

PARENT MANUAL

2023

Middle & Senior
School



CALVARY
CHRISTIAN COLLEGE



centre
for **innovative**
learning design

Fearlessly *Authentic* Learners

INDEPENDENT CHRISTIAN EDUCATION. EARLY YEARS TO 12.

Dear Parents

The 2023 Parent Manual has been prepared to assist you and your child to settle into the new school year at Calvary. I am confident that each student will be provided with opportunities to explore and enhance their skills as fearlessly authentic learners.

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

I encourage you to meet with staff, ask questions and put forward your comments and suggestions. At the same time, I invite you to read the College's communications regularly and attend parent information sessions and other College activities such as those listed below:

Parent-Teacher-Student meetings

These are *essential* sessions where parents, students, and teachers meet so that each student's progress can be considered. Check the calendar for dates; an opportunity is scheduled early in Term Two and then again in Term Three.

Parent Information Sessions

Centre for Innovative Design (CILD) seminars are held periodically during the year on a variety of topical school/parent/child related matters. Invitations to these events are published via our weekly communications across the year.

The Celebration Service

This is a *compulsory event* for students and parents are welcome to attend.

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

Should you want to meet with a member of the leadership team, please contact the College or one of the people listed below. We look forward to assisting you with your enquiries:

Cherylynne Gostelow	College Principal/ CEO
Josh Wilson	Head of Middle and Senior School
Dino Arraiol	Head of Wellbeing and Community

Our College is blessed with dedicated and highly competent staff, and a supportive church and parent community. As a ministry of Real Life Christian Church, I believe that we have a responsibility to return that blessing in the form of quality programs for our students.

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

Yours in Christ

Cherylynne Gostelow
Principal/CEO

CARBROOK CAMPUS – Early Learning to Year 12

559 Beenleigh-Redland Bay Road, CARBROOK 4130

P.O. Box 4157, LOGANHOLME 4129

Telephone (07) 3287 6222

Absentee Line (07) 3030 2957

Facsimile (07) 3287 6030

Email: info@calvarycc.qld.edu.au

Website: www.calvarycc.qld.edu.au

Office Hours (during term time):

Main Reception – 8:00am to 4:30pm

Student Reception – 8:20am to 4:00pm

Business Office – 8:30 to 4:30pm

Office Hours (during school holidays):

Main Reception – 9:00am to 4:00pm

SPRINGWOOD CAMPUS – Pre-Prep to Year 6

161 Dennis Road, SPRINGWOOD 4127

P.O. Box 4157, LOGANHOLME 4129

Telephone (07) 3808 8368

Absentee Line (07) 3030 5925

Facsimile (07) 3808 9907

Email: info@calvarycc.qld.edu.au

Website: www.calvarycc.qld.edu.au

Office Hours (during term time):

Main Reception – 8:30am to 4:00pm

Business Office – 8:30 to 4:30pm

Office Hours (during school holidays):

Main Reception – Closed

Please refer all enquiries to Carbrook Campus

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SECTION A: GENERAL INFORMATION

1. Absence or late arrival

The Queensland Government mandates that students attend school regularly, and the College expects that absences will only be a result of illness or occasionally for significant family reasons. If a student is regularly absent or consistently arrives late, the College will contact the parents to discuss the reasons for this. Should the pattern of absences and/or late arrivals continue (i.e. an unexplained absence of more than two days), parents may be requested to attend an interview with the Head of School.

Planned extended absence

Parents are required to write to the Head of Middle and Senior School and relevant Head of Year/Wellbeing Leader should they plan an extended leave of absence for their child. The parent is to advise of the relevant dates of absence and the reason for non-attendance in writing at least two weeks prior to the absence. Teachers are not able to provide detailed learning opportunities for students on extended leave.

Late arrival

A student arriving after 8:35am must attend Student Reception to sign in and obtain a 'late slip' explaining the reason for lateness. The slip must then be presented to the class teacher.

Part day leave

The student, with a written note from parents, is to report to the office and be signed out by the parent or guardian who is collecting the child from school. Students must be collected from the office by their parent or guardian.

Student collection

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

Whole day absence

Parents are required to advise Administration (Middle and Senior School) when a child is absent. Should an absence be unexpected, such as in the case of sudden illness, parents should phone or email College Administration by 9:00am. In the case of an absence, if no notification by phone or letter has been given, the College will contact parents by SMS.

Absence during assessment

Please see [Section B, 1. Assessment](#) for details. It is very important that Senior Students avoid absences, unless very ill, during assessment.

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

Email: info@calvarycc.qld.edu.au

APP – this can be used to notify of absence

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

2. Arrival and departure procedures

Timetabled classes operate from 8:35 am to 3:20 pm for Middle and Senior School, and students need to ensure they arrive at the College in time for their first lessons of the day. When students arrive at school, they need to wait at the hangar near the Western Carpark. Unless catching a bus, all students will depart school from the hangar near the Western Carpark.

Teacher supervision begins at 8:00am and students should not arrive before this time. Teacher supervision in the afternoon at the Western Carpark is from 3:20pm to 3:45pm and students remaining after this time are sent to classroom M4. As a courtesy to parents and students, the classroom M4 remains open and supervised until 4:30pm as a resource for Middle and Senior School students wishing to study after school.

Students in the MSS (Middle and Senior School) may walk to their parent's car unsupervised. Please keep student pick up to the Western Carpark and avoid the Eastern Carpark which is set aside for Kingdom Kids, buses, reserved parking, and College deliveries only. When picking up students, please do not park in the bays marked 'reserved' or 'Disability Parking' unless you have the appropriate parking authorisation.

There is no available supervision after 4:45pm and all students must be collected before this time.

