



Citipointe
Christian College

COLLEGE PARENT HANDBOOK

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WELCOME

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. Left to itself, a vine will only grow along the ground and not grow up into something beautiful. 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. 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. If you have difficulty understanding any sections of the handbook please contact the Registrar's Office. For your convenience, electronic copies of the handbook are provided on Citipointe Central.

Mrs Ruth Gravestein

Principal

GENERAL COLLEGE INFORMATION

MISSION

Develop the student as a Christian disciple.

VISION

Each student achieving their personal best to influence the world for good and for God.

MOTTO

I press towards the goal.

CORE VALUES (Institutional)

Academic Rigour - We set high goals and work hard to achieve them.

Our intent: Citipointe is committed to seeing our students achieve their personal best in their academic studies.

College Spirit - We honour Jesus when we embrace the beliefs and values of our College.

Our intent: Citipointe fosters belonging and respect within the Citipointe community.

Caring Environment - We reflect Christ's love for people and the world.

Our intent: Citipointe provides a caring environment and cultivates an attitude of Christian service within the College community and wider society.

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.

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.

CHARACTER VALUES (Staff model, Students emulate)

Influencing our world for good and for God through:



FAITH - in Jesus Christ

Ephesians 2:8

For it is by grace you have been saved, through faith—and this is not from yourselves, it is the gift of God

INTEGRITY - doing the right thing

Proverbs 10.9

Whoever walks with integrity walks safely, but whoever follows crooked ways will be found out.

RESPECT - for self, others and the environment

Romans 12.10

Be devoted to each other like a loving family. Excel in showing respect for each other.

EXCELLENCE - striving to do my personal best

Colossians 3. 23

In all the work you are doing, work the best you can. Work as if you were doing it for the Lord, not for people.

OUR PHILOSOPHY OF EDUCATION (excerpts)

We believe that all students have a right to quality education and that parents should have the opportunity to choose an education that supports their religious beliefs¹.

Citipointe Christian College² is first and foremost a Christian school established for religious purposes. The College's teachings, practices and operations are founded upon the religious beliefs of the International Network of Churches Australia, which forms the religious beliefs of the College. The College's Christian worldview and the Declaration of Faith are set out in our Philosophy of Education³.

The College implements the Australian Curriculum from Prep to Year 10 and the new Queensland Certificate of Education [QCE] for Senior Secondary Years 11 and 12. The College reports to parents on student achievement from Prep to Year 12 as per the Australian Education Regulation 2013.

Consistent with the Alice Springs [Mparntwe] Education Declaration, we have four major learning goals at Citipointe:

- Promote equity and excellence
- Develop our students as successful learners
- Develop our students as confident and creative individuals
- Develop our students as active and informed citizens

Within the College, we have adapted the pedagogical framework, *Understanding by Design*, which emphasises the teacher's critical role as a designer of student learning.

Understanding by Design works within the Prep to Year 12 curriculum, to help teachers clarify learning goals, devise discerning assessments of students' understanding, and craft effective and engaging learning activities.

COLLEGE HOUSES

For the purposes of developing College spirit through House competitions, the College is divided into four houses:

ASHER
EPHRAIM
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.

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!

¹ [Human Rights and Equal Opportunity Commission Act 1986 - Declaration on the Elimination of all forms of Intolerance and of Discrimination based on Religion or Belief](#)

² Hereafter referred to as "the College".

³ Policy 1.4 Citipointe Christian College Philosophy of Education 2020 v2.1

CALENDAR

Please refer to the [College website](#) for the main College events or Citipointe Central for a comprehensive calendar of all College events.

PUBLICATIONS

All College publications are available in digital and printed format. Printed copy will only be distributed if parents indicate in the [Publication Preference Form](#) on Citipointe Central

- *Our Citipointe* magazine is published twice a year. Digital copies of Our Citipointe are available on College website under [Community > Publications](#).
- *Review* magazine is produced once a year, reports on the success of Citipointe Alumni. Digital copies of the Review magazine are available on our web page under [Community > Alumni](#).
- The *College Annual* is published at the beginning of following academic year, and reports on College events & activities of the previous year. Digital copies are available on Citipointe Central.

