and on Thursday and Friday a choice of Year Level Pastoral Care Activities, Academic Tutorials and Co-Curricular activities such as:

- Sports Training
- Music Ensemble rehearsals
- Chess
- Debating
- Robotics
- Flying UAV (Un-Manned Aerial Vehicles)
- Philosophy and Religion
- Subject tutorials

Some students take advantage of the Computer rooms and silent study rooms to complete their academic tasks.

For more information, see the Sports pages on the College website.
TECHNOLOGY

All procedures and information for use of the College resources, including Cyber Acceptable Use Agreement and Appropriate Use of Digital Technology Guidelines can be accessed at http://learn.coc.edu.au/. Secondary Digital Technology Policy is found below and in the Student Diary on the website.

Use of technology and resources

Both College technology and personal technology brought to the College must be used responsibly; failure to comply with the Acceptable Use of Technology Policy may result in disciplinary action and loss of computer privileges. The following is a summary of the policy:

- **College computer facilities** are available to students and student access to them is a privilege. Students must be aware that computers are College property; any use made of the computers also becomes school property and as such, is able to be accessed by the College.
- **iPads** are to be used in lesson time, only with teacher permission. They are not to be used during break times and must be stored securely in lockers.
- **Mobile Phones** and other digital or electronic devices may be used during lesson time, only with teacher permission; no device is to be used during breaks, except in special circumstances and only with teacher permission.
- In an emergency situation, parents and students should make contact through Secondary Reception, so that the College is aware of the situation.
- For security reasons, students who bring devices to school do so at their own risk and must take full responsibility for any damage, loss or theft incurred while at school.
- **All earphones and headphones** are not to be used during school hours and/or on school property, except in lesson time with teacher permission.
- **Recording or camera facilities** are not to be used while at school, unless under teacher direction. This action contravenes privacy laws.
- **Email** is not to be used for personal or inappropriate mail. All email must be educationally based and sent with the knowledge and approval of the supervising teacher.
- **Social Media** must be used wisely. Students must be aware that all electronic communication is written, recorded and able to be traced; the accepted rules of network etiquette must be observed: avoid swearing, impolite, vulgar, and derogatory or other inappropriate language; technology must never be used to bully others.
- **After-school use of technology**, including social media, by students is the responsibility of parents; College policy requires that no student attending the College may identify, discuss, photograph or otherwise publish personal information or personal opinions about College staff, fellow students or Citipointe Christian College. This covers in-school use and beyond-school use.
- **College hardware and software, USB flash drives and internet** must only be used for education, never for commercial purposes, or to download or view inappropriate material.
- **All downloaded material** may be subject to copyright; all material used must be acknowledged.
- **Inschool Movies**: In Years 7-9, only G/PG rated movies or clips are shown in class and only for educational purposes. In Years 10-12, G, PG or segments of M rated movies may be used but with utmost care and godly wisdom.
SAFETY & SECURITY

Emergency Procedures

In the event of an emergency evacuation, an alarm is sounded by a prolonged ringing of bells or if power fails, by sounding a siren alarm. Drills are held regularly. The assembly point for all secondary students is the Main Oval, in specially signed Year Level areas.

The College will be placed under "lockdown" when an extraordinary event occurs which is an immediate threat to the lives or safety of College Staff, Students and visitors. Such events might include:

- A dangerous, unauthorized person on campus (with or without a weapon);
- Gunshots fired, or the potential for gunshots to be fired in or near the College;
- An emergency situation occurring in the vicinity of the College.

During the lockdown, all College doors and windows are locked. Students, Staff and visitors remain in classrooms or offices. No one is permitted to leave and campus entries will be barricaded by available civil authorities if necessary. The civil authorities (police, fire, ambulance) will provide assistance as needed. Lockdown Procedures (FORM 17) should be followed.

These procedures should be practised and reviewed in regular drills. These drills should be facilitated by:

1. a simplified list of Lockdown Procedures (FORM 22) being placed in all classrooms and other strategic locations.
2. a Lockdown Drill Checklist/Report (FORM 23).

Student Protection Information

The College recognises that protecting students from harm and inappropriate behaviour is fundamental to maximising their potential. For this reason, the welfare and best interests of the students within our 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 for students, and are not unprofessional or unlawful. The College will respond diligently to a report of suspected or actual harm, or risk of harm to a student.

What does the College mean by harm?

Recent Queensland legislation defines harm as:

- Any detrimental effect of a significant nature on the 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.

How does the College protect students from harm?

The College has a comprehensive Student Protection Policy. This covers the actions to be taken if a member of staff or a parent of the school becomes aware of, or reasonably suspects that a student has been harmed by other staff, people outside the school or by other students.

What to do if you become aware or reasonably suspect that harm has been caused to a student of the school by a member of staff, someone outside of the school or by other students.

You are encouraged to report your concerns to the Student Protection Contact Officer or Principal or to any other member of the teaching staff.

What will happen next?

If you report your concerns to a member of staff other than the Principal, the member of staff must report it to the Student Protection Contact Officer who will advise the Principal. In the case of harm occurring by a staff member, it must be reported to the Principal immediately. If the subject of the complaint is the Principal, then the member of staff must report to the Chairman of the College Board.
What will the Principal or the Chairman of the Board do?

The Principal or Chairman of the Board receives a report of harm or suspected harm to a student of the College; and he/she becomes aware of the harm/sexual abuse having been caused or reasonably suspects the harm to have been caused then it will be reported to the relevant State Authorities handling child protection issues, or it may be dealt with internally if the matter does not require mandatory reporting to an outside body.