3. Calendar

The College Calendar is sent out at the beginning of the academic year. The 2023 term dates are listed at the back of this manual and included on the College website.

4. Change of details

Keeping your address and contact details up-to-date are essential should the school need to contact you urgently. *Please advise the College as soon as you are aware of a new address, phone number, or email.* The Parent Lounge offers easy online access when changing your personal details or you can contact the office to make changes.

5. Compulsory events

School Camps

School camps are a vital aspect of College life and assist with the teambuilding and developing student's character and leadership.

Celebration Events

Academic, Cultural, and Sports Awards are presented at the end-of-year Celebration Service. This is a compulsory student event.

Sport Carnivals

Sport Carnivals are compulsory events and it is expected that all students will attend and participate in carnivals, unless they have a doctor's certificate.

6. College Journal

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

7. Communication with teachers

A close partnership between parents and teachers will enhance your child's learning and well-being and is strongly encouraged by the school. It is important that open, honest, and regular communication exists between the home and school. There will be times when you wish to discuss your child's progress or raise a concern with the teacher outside of designated parent-teacher-student interviews. Please email teachers with your inquiry and arrange an appointment if needed. We want to hear from you.

Teachers and staff are available to be contacted by email and telephone, but parents should be aware that in the business of a school day, emails and telephone messages may not be read or attended to on the day they are sent. Please allow 48 hours for a response. If the issue is urgent, please contact the Main Reception. To contact a teacher by telephone, please ring the Main Reception who will put you through to the staff member. If the staff member is in class, the Main Reception can take a message for you and pass it on to the teacher. Alternatively, you could write a note to the teacher and ask your child to pass the message to them in class. It would not be appropriate to contact teachers at home and outside school hours, about a school related issue.

Please limit calls requesting messages be passed on to students (in class) unless the message is urgent and essential. Please do not call or expect to contact students on mobile devices during the school day.

a. Concerns and complaints processes

If you have a concern to raise with a teacher, please contact them directly about the issue by phone or email and arrange an appointment if necessary. If, after contacting the teacher, you feel the issue has not been resolved, please contact the relevant Head of Faculty (if related to a curriculum issue) or Head of Year (if related to a wellbeing issue). After following these processes, if you are not satisfied with the outcome, please contact the Head of Wellbeing and Community or the Head of Middle and Senior School. Our desire is to resolve issues quickly and positively, in partnership with you, to ensure that your child's learning journey remains exciting and productive. A more detailed flowchart of who to contact with concerns is available in the Raising Concerns policy.

The College encourages parents to raise any concerns or complaints with the relevant Calvary staff member as outlined in Calvary Christian College's Concerns and Grievances Policy on Parent Lounge.

The purpose of Calvary Christian College's Concerns and Grievances Policy is to:

- outline a process that provides parents with an opportunity to facilitate the resolution of a concern or complaint.
- outline a process that provides staff and the College with an opportunity to respond and facilitate the resolution of a concern or complaint.
- provides all stakeholders with clarity on how a concern or complaint is to be managed in line with principles of natural justice.

8. Communication to parents

College App – main form of communication from the College

The College App will be used to convey communications and useful links for parents.

SMS Communication

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

Critical Incidents

During critical incidents vital information will be communicated via our College website, app, and Facebook sites. We encourage parents to access information from these sources as this will minimise congestion of the phone lines.

School Procedures

Information about College procedures and events will generally be placed on the College website and Parent Lounge.

Cancellation of Events /Bus Service

Should event or bus service cancellations occur, the College will endeavour to communicate vital information to families via SMS and the College website where possible.

Suggestions/Concerns

If you have a suggestion that would improve the efficiency of the school or a concern that has not been adequately addressed by the College leadership team, please forward written information to the Principal. Parents are also invited to workshops and planning information sessions where they are encouraged to provide feedback about the College.

9. Damaged property

Property that is damaged wilfully, or through irresponsible behaviour, is to be paid for by the student.

10. Evacuations and drills

Drills and evacuations are carried out each term. When an evacuation/lockdown is initiated, all parents and visitors must follow direction of College staff and accompany staff and students to assemble in the designated areas. In the event of a lockdown or evacuation, parents will be unable to access College property until given clearance by the College staff.

11. Family Law arrangements

The Middle and Senior School management team and administration need to be informed of living arrangements regarding your child, especially about people who are not legally permitted to have contact with a child. Copies of Court Orders and parent agreements must be provided and will be kept on file. Confidentiality will always be maintained. The College is unable to take any action unless supported by a Court Order.

12. Fees

There is a financial partnership between the College, families, and government. The College is under a statutory obligation to ensure the financial viability of the College.

Tuition Fees

Annual Tuition Fees are set by College Council and reviewed each year. *Parents are reminded that they are contractually bound to pay all fees and levies by the due date.* New families will be required to pay fees by direct debit. The College's preference for existing families is also direct debit. However, parents may pay fees by direct debit, cash, cheque, EFTPOS, or by contacting the Carbrook Campus for payment by credit card over the phone.

If fees are paid in full at the commencement of the year, a discount is applicable. Accounts paid on time during the term or by direct debit payments may also attract a discount. Any outstanding accounts will incur a late administration charge for each month the account is outstanding and parents may also be required to enter into a direct debit payment arrangement. The parent/guardian who signs the enrolment contract of a student will be responsible for the payment of school fees. This responsibility will remain regardless of any change in family arrangements

Failure to settle accounts on time may result in additional charges and debt recovery action. ***Parents experiencing difficulty in payment of fees must contact the Business office as soon as possible. A fee payment scheme may be negotiated.***

Levies

Levies are the combined cost of items such as excursions, camps, visiting school groups, sport, academic competitions, and accident insurance, applicable subject levies, and are calculated by year level. Levies are charged on each family's account, thus reducing the need for continued requests for money and ensuring all students can participate in all year level activities. Levies also include laptop charges, textbook hire and the College Journal.