COMMUNICATION

The College's Communication Policy can be found on Citipointe Central under the Forms and Policy tile.

- Citipointe Central is the main portal for all specific classroom and student information.
- Additional information can also be found on the Primary & Secondary pages on Citipointe Central.

Citipointe Central is the main channel of communication and information about curriculum, class, and year level. The College Calendar can be accessed in [Citipointe Central](#). In addition to information found here, the College communicates with parents primarily via text, phone, and email. Parents must supply current mobile numbers and email addresses. Thank you for assisting us to communicate with you more efficiently and effectively by advising any change of details via Grace House Reception.

In Primary the student diary continues as the main method for individual communication between parent and teacher and in Secondary the main method for communication with teachers is via email through secondary@citipointe.qld.edu.au.

Reports are generated at the end of each semester & populated in Synergetic. Also, please remember to check Citipointe Central regularly for upcoming events.

STAFF DIRECTORY

The current Staff Directory can be found on [Citipointe Central](#).

COLLEGE CONTACT DETAILS

Reception: **07 3555 2700**

Email: mail@citipointe.qld.edu.au

Address: **322 Wecker Road, Carindale Qld 4152**

Website: <https://citipointe.qld.edu.au>

Other important contact numbers

1	Health Bay	07 3555 2703
2	Emergency – Chief Operations Officer	07 3555 2717
3	Emergency - Compliance Officer	07 3555 2714
4	APK Security	1300 831 604

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. Changes in a student's health status and/or medication should be reported to Health Bay. The best decisions for your child are made when the College receives a maximum amount of information.

PLEASE NOTE: College policy requires 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. 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 downloaded from [Citipointe Central](#). If it is requested that Vaccination records are provided with the Medical Form.

Medication

The College's First Aid Policy has been updated according to recent changes to Queensland's [Medicines and Poisons \(Medicines\) Regulations](#). In complying with these regulations' some changes have been made to the administration of medications to students.

The most significant change concerns the administration of all "In The Circumstances" or "As Needed" (PRN) and Over The Counter (OTC) medications such as cold remedies, cough syrups, anti-fungal treatments, non-prescription analgesics such as paracetamol as well as alternative medicines (traditional or complementary) such as herbal, aromatherapy and homoeopathic preparations, vitamins, minerals and nutritional supplements.

The College is not able to administer these medications unless it has received a Medical Authorisation to do so. NO Paracetamol or antihistamine will be given at the school Health Bay, off campus events or camps unless a Medication Authorisation has been provided to the College. **Parental consent does not suffice as a Medication Authorisation under the Medicines and Poisons (Medicines) Regulations.** An Authority to Administer Medication form can be downloaded from [Citipointe Central](#) or obtained for Health Bay and should be presented to the First Aid Officer along with the relevant medication.

The only medication students may keep with them is asthma reliever medication, and students who have been prescribed an Adrenaline Auto-Injector (EpiPen) for severe allergy or anaphylaxis may keep their Epi-Pen with them (Secondary students may leave Epi-Pens at Secondary Reception). Students are not to carry any other medication.

Infectious Diseases

In the case of infectious diseases, College 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, COVID, 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.

Student Accident Insurance Plan

The College has 24-hour, 365 days a year group accident insurance for all enrolled students. This includes Ambulance cover. A brochure is available by emailing Health Bay Healthbay@citipointe.qld.edu.au.

HONOUR ROLL

Students who have a continuity of enrolment from day 1 of Prep until Graduation in Year 12 will be entered on the College Honour roll. Allowances are made for approved absences for justifiable reasons as outlined in the College's attendance policy (see page 14 – College Attendance Policy).

LIBRARY

A diverse collection of resources is available within the College libraries. Audio-visual and computer-based resources may be used by students in the libraries and books and magazines may be borrowed for designated time periods. Students are responsible for the return and care of any materials borrowed by them. More information can be found on Citipointe Central.

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 fee statement sent to parents. Damaged books must also be paid for.

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

SPORT & CO-CURRICULAR PROGRAM

Sport is part of the compulsory curriculum during school hours from Preparatory to Year 12.

District Sport

The College enters teams in weekly District Sport against other local schools from Year 4 onwards. Students selected in the team also compete in District Swimming, Athletics and Cross-Country Carnivals. Success at these carnivals may allow students to proceed to Regional, State and National competitions.