What happens about confidentiality?

Your report will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Principal and those directly involved. The Chairman of the College Board may also need to be informed. It is the College’s policy that confidentiality between the College and notifiers will be respected as much as possible and any concerns raised will not rebound adversely on their children.

Each person who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality. However, the College is unable to promise absolute confidentiality since the steps of the Policy will require disclosing, internally and externally, certain details involved in responding to the report. State Authorities can compel people to give evidence about actions under the Policy and to produce documents. You would be fully informed if information you provided were to be passed on to a third party.

Any action which needed to be taken under staff disciplinary procedures as a result of an allegation not requiring police intervention, would be handled confidentially within the College.

How will the College help my child?

The Principal will ensure that the following things are done to reduce the chance of harm occurring:

- Ensure that each staff member understands and fulfils their obligations under this Policy and the Policy for reporting abuse;
- Ensure that there are acceptable references for each staff member engaged since the commencement of this protocol, from his or her previous employers;
- 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;
- Ensure the students of the College understand the policy is in place and are encouraged to report any inappropriate behaviours;

If the Principal receives a report of harm to your child, he/she will support the child by:

- Responding rapidly and diligently to the report;
- Reassuring the student;
- Protecting the child’s confidentiality as much as possible;
- Offering continuous support; and
- Arranging counselling if requested/required.

What should I do if I require more information?

The College’s complete Student Protection Policy is available at the school administration. Parents and students may have access to this policy at any time.

Visitors to the School

For the security of students, all visitors to the College, including parents, are asked to come to Grace House Administration Reception or Secondary Reception where they sign in and receive a visitor’s name badge. For security reasons, parents who wish to contact students must do so through Grace House or Secondary Reception, not directly to their students. Visitors to the College are not permitted to go to the classrooms or staffrooms. Students are not permitted to have casual visitors to College during the school day.
Secondary Lockers

Students are privileged to have the use of an individual locker. Students are expected to treat this College facility with respect. Graffiti or any form of vandalism is forbidden. No photos, stickers or writing are to be placed on lockers. Random locker checks are carried out and students are notified if their locker needs attention. Any student who continues to disregard a warning or mistreats the facility will lose the privilege of using a locker.

LOCKER LOCKS

Students are provided with a locker and a lock for their use during school time. The lock is their responsibility and if it goes missing for whatever reason, then the next lock provided to them will be at a cost of $25.00 and billed to parent school account.

We trust that you will encourage your student to take care of the school property and avoid incurring the cost of a new lock.

Health Bay

Health Bay is the provider of immediate First Aid for sick or injured students throughout the school and is staffed by certified First Aid Officers. Health Bay has the facilities to cater for sick or injured students on a SHORT TERM BASIS only; they do not have the facilities for students to spend long periods of time at Health Bay. Changes in a student’s health status and/or medication should be reported to Health Bay. The First Aid Officers are great allies for parents and students, but only if they are informed. The best decisions for your child are made when the College receives a maximum amount of information.

PLEASE NOTE: School Policy may require Secondary students with very high medical conditions (anaphylaxis, heart conditions, diabetes etc) to wear a Medic alert bracelet. These can be ordered and purchased through Health Bay or a personal choice of medical alert bracelet may be worn.

In the case of any student who presents to Health Bay with vomiting, diarrhoea or a temperature above 37.9°C, the student’s parents or relatives will be contacted immediately and asked to collect the student from school as soon as possible. This is why parents must supply the College with at least two current contact numbers, and two emergency contacts who can take your child home if you are unable to.

If your child does not seem well or has a temperature, please do not send them to school. Giving your child Panadol or Nurofen to keep their temperature down may make them feel better for a short time but will not make them well. A child who is unwell in the classroom will not only struggle to complete the day's work but may pass on their illness to their classmates. Your cooperation is therefore sought to ensure that, to the best of your ability, your child is sent to school well enough to participate in the day’s activities. So that College medical records and emergency contact details for each student are current, a student medical information form should be completed at the beginning of each year for each child. These can be collected from Health Bay or downloaded from the Parent Portal on the College website. Vaccination records should be provided with the Medical Form.

MEDICATION

In keeping with school policy, the only medication students may keep with them is asthma medication, and Secondary students who have been prescribed an Epi-Pen for severe allergy or anaphylaxis may keep their Epi-Pen with them or leave it at Secondary Reception. Students must present all other medication to Health Bay at the start of the day, labelled with the student’s name. An Authority to Administer Medication form can be collected from Health Bay or downloaded from the College website and should be presented to the First Aid Officer with the relevant medication.

Please note, the school can only administer paracetamol to your child if you have given permission. If your child requires Ibuprofen or antihistamine, the First Aid Officer will only administer this to your child if you have supplied the medication, enclosed a signed and dated Authority to Administer Medication form, and labelled the box clearly with your child’s name and year level. Should your daughter require Naprogesic or a similar medication for period pain, the same procedure is applied. The school keeps a small supply of antihistamine for those students with life-threatening allergies.

INFECTION DISEASES POLICY

In the case of infectious diseases, school policy requires students to stay home until the symptoms have cleared. Diseases should be diagnosed by a medical professional and the College informed so the broader community can be alerted as per Queensland Health guidelines. This includes, but is not limited to, conjunctivitis, chickenpox, cough and cold viruses, diarrhoea, mumps, measles, German measles, nausea and vomiting, ringworm, school sores, whooping cough and untreated head lice. Not only are these ailments highly contagious but sending students back to school prematurely could hamper the healing process. By adhering to these guidelines, you are helping us keep the College a healthy, happy place for all our students.