Building Fund

The Building fund is a fund established by the College to assist in the financing of the College's building and infrastructure projects. The income for the building fund is sourced from parent donations. Although the Building Fund is not compulsory, parents are encouraged to make a donation of \$400 annually. Any amount may be donated and all amounts over \$2 are tax deductible.

Notice of Withdrawal of Student

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

Extra-curricular

Some sport competition fees and extra-curricular activities will be charged separately through your Commercial account, these invoices are payable within 3 weeks of issue date. You will be notified of any extra-curricular that have a cost involved before your child participates.

13. Information Evenings and Parent/Teacher/Student Interviews

Parent Information evenings are held in Term One each year. These are designed to communicate key College policies and also provide you with opportunities to meet and engage with your child's teachers. Other special 'information nights' are held for various Year Levels or special activities throughout the year.

Parent/Teacher/Student interviews are held in Terms Two and Three. Parents can also discuss any aspect of their child's development with the classroom teacher throughout the year and are encouraged to contact teachers during term times (normal appointment procedures apply). Please regularly check Parent Lounge for our continuous reporting and contact teachers if you have any concerns or would like further clarification on your child's progress.

14. Lockers

Middle and Senior School students are provided a locker and a school lock. It is a requirement for students to use the school provided lock for their locker and not a personal one (personal locks will be removed unless this is part of a student's IEP).

15. Lost property

Middle and Senior School lost property is stored outside the office of the Head of Wellbeing and Community.. Named articles are sorted regularly and returned to students. Students may also check the lost property themselves. Please clearly label all your child's clothes and school accessories – especially their hat (the most frequently lost item). Unnamed lost property is stored for only one term and then given to charity. If your child loses an item, please encourage them to search lost property. Labelling items is the easiest way to avoid loss.

16. Medical issues

a. Dietary requirements

If your child has any special dietary requirements and/or allergies, then please advise Student Reception and update your details. This information should be recorded on the Student Medical Details form and we will ask for a review of this information around camp times.

b. Exclusion of students with infectious conditions

Students with contagious illnesses must be kept at home for the required time. Students with colds and flu-like symptoms should also be kept at home. Students with head lice will

be sent home and cannot return to the College until fully treated. Students with COVID or COVID symptoms must follow the current advice provided by Queensland Health. The Queensland Health Department make the following recommendations for the minimum periods of exclusion from school:

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

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

c. Illness, accident, and student insurance

Please do not send your children to school if they are unwell. In the cases of an accident or sickness, parents will be phoned by office staff at the discretion of the First Aid Officer. When parents cannot be contacted, the student will be treated locally. Ambulance or medical attention can be sought without parental contact. Staff, exercising their duty of care, will call an ambulance if they believe that this is warranted. Once this call has been made, the College will then attempt to notify the parents or emergency contacts. If you are phoned by the College to collect your child, please note that this decision is not made lightly and we would appreciate your prompt response.

All students are covered by 24-hour accident insurance. Please refer any inquiries to our business office if you incur expenses because your child has had an accident either in or out of school.

d. Medicinal care

If your child requires medication to be administered at school please obtain a Medical Administration form from the office or Parent Lounge. The form needs to be completed

by the parent and must accompany the medication in its original container with the original pharmaceutical label on the container (*Queensland Law and Schools Policy*). **These requirements apply to all medications, including Paracetamol and Ibuprofen.**

NOTE: It is required that **ALL** students who suffer from Asthma, Diabetes, and allergic reactions and require medication complete the Medical Administration forms so that all staff can be made aware of the required treatment. Middle and Senior school students can carry and self-administer their asthma medication. Parents of students with action plans for allergies and or Anaphylaxis etc., **must** ensure the office has a copy of the plan – staff will be alerted to this plan.

17. Mobile phones

Students are permitted to bring mobile phones to the College, but these are to be kept in their locker during the school day and are not permitted in the classroom unless specially requested by the teacher or an exemption is given from the Head of School. They may access their phone at their locker during break times. Inappropriate use of mobile phones will be actioned as per the Responsible Behaviour Plan. Students using phones inappropriately will be asked, in the first instance, to hand their phone in to the office. Every instance after the first warning will require parents to pick up the phone from the office.

18. Parent Lounge

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

Continuous reporting and Statement of Results (formal report) are made available on the Parent Lounge.

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

- Access STUDENT DETAILS which allows you to view information about your students (including their attendance and current timetable MS/SS only)
- View the SCHOOL CALENDAR, allowing you to see important upcoming College events
- Use SCHOOL LINKS, allowing you to view significant College documents and policies
- UPDATE DETAILS, which allows you to easily keep your personal details current
- View the PARENT DIRECTORY, allowing you to add your details to the Parent Directory
- EMAIL ADMINISTRATOR, allowing you to advise change in details
- View ACADEMIC REPORTS, allowing you access to continual reporting of student learning for MSS students
- Sign up to PARENT TEACHER STUDENT INTERVIEWS we expect will be available in the new year
- View TOURS AND EXCURSIONS we expect will be available from 2023

19. Pastoral care and spiritual support

As a ministry of [REAL LIFE CHRISTIAN CHURCH - REAL LIFE CHRISTIAN CHURCH \(rlcc.com.au\)](http://rlcc.com.au), the College has a strong pastoral support base through our chaplaincy team and regular contact with our affiliated church. If you have any special prayer requests, please notify one of our chaplaincy staff. Your family can then be upheld in prayer by staff, parent prayer groups, class members, or the whole community. Clare Low, the Intergenerational Pastor at Real Life Christian Church heads our chaplaincy team and can be contacted here: clare.low@calvarycc.qld.edu.au

Students are able to access our pastoral team (and our counsellors) at the College and can connect with the Real Life youth group which often meets at our Carbrook campus. Real Life Christian Church also have a worship service at Carbrook on a Friday evening.