Health and Physical Education (HPE)

HPE is 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.

DEVELOPMENT OFFICE

The Development Office supports the College in fundraising and philanthropic giving by the College community, developing business contacts and corporate business alliances with the College (please refer to the Business Handbook for fundraising and business alliance information) and building community relations through the many networks associated with Citipointe Christian College.

PARENT HELPERS / VOLUNTEERS

Our College recognises the joint role of the parent and the College in the important responsibility in educating their child. Parents are invited to assist in Primary classroom and co-curricular events as appropriate (when not prohibited due to Health Directives or similar).

To assist the College in administering and coordinating these efforts, please complete and submit an "Expression of Interest in Volunteering" form to the College Reception in Grace House for consideration. Forms can be found on Citipointe Central under Forms and Policies.

The College intends to ensure that all volunteers participate in College activities within a safe and healthy environment. Volunteers are expected to adhere to all College policies and support the ethos of the College. Once approved as a volunteer, for the purpose of identification and security, parent helpers and volunteers must sign in at College Reception and receive a "Visitors" badge. For security purposes they must wear their badge at all times while on the campus or during College excursions or off campus activities. Before leaving, parents are required to return to the College Reception to "sign-out" and return their "Visitors" badge.

As an on-going improvement to Workplace Health and Safety matters and communication, all volunteers will be required to undertake induction prior to commencing. The aim is to keep our volunteers informed of important and current College policies and processes.

Positive notice blue cards are required, unless you are exempt.

See all related volunteer and community policies including Positive Notice Blue Card Policy (Policy 7.2), Parent Connect Policy (Policy 12.2) and College Community Code of Conduct Policy (Policy 12.3) on [Citipointe Central](#).

PARENT CONNECT

Parents of Citipointe with a shared vision of our Christian education and support for our policies and processes are eligible to be members of Parent Connect.

We look forward to meeting you at one of the community events planned throughout each year. Over 1000 families make up the College community and we hope you connect in some way through your year levels or at an event on campus. Over many years, the Citipointe parent community has made a significant impact in the College, including raising funds for shade structures, swimming pool refurbishments, College Hall flooring, school air conditioning and more.

Parent Connect participates in some fundraising activities throughout the year and is involved in volunteer and community engagement. Please email parentconnect@citipointe.qld.edu.au for information on joining Parent Connect.

VISITORS TO THE COLLEGE

For the security of students, all visitors to the College, including parents (when visiting during school times), are asked to come to Grace House Administration Reception where they sign in and receive a visitor's name and ID tag. The visitor's name and ID tag must be worn at all times for identification when on College grounds. All visitors must sign out when leaving the campus. All staff must remind their visitors to comply with this policy.

For security reasons, parents who wish to contact students must do so through Grace House; they are not to contact their students directly (including phoning, SMSing or messaging). Unless authorised, 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.

Primary school parents who are collecting their students from class during school time must complete and produce to the class teacher a "Student Collection Authorisation" available at Grace House Reception and Health Bay. This is to ensure that the student is released to the appropriate and rightful parent/guardian.

Any person on Campus without a valid visitor pass must be reported to Grace House Reception for appropriate action. The College has a very open campus and therefore requires the vigilance of all staff and parents, to assist with keeping our students safe.

VIDEO SURVEILLANCE

The College operates video surveillance to assist with security and student protection matters and for the investigation and prosecution of criminal offences. The surveillance cameras are installed on College buses and at strategic locations around the campus. All video footage is stored and managed privately by the assigned authorities and accessible for investigation purposes only in the event of an incident. Should an incident occur, footage may be provided to the Queensland Police Service for law enforcement purposes. Your information will not be given to any other person or agency unless authorised or required by law.

COLLEGE EMERGENCY PROCEDURES

EVACUATION PROCEDURE

Response to an internal threat.

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. Students will assemble at their respective assembly points in specially signed Year Level areas.

LOCKDOWN PROCEDURE

Response to an external threat.

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);
- An emergency situation occurring in the vicinity of the College.