20. Pets and animals

Animals (including dogs) are prohibited from school grounds (with the exception of service animals), due to Health and Safety requirements. Pets may only be brought onto campuses in special circumstances with permission.

21. Prohibited articles

Children are not permitted to bring hand-held video games, pocket knives, matches, swap cards, toys that fire projectiles, and other dangerous items to school. Students are not to bring large amounts of money to school. If bringing an expensive item or large amount of money to College is unavoidable, it should be submitted to the Administration Office for safety. Audio players, game devices, valuable watches (including smart watches), and other similar electronics are not recommended for school. Occasionally “fad” toys are banned. The College reserves the right to ban other articles as required.

22. Security on campus/visitors

All visitors to the College campus are required to call at the Administration Office for digital registration and be issued with a visitor’s badge. At the conclusion of their business with the College, they are required to return to the Office with their badge and sign out of the register. All visitors must comply with the Health and Safety Policy of the College and with all directions of staff, including in the event of evacuation.

23. Scholarships

Calvary offers a range of scholarship opportunities, from Academic Scholarships to General Excellence Scholarships. The College Principal or Head of Middle and Senior School provide detail around the availability of General Excellence Scholarships in Term 3 of each year. For all other enquiries about scholarships, please contact our enrolment office.

24. School hours

Middle and Senior School

8:00am	Staff supervision commences
8:35am	Middle and Senior School commences
11:00am – 11:30am	Morning Tea
1:00pm – 1:50pm	Lunch
3:20pm	School ends
3:45pm	Staff supervision ends at the Western Carpark
4:45pm	Staff supervision ends in the MR

Parents, please ensure your child arrives in time for a punctual commencement to the school day. Please note, children should not arrive prior to 8:00am, unless for a specified school supported activity.

25. Social Media

An informal way to stay in touch with our College communities is by joining our Facebook group pages. Our Heads of Schools and staff regularly post updates of what is happening around the place and give helpful reminders to parents. The goal of our Facebook groups is to share important information with our community, share news and insights about our College and its activities, and interact in an open and respectful dialogue. To help us accomplish this goal we ask that you abide by the following guidelines:

- The Facebook page is an informal group and does not replace official College communication. Please check the College APP, e-mails, and the College website for official communication.
- Please keep all posts encouraging, respectful, and positive. Any comment that does not meet this requirement will be removed.
- This page is not intended to circumvent regular communication channels for sharing personal issues and concerns. Comments regarding a personal issue with the College, a staff member, or another student will be removed. If you have a concern or complaint, Facebook is not the place to discuss this, please contact your child's teacher or respective Head of School as per our Concerns Policy.
- Our Facebook group is not the place to advertise items for sale, or promote businesses or party-plans. Please keep posts of this nature to your personal Facebook page.
- If you have a question for a specific employee, please contact them via their College email address or at info@calvarycc.qld.edu.au. Please do not discuss College employees in the Facebook group.
- Employees of the College may have personal Facebook pages. Please do not be surprised or offended if your request to "friend" them is not accepted. This allows staff to keep their personal lives private and separate from their professional lives.
- We encourage parents to be members of our community group. However, as the minimum age to hold a Facebook account is 13, we cannot accept children as members of this community.

- Members of the community are required to be verified as relatives before being accepted as a member of the group.
- Parents sign a photo permission form upon enrolment at the College. This allows children to be photographed for Calvary purposes including inclusion on the College's Facebook page. Please feel free to share photos of your child with family and friends. However, out of respect for all our families, do not share, save or tag photos which contain other children.

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

26. Tuckshop

Canteen Connect is operated at the Carbrook campus and meals can be ordered online through <http://www.mystudentaccount.com.au/> or in person for Middle and Senior school students. The online ordering allows parents and students to order at any time and any location. Please use your TASS Parent Lounge password.

27. Valuables

Should it be necessary for your child to bring money or an item of value to school, please have your child leave it at Student Reception. The College's insurance policy does not cover items belonging to students. Parents are encouraged to insure valuables on their contents insurance. Parents/carers may be responsible for the payment of the costs of repair of damage caused by their children.

SECTION B: TEACHING AND LEARNING

1. Assessment and assignment policies

Continuous assessment and reporting are typical in Middle School subjects. Years 7-12 will sit most examinations in regular class time across the year, although there will be a Term Four examination block for Year 10 and 11 students. Year 12 students will be sitting external examinations for most of Term 4. Parents and students will be given notice of major assessment due dates. Below is a synopsis of the Assessment Policy.

CALVARY ASSESSMENT POLICY

At a glance

Context: The Calvary Assessment Policy was implemented on the 22nd of July 2019 and is the College's interpretation of the Queensland Curriculum and Assessment Authority's (QCAA) Assessment Policy. Calvary Christian College is required to adhere to QCAA policies for gathering evidence of student achievement on or before the assessment due date.

What do students need to do?

- engage in the learning for the subject or course of study
- produce evidence of achievement that is authenticated as their own work
- submit responses to scheduled assessment on or before the due date.
- record due dates
- plan and manage their time to meet the due dates
- inform the school as soon as possible if they have concerns about assessment load and meeting due dates.