When lockdown occurs during lesson time, 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. Everyone must remain indoors until the end of lockdown is sounded; the evacuation signal will be given; everyone will proceed to evacuation areas so that roll call can be effected.

When lockdown occurs during a break time, everyone must move, if able, to the preferred 'safe' lockdown rooms on campus.

These procedures are drilled and reviewed regularly every year.

Evacuation and Lockdown Procedure Charts are displayed in every room in the College.

COLLEGE POLICIES

Our policies and procedures foster life skills in our students and support the College's Code of Conduct: Respect for God, self and others.

Relevant policies can be found on [Citipointe Central](#) or the [College website](#).

STUDENT PROTECTION POLICY 7.1 (summary)

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 harm⁴?

Harm is 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:

⁴ Harm as defined under section 9 of Child Protection Act 1999

- A single act, omission or circumstance; or
- A series or combination of acts, omissions or circumstances.
- 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 or relevant child 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 or relevant child 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 a report will be made in accordance with the legislation 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 or is exempt;
- 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 according to legislation;
- 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 on the [College website](#). Parents and students have access to this policy at any time. The College’s Student Protection Contact Officers are also available if you need further information or help.

Student Protection Contact Officers

					
<p>Miss Ronelle Grobbelaar Student Services Coordinator</p>	<p>Mrs Toni O’Sullivan Head of Primary Pastoral Care</p>	<p>Mrs Anna Varghese Head of Student Support</p>	<p>Mr Daniel Smith Director of Primary Administration</p>	<p>Mrs Lana van den Berg Director of Student Care Secondary</p>	<p>Nadia Janse van Rensburg Student Counsellor Citipointe Christian College International</p>

STUDENT CODE OF CONDUCT POLICY 10.2 (summary)

All students are expected to seek to honour God in every aspect of their lives and should act in a way that is pleasing to Him. The students should also demonstrate self-discipline, self-respect and respect for others.

All members of the College community should understand, accept and behave in accordance with the College’s philosophy and values as reflected in the College’s written Code of Conduct, which is:

- **To Honour God.** 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
- **To Respect Self** – physically, emotionally, intellectually and spiritually
- **To Respect rights and property of others**

This Code of Conduct should be reflected in:

1. Personal Life:

Citipointe Christian College is first and foremost a Christian school. Students are expected to support the College Code of Conduct in every aspect of their lives and should act in a way that is pleasing to Him.

2. School Life:

Students Should:

- Embody the College values
- Show courtesy and respect towards those in authority
- 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.

3. Public Life:

All students are expected to support the College Core Values and the College Code of Conduct in and out of school. This is especially so when wearing the College uniform, since the uniform identifies them as a student of the College.

The full policy can be accessed on [Citipointe Central](#) under Forms and Policies.

COLLEGE ATTENDANCE POLICY 10.5 (summary)

Under the Education Act of Queensland, parents and/or caregivers are held responsible for the regular attendance of all children in their care. There are legal implications for these parents who are unable to demonstrate they are meeting this responsibility.

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)].

Justified Reasons	Unjustified Reasons
<ul style="list-style-type: none"> • Being sick or having an infectious disease 	<ul style="list-style-type: none"> • Family events eg Birthdays, Visiting relatives
<ul style="list-style-type: none"> • Being in government mandated quarantine or isolation 	<ul style="list-style-type: none"> • response to incidents at school such as bullying
<ul style="list-style-type: none"> • Having an unavoidable medical appointment 	<ul style="list-style-type: none"> • difficulty with school curriculum
<ul style="list-style-type: none"> • Exceptional or urgent family circumstances e.g. attending a funeral 	<ul style="list-style-type: none"> • reluctance to attend school
<ul style="list-style-type: none"> • Published public transport delays or traffic accidents 	<ul style="list-style-type: none"> • holiday or vacation
<ul style="list-style-type: none"> • cultural or religious reasons 	<ul style="list-style-type: none"> • Weather (i.e. too hot)
<ul style="list-style-type: none"> • Natural disaster 	<ul style="list-style-type: none"> • employment or desire to seek employment
<ul style="list-style-type: none"> • Principal Approved Exemption to attend 	<ul style="list-style-type: none"> • to attend events non-College, including such things as; rallies, protests and/or conferences

Unless there are exceptional circumstances the minimum acceptable attendance rate for the school year is 90%. If your child, is on average, missing more than 4 days per term they will not be meeting the expected minimum attendance requirement.