In cases where students are unable to meet a due date, they will:

- inform the Head of Faculty and classroom teacher as soon as possible
- provide the school with relevant documentation, e.g. medical certificate
- adhere to alternative arrangements for submission of assessment, if applicable, as decided by the school.

What happens if...

I hand in late work?

If you do not submit a final response to an assessment (other than unseen examinations), teachers will make judgments based on this what you submitted at previous assignment checkpoints. If no evidence is available, a 'Not-Rated' (NR) result will be entered in the Student Management system by the date published by the QCAA. In circumstances where your response is judged as NR, then you will not meet the requirements for that subject.

My work is plagiarized?

When authorship of your work cannot be established or a response is not entirely your own work, the College will provide an opportunity for you to demonstrate what parts of the submitted response are your own work. Results will be awarded using any evidence from the preparation of the response that is available that is verifiably your own work. Where appropriate, the College's *Responsible Behaviour Plan* will be implemented.

My word length is longer than the stipulated length?

If your response exceeds the word length required by the syllabus, the teacher will only mark the work up to the required length, excluding evidence over the prescribed limit.

I cheat on an examination?

You will be awarded a Not-Rated (NR). See the *QCE and QCIA policy and procedures handbook* ([Section 8.5.1](#) and [Section 8.5.2](#)). Where appropriate, the College's *Responsible Behaviour Plan* will be implemented.

What about when I have genuine struggles?

The College understands that students will sometimes have difficulties meeting assessment due dates for a variety of reasons and we will act considerately in response to these situations.

We want to see our students succeed and flourish and we will always take sickness and difficult family situations into consideration when dealing with late submission of assessment. At the same time, we want our students to be resilient learners who can take ownership of their learning and be thoughtful organizers of their time. Should students demonstrate a pattern of struggling to complete assessment across a range of subject areas, they will be brought to the attention of Heads of Year and the Student Welfare Committee who will orchestrate a plan to help the student succeed.

CONTACT

Please find a list of Heads of Year/Stages to contact:

- Mrs Nicky O'Donnell (For all Year 7 Students – pastoral and curriculum issues):
nicole.odonnell@calvarycc.qld.edu.au
- Mrs Robyn Ray (For all Year 8 students – pastoral and curriculum issues):
robyn.ray@calvarycc.qld.edu.au
- (Stage 5 Wellbeing Leader – Years 9/10 pastoral issues):
Mr Cameron Handley
cameron.handley@calvarycc.qld.edu.au
- Mr Paul Heagney (Stage 6 Wellbeing Leader – Years 11/12 pastoral issues):
paul.heagney@calvarycc.qld.edu.au
- Mr Dino Arraiol (Head of Wellbeing and Community 7-12)
dino.arraiol@calvarycc.qld.edu.au

Heads of Faculty

- Mr Jonathan Volz (Years 9-12 English/Humanities/Languages/Creative Arts/Formation): jonathan.volz@calvarycc.qld.edu.au
- Mrs Tammy Scott (Years 9-12 STEM) tammy.scott@calvarycc.qld.edu.au

Head of Sport

- Mr Chris Paech (Years P-12 HPE) chris.paech@calvarycc.qld.edu.au

If you are unable to resolve your concern, please contact Mr Josh Wilson (Head of Middle and Senior School): josh.wilson@calvarycc.qld.edu.au

You can also contact the College by phone 3287 6222 to discuss any issues with teachers directly.

a. Catch-up processes

Students who do not meet assessment due dates will be required to attend a compulsory Assessment Catch-up Session which will occur during a lunch time after the initial missed due date. The work the student completes during this time will be counted as their assessment submission. Parents will be contacted by the relevant Head of Faculty if a student is required to attend an Assessment Catch-up Tutorial. Student refusal to attend the Assessment Catch-up Tutorial will result in an internal school suspension.

Catch-up rooms are available daily in the MSS and run during second break. These rooms are staffed by a teacher and students will be asked to attend if they are not meeting due dates for assessment work, or are not completing the required class work or home learning. Student attendance at Catch-up is logged on Parent Lounge.

An afterschool Catch-up session will run on Tuesdays 3:30-4:30 and attendance is compulsory for students who are listed to attend. A student will be required to attend afterschool Catch-up, if:

- they are in Years 11-12 and have missed an assessment checkpoint
- the student has missed or refused to attend a number of lunch time Catch-up sessions

If a student is required to attend the afterschool Catch-up session, a parent will be directly contacted by either the classroom teacher, Head of Faculty, or Head of Year to confirm this. The spirit of Catch-up sessions is not to discipline students, rather it is a reminder, and opportunity, for students to complete required work.

2. Student Responsible Behaviour Plan

We would refer you to the College website for this policy and plan.

At Calvary, it is the right of every student to feel safe.

The College has a zero-tolerance policy towards bullying and encourages a proactive response from our students if they witness any problematic behaviour. The College has partnered with Stymie (click [here](#) for link) to enable students to report incidents of bullying and harm, safely and anonymously. A first point of contact for all concerns about bullying behaviour should be the Head of Year/Wellbeing Coordinator.

a. Reflection processes

Students who are significantly disruptive in class or in breach of Level 2 behaviour standards will be asked to attend a Reflection session at a lunch time. This will serve as an opportunity for students to reflect on their behaviour and develop a strategy for improvement. Reflection strategies will be checked by Heads of Year/Wellbeing Coordinators who will consider whether further pastoral processes are needed. Reflection will occur at lunch times in a nominated room and After School Reflections will occur on a Monday afternoon, for students who breach behavioural standards multiple times (or to a significant level).

3. Camps

School Camps are an exciting and enriching part of College life and are held each year in Years 7-11 as part of the College's Outdoor Education program. Camps form an important and compulsory part of a student's personal and spiritual development. Details of each camp are announced early in the year. Camp costs are levied for each student and included within the yearly fees.