Keeping a student away from their educational program for unjustified reasons is not permitted and will lead to *unapproved leave* being recorded on the student’s attendance record.

Requests for holidays or vacations outside of the prescribed College term breaks will not be approved by the College except in extenuating circumstances.

How to apply for student leave:

- ii) 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.
- iii) 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.

- iv) 10 days or more - applications must be made via the [Application for Exemption from Attendance form](#) 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.

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

The full policy and associated Application for Exemption from Attendance form can be accessed on [Citipointe Central](#) under Forms and Policies.

Leaving the College Grounds

No student is allowed to leave the College grounds or be out of bounds during school hours except:

- if a signed letter of permission from a parent has been handed to the Primary class teacher or Secondary Reception, or approved by Head of Year
- if under the supervision of a teacher on an approved school excursion
- if given permission by the Principal/ Head of School

DIGITAL TECHNOLOGY POLICY 4.3.9 (summary)

Citipointe's Digital Technology Policy, which can be found in [Citipointe Central](#), states very clearly the strong position the College is taking to protect privacy and prevent personal information and opinion being published over technological networks. Students from Preparatory to Year 12 are educated in matters of digital citizenship.

Parents are encouraged at any time to liaise with the College and raise any issues of concern about their student's use of technology and any related incidents with the relevant class teacher, Pastoral Care Coordinator, Head of Year, or Head of School on appointment.

Citipointe's College leadership believes this strong policy and the serious consequences associated with a breach of the Digital Technology Policy will remedy misuse, protect the privacy of staff and students and most importantly protect students who may have no idea of the legal consequences associated with misuse of technology.

Both College technology and personal technology brought to the College must be used responsibly; failure to comply with the Digital Technology Policy may result in disciplinary action and loss of computer privileges.

While after-school use of technology by students is the responsibility of parents, College policy requires that no student at any time may identify, discuss, photograph or otherwise publish personal information or personal opinions about College staff, fellow students or the College.

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 on Citipointe Central in Lists, Forms and Policies.

COLLEGE UNIFORM POLICY 10.2.1/2 (summary)

Our College uniform forms part of our identity as Citipointe Christian College (The College) and embraces each meaning above. The collective identity of the College reflects our mission and is significantly influenced by the compliance of each student to the College uniform policy and all other policies.

Our mission is to develop the student as a Christian disciple. In fulfilling this mission, the College uniform through the style and emblem identifies College students who are being developed as Christian disciples. Wearing a school uniform can promote discipline among students if it is worn correctly. It can help to develop good habits that can serve students well throughout their lives, create a sense of belonging and unity, and promote safety and security within the College environment.

Non-uniform items may not be worn to the College or at College events except as outlined within the dress requirements for camps, excursions, incursions and other events where students are not required to wear the official College uniform. However, such clothing and apparel must not detract from the student identifying as a Citipointe Christian College student who is being developed as a Christian disciple and for life in its various dimensions.

For specific Primary and Secondary uniform regulations please refer to the relevant School's Handbook or policy.

The full policy can be accessed on [Citipointe Central](#) under Forms and Policies.

MANAGING STUDENTS AT RISK 7.1.3 (summary)

The College is committed to preventing harm to students and staff by providing a safe and supportive learning environment for all students. With this in mind, the College seeks to develop a culture for all, that supports tolerance, dignity and respect for others.

Pastoral Care at Citipointe Christian College - Pastoral care staff at Citipointe Christian College are allocated time to support students with academic, physical, and social issues/concerns. Pastoral care staff provide support by identifying students who may present with behavioural concerns, identifying when psychopathology is present, and referring to other supports i.e. additional needs department/counselling department. Pastoral care staff do this by meeting with students and parents/carers, engaging in problem solving and working with other departments to ensure holistic support is provided to students. Pastoral care staff do not counsel students.

Counselling at Citipointe Christian College is the safe and confidential therapeutic relationship between the College's qualified Student Counsellors and students with a focus on student mental health and wellbeing, psychoeducation and problem-solving utilising evidenced-based therapeutic interventions. Counsellors respond to student presentations that include concerns of psychopathology and require psychoeducation and an evidenced-based intervention. Psychopathology is the scientific exploration of abnormal mental states.

STUDENT BULLYING POLICY 10.3.1 (summary)

At Citipointe, all students have the right to learn and play in a safe environment. Students may experience conflict because of their immaturity and developing social skills.

Conflict Definition:

Most of the situations students experience in school are conflict / problems caused by:

- Misunderstandings;
- Selfishness;
- Ignorance;
- Accidents; and/or
- Deliberate choices.

If a student who is involved in a negative social incident is able to calm down, articulate their feelings and change their behaviour, then conflicts can be resolved positively. Students are encouraged to attempt to solve these conflict situations and to access an adult to assist as required.

Bullying Definition:

- Bullying refers to deliberate and repeated negative behaviour towards others.
- The intent is to hurt, injure, embarrass, upset or cause discomfort to others, thus affecting their security, happiness and self-worth.
- It is often unprovoked and can be expressed physically, verbally and psychologically.
- Staff encourage students to report these incidences as well as utilise these strategies:

1. IGNORE. 2. KIND WORDS. 3. FIRM WORDS 4. WALK AWAY 5. REPORT

Behaviours that do not constitute bullying include:

- mutual arguments and disagreements (where there is no power imbalance);
- not liking someone or a single act of social rejection;
- one-off acts of meanness or spite;
- isolated incidents of aggression, intimidation or violence.

Forms of Bullying

1. Physical Bullying

e.g. pushing, fighting, punching, kicking, damaging property

2. Verbal Bullying

e.g. comments about appearance, race, cultural beliefs, disability, weaknesses and family etc. through:

put-downs, teasing and taunting, rude comments, joking, mocking, mimicking, threats and shouting

3. Non-Verbal Bullying

e.g. ignoring, rude gestures, hiding possessions, writing notes, looks and body language used to intimidate others

4. Extortion Bullying

e.g. forcing students to hand over lunches / money / or to do homework etc.

5. Exclusion Bullying

e.g. deliberately and unnecessarily excluding others from social activities (such as playground games), starting or spreading rumours etc.

At Citipointe Christian College any form of bullying is unacceptable.

Guidelines for Students Who Have Been Bullied

- If they know bullying is going on or are being bullied **SEEK HELP** or **REPORT IT**.
- Bullying can be reported to any teacher or staff member.

UNSCHEDULED COLLEGE CLOSURE (6.1.10)

The College is committed to the safety and wellbeing of its students, staff and visitors. To protect students, staff and visitors in the event of an unscheduled College closure, contingency plans have been put in place to ensure the orderly exit of people from the College.

In the event of an unscheduled College closure parents will be notified via, SMS, email and a notice on Central.

Collection of parent preference for transportation of students

New parents upon returning the Acceptance Documents must submit a medical form along with transportation preference details.

Current parents are required to update or confirm medical information and transportation details at the commencement of every year.

It is the parent's responsibility to update the transportation preference for their children. Parents may update medical and transport information at any time when circumstances change.

The transportation information utilised for each student will be current 48 hours prior to a school closure. Updates received within 48 hours prior to a school closure, due to processing time, will NOT be used.

The transportation preferences are:

- **Category A** – Students authorised to leave immediately via walking or cycling. (Public transport is NOT PERMITTED)
- **Category B** – Students traveling by College Bus. Students to be released to their bus if capable, younger students to be collected by a staff member to escort to the bus area.
- **Category C** – Students for immediate collection by parent or delegate.
- **Category D** – Students who will remain at school to be collected by a parent or delegate at a later time.

OUR CONTRACTUAL AGREEMENT

Citipointe Christian College and parents/guardians enter into a contractual agreement which is a binding document. While unilateral changes are made to the contract from time to time, the most recent copy of the contract is located on College Website under [Enrolment Package For Students](#) section. The Enrolment Contract can also be found in the [Business Office Parent Handbook](#) located on the College website.

The Contract of Enrolment creates an expectation that families and the College will work together for the mutual benefit of both and particularly so that the Christian education of the child is able to be most productive. It is within this atmosphere of shared responsibility 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.