The College reserves the right to exclude students from excursions and camps should there be concerns about a situation or pattern of inappropriate behaviour.

4. Curriculum

The College teaches from a Christian perspective which is set within the framework of a Christian worldview and seeks to nurture and extend your child's curiosity and thirst for knowledge in a dynamic and innovative way. Inquiry-based learning which encourages students to ask questions, think deeply, and search for answers is an integral part of all curriculum offerings, providing students with essential skills for life in the twenty-first century. Work programs across year levels are based on the Australian Curriculum or QCAA Senior Syllabi.

5. Excursions

College excursions are a regular part of College life and range from local day trips to places further afield. Parents are notified of these trips by correspondence issued to the student and via email. The costs of excursions are usually included in the general levies applicable to the relevant year level. The College reserves the right to withdraw students from excursions and camps, should there be concerns about a student's behaviour

6. Home Learning

Home Learning should be engaging and motivated by the student's desire to grow, understand more deeply, and improve their skills. Senior Students who choose ATAR subject options, must engage in regular Home Learning if they wish to be successful in their courses. Home Learning is a value-add activity and will be particularly important for students wishing to be high-performing academic students. The times listed below for the Middle and Senior School students are maximum nightly guidelines. Should Home Learning activities become onerous or exceed these guidelines please do not hesitate to contact your class teacher or Head of School as learning occurs best when it is curiosity-provoking, meaningful and allows the students to experience high levels of success.

Year Level	Daily Home Learning	Regularity
Year 7	60 minute activity	Monday - Friday
Year 8	60 minutes written work, plus nightly reading and on-going project/assignment work	Monday - Friday
Year 9	90 minutes written work, plus extra reading/assignment work	Monday - Friday
Year 10	90 minutes written work, plus extra reading/assignment work	Monday - Friday
Year 11	2-3 hours written work, plus reading/assignment work	Monday - Friday
Year 12	2-3 hours written work, plus reading/assignment work	Monday - Friday

MSS teachers are encouraged to set Home Learning on a weekly basis (i.e. students have a week to complete the learning), to allow students to set their own schedules and make discerning choices about organising their outside of school time. Some preparation for assignments/examinations may need to occur across weekends.

Students will be empowered to take responsibility for organising their learning through the use of a provided digital diary in 2023.

7. Student Development referrals

The College provides a level of Learning Enrichment support to students with special needs, including those with learning difficulties as well as the academically gifted. Referrals are made in consultation with parents and in this context, *assessment outside the College is often recommended and needs to be undertaken, usually at parental expense.*

Parents must liaise with the Learning Development Coordinator if any testing is to be undertaken. This ensures that testing provides adequate information for the College to best assist the student. In MSS these recommendations are made by teachers and the student development staff. Mrs Rebecca Damianopoulos is the Years 7-8 Student Development Coordinator rebecca.damianopoulos@calvarycc.qld.edu.au and Mrs Rebekah Kemp, is the Years 9-12 Student Development Coordinator rebekah.kemp@calvarycc.qld.edu.au

8. Reporting

The College issues Statement of Result reports at the end of each semester. In addition, a continuous reporting model is used by the Middle and Senior School, and regular updates and feedback on your child's learning progress will be available across the semester on the Parent Portal. Please regularly check parent portal as we commit to uploading feedback on student learning every term.

9. Stationery and textbooks

Booklists are issued at the end of each academic year, detailing the school stationery and textbook requirements for the following year. Booklists are available on the College's website.

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

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

SECTION C: CO-CURRICULAR ACTIVITIES

1. Clubs, societies, and activities

The College has a rich and vibrant co-curricular offering which responds to student voice and choice. A Co-curricular Fair and sign up is often held at the start of each semester for students.

2. Music program

Instrumental Program

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

Music Performance and Choral Groups

Our young musicians are encouraged to join one of our many music performance and choral groups. These groups vary in style and are designed to cater for students of all interests and capabilities. For further information about our Music Program, please contact our Head of CAPA Dr Gary Holley gary.holley@calvarycc.qld.edu.au

SECTION D: COLLEGE REPUTATION AND PARENT CODE OF CONDUCT

1. College reputation

Student behaviour in or out of the College affects the College reputation. This behaviour extends to behaviour in informal gatherings and comments posted on social and digital media. It is expected that student and parent behaviour at all times will not bring the College into disrepute in the wider community. Should the reputation of the College and what it stands for be brought into disrepute by private activities, students may be suspended or have their enrolment at the College reviewed.

2. Parent Code of Conduct

At Calvary Christian College parents and guardians are encouraged to be in partnership with the College to ensure the best possible outcomes for all students. Effective family-College partnerships are based on mutual trust and respect, and shared responsibility for the education of young people at our College. As we work together in partnership of the all-round development of your children, our intent is that they will thrive academically, spiritually, socially, emotionally, culturally, and physically.

College Reputation

Student and Parent behaviour in or out of the College affects the College reputation. This behaviour extends to behaviour in informal gatherings and comments posted on social and digital media. It is expected that student and parent behaviour at all times will not bring the College or a staff member's reputation into disrepute in the wider community. Should a student or parents behaviour bring the College or a staff member's reputation into disrepute,

students may be suspended and the contract of enrolment between the College and the parent may be placed in jeopardy.

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

A commitment to the College by:

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

A commitment to students, parents, and families by:

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

A commitment to staff by:

- Endeavouring to operate within an atmosphere of trust, mutual respect, courtesy, and Christian community
- Graciously engaging with staff when raising a concern
- Communicating openly in a spirit of cooperation and trust, and making appointments, where possible to resolve any issues
- Informing staff of any changing family situations that may impact upon your child's learning
- Speaking privately to your child's teacher, Head of Faculty or Head of Year if you have an issue regarding the operation of the College
- Having your child prepared and equipped for learning and encouraging them to value their learning experiences at the College.

SECTION E: SPORT

For more information about Calvary Sport, please refer to the website.

Sporting Affiliation

Calvary has a strong sporting culture and is highly regarded as a successful Futsal and Netball school. Calvary Christian College is an active member of the Pacific District Secondary Schools Sports Association, which in turn is a member of Queensland Schools Sports Association (QSSA). Calvary also participates in a range of Queensland Christian Schools Sport Association (QCSSA) activities.

Calvary Christian College encourages the physical health and development of our students, offering: Physical Education as a curriculum subject, development programs, and interschool sports for Years 7-12 students. Community sport opportunities exist with the Underwood Netball Association, Logan Uniting Church Soccer Club, Brisbane Metropolitan Touch Football Association and many other sports depending on the interest and skill level of our students. Our Futsal program boasts a significant level of success at all levels of competition, including State and National Championships. Our students are also encouraged to participate in our Inter-house carnivals and a variety of co-curricular sports are offered on and off campus.

Each year many students join sporting teams and attend training, finding fulfilment in seeing the rewards of their hard work, team spirit, and extended endurance pay off at the end of each season. The College also encourages students to achieve their individual sporting potential, offering many opportunities through representative pathways.

The values we uphold at Calvary through sport are:

- Winning with humility and losing with dignity
- Fair play and honesty
- Teamwork
- Self-discipline, commitment and persistence
- Fun and enjoyment

Inter-house Sports Carnivals

Students support their Houses by competing in carnivals for Swimming, Cross Country and Athletics (encompassing both Track and Field events). The College's Houses groupings are Flynn (Yellow), King (Red), Chisholm (Green), and Liddell (Blue). We love to see parents at our carnivals, and parent help at such events is greatly appreciated.

Interschool Sport

As part of the Pacific District Secondary Schools Sports Association, Calvary competes against other schools in a range of local sporting competitions. Successful teams move on to the Gold Coast and Metropolitan Final events. Calvary participates in the swimming, cross country, and track and field carnivals convened by the Pacific District. Students may also attend representative selection trials for all of the sports affiliated with QSSA.

Representative College Sport

Numerous opportunities are available to our students to be a part of representative sport at the College. Students' trial for places in District teams which provide pathways for high performing students to be selected at Regional, State, and National levels in all Queensland School Sports.

Community Sport

Many Calvary students are involved with club Netball, Touch Football, Soccer, Basketball and even Little Athletics.

Future Directions

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

Team Sports

Calvary's sports teams compete in a variety of sports events across the calendar year. These may include:

- Pacific District Championships for multiple sports
- Representative trials for multiple sports at District, Regional and State levels
- Gold Coast Finals - multiple sports
- Australian Futsal Association Tournaments
- Christian School Sport Association - Queensland Competitions in Touch Football, Netball, Basketball and Soccer
- Year level competitions in multiple sports including Futsal, Basketball, Touch, Football (Soccer) and Basketball
- All Schools Touch
- Queensland Schools Volleyball Cup
- Queensland All Schools Weightlifting Championship

Sports Training

Team and individual training for College sports usually occur after before school, during lunchtimes, or after school hours. It is expected that all team members will commit to regular attendance at team training sessions during the sporting season.

Sporting Facilities

Calvary provides excellent facilities and sporting fields on both campuses which are used by students and the wider community.

Carbrook campus:

- Undercover Multi-Purpose Area (2 basketball courts, 2 netball courts, a European handball court, 4 volleyball courts, 4 tennis courts. and a covered grandstand overlooking the oval).
- Cricket Nets and permanent cricket pitch
- Sporting fields which cater for 2 soccer fields, a rugby field, and track markings for athletics and hockey.

SECTION F: TRANSPORT

1. Bicycles and student cars

If students cycle to school, they will need to obtain a cycle permit from the Head of Wellbeing and Community. Parents are required to accept full responsibility for the condition of the bicycle and ensure that their son/daughter has the necessary road skills to safely travel to the College.

Senior students who wish to drive to school must obtain a permission form from Student Reception and present the completed form to the Head of Wellbeing and Community. Written permission to carry passengers to and from school is required from the driver's parents and the passengers' parents. Drivers must always drive safely, and the College reserves the right to remove driving privileges if necessary.

2. Buses

Calvary Christian College provides a bus service to its students in partnership with Express Coachlines, these services consist of an intercampus bus and a suburban bus run.

SECTION G: UNIFORM

Uniforms are compulsory. Acceptable uniform combinations are set out below and are to be purchased from School Locker.

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

If for any reason, a student is unable to comply with the Uniform Code, parents must contact the Head of Wellbeing and Community or Head of Middle and Senior School.

Middle School Students

Girls' dress standard

Summer	Hat, school skirt, over-blouse (Middle School blouse – Grey & White stripe with purple piping), tie, short white socks with stripe, standard black leather lace-up school shoes with heel no higher than 3 cm. Year 6 2022 students who enter Year 7 in 2023 may continue to wear their Year 6 formal uniform (not sport).
Winter	As above plus: school jumper, optional 'nearly black' coloured 15 denier stockings.

Boys' dress standard

Summer	Hat, Middle School shirt - Grey & White stripe, school grey shorts or long pants, black leather belt, long grey school socks (or short black socks with long pants), standard black leather lace-up school shoes with heel no higher than 3 cm. Year 6 2022 students who enter Year 7 in 2023 may continue to wear their Year 6 formal uniform (not sport).
Winter	As above plus: school jumper, tie, optional long pants, black leather belt

Senior School Students

Girls' dress standard

Summer	Hat, school skirt, over-blouse (plain white, self-patterned material), tie, short white socks with stripe, standard black leather lace-up school shoes with heel no higher than 3 cm.
Winter	As above plus: school jumper, optional 'nearly black' coloured 15 denier stockings. Blazers are compulsory for Years Eleven and Twelve in Terms Two and Three and optional for Year Ten.

Boys' dress standard

Summer	Hat, school shirt, school grey shorts or long pants, black leather belt, long grey school socks (or short black socks with long pants), standard black leather lace-up school shoes with heel no higher than 3 cm.
Winter	As above plus: school jumper, tie, school grey shorts or long pants, black leather belt, standard black leather lace-up school shoes with separate block heel. Long pants for formal occasions or whenever the College Blazer is worn. Blazers and long pants are compulsory for Years Eleven and Twelve in Terms Two and Three and optional for Year Ten. Students may plain grey business socks with long pants.

HAIR, NAILS and MAKEUP (all students)

Hair should always look neat, tied up, and presentable.

- Students must have a single natural-looking hair colour.
- Hair must be off the ears, off the eyebrows, and off the collar.
- Mullets, rat-tails, and undercuts are not permitted
- Afros are permitted if this the natural way your hair grows
- Students may shave their head, but are not permitted to carve patterns, symbols, lines, etc. into their hair.

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

- Slide combs, bobby-pins, clips, hair elastics/bands in clear or a colour similar to the hair colour
- A narrow head band (maximum width of 1.5 cm) in a colour similar to the hair colour
- Scrunchies and ribbons in school or hair colours only
- "Snap closed" hair clips in plain silver
- No small or Zulu plaits (cultural exceptions)

Makeup is not permitted, but a light base level of skin-coloured foundation is acceptable.

No false eye-lashes are permitted.

Nails should be clean and tidy

- No false nails are permitted
- No mascara
- No coloured nail polish is permitted
- Nails should be at a practical length for safety during practical classes (Eg. HPE)

JEWELLERY (all students)

Students may wear a watch. Students may wear a necklace under their uniform, but this should not be easily visible. Students are not permitted to wear rings – they may attach a ring to their necklace if necessary.

Earrings (and piercings):

- are to be worn in the lower lobe of the ear only and have only one earring per lobe.
- Students are permitted to wear a set of plain silver or gold studs (no stones) or hoops
- Earrings should be small (small thin hoop or small stud e.g. 6mm).
- A clear/invisible stud can be used for other piercings.

Free dress days

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

- Shorts should reach to just above the knees and cannot be shorter than mid-thigh (no short-shorts).
- Students may not colour their hair except as in the Uniform Policy
- Students may not wear make-up
- Stomach regions should not be exposed
- Students should wear a t-shirt or equivalent. No bare midriffs, low necklines, singlets or strappy tops
- Practical closed shoes to be worn that do not impede the ability of students to participate in class or scheduled activities
- Students must wear respectable tops (clothing that has negative slogans or images will not be permitted)

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

Sport

Sports cap, shorts, shirt and white sports socks are required. Shoes are to be either leather or mesh and predominately white or black (Dunlop Volleys, skate shoes and cloth shoes are not acceptable). Specific Sports shoes (Futsal, Netball, Basketball, etc.) should be changed into for specific training only and not worn all day.

Middle School students are permitted to wear their sports uniform all day, including arriving and departing the College, on the days that they have practical Core Physical Education

lessons. Senior School students are required to wear their full-dress uniform to and from school and change into and out of their sports uniform as required.

College House Shirts

It is compulsory for students to wear the College house shirt/hat for College carnival days (e.g., Athletics, Swimming etc.). The College house shirt/hat may be worn instead of College sports shirt/hat when a student has a PE class on that day. If a student is representing the College at an excursion requiring sports uniform, on or off College campus, the College sports shirt must be worn.

Blazers

Blazers are optional for Year 10 and compulsory for Years 11 and 12 for Terms 2 and 3. When wearing the College Blazer, long pants are compulsory. Blazers are not to be worn by students in Years 7-9.

Year Twelve Jersey/Jacket

Year Twelve students may be given an opportunity to purchase and wear a commemorative item of clothing (typically a Jersey or Jacket) to and from the College. Specific details of when this item can be worn will be negotiated by the Stage 6 Wellbeing Leader and at the discretion of the Head of Wellbeing and Community.

Hats

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

NOTE:

- The appropriate dress or sports hat is to be worn at all times that the student is not inside or under a shade structure. The 'no hat no play' rule continues to apply for all Middle and Senior School students.
- Black leather school shoes mean traditional lace-up leather shoes **not** leather joggers. Shoes with pointed toes or large buckles are not acceptable. Maximum heel height is 3 cm.
- At times, permission may be given to students to wear badges, wristbands or similar items to raise awareness of a particular event, situation or cause within our community. The time given to wearing such items will be at the discretion of the Head of Year through consultation with the Head of Wellbeing and Community.
- All College jumpers should be purchased from School Locker; no hand-knitted jumpers are allowed. The appropriate jumper should be worn with the relevant uniform (i.e. formal knitted jumper with the formal uniform and sports tracksuit top with the sports uniform).
- Students who fail to comply with the dress standards face normal disciplinary procedures. Unacceptable hairstyles will require immediate modification or home suspension until rectified.
- When a pair of earrings are being worn, they should be worn in the lower earlobe only. Single earrings are not acceptable.
- Coloured nail polish and make-up is not to be worn.