

# PARENT MANUAL

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## 2022

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### Junior School

UNLEASHING  
POTENTIAL



**CALVARY**  
CHRISTIAN COLLEGE



centre  
for innovative  
learning design

Dear Parents

The 2022 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 child will be provided with the necessary opportunities to explore and advance their skills as learners and unleash their potential.

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.

Our Junior School Communications are sent out via email on a Thursday. These are important notices to keep you up to date with what is happening in the school. We also celebrate the events happening in the life of the College.

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](http://www.calvarycc.qld.edu.au)

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

Kim Winton  
Fiona Burnett

Head of Junior School Springwood Campus  
Head of Junior School Carbrook Campus

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](mailto:info@calvarycc.qld.edu.au)

Website: [calvarycc.qld.edu.au](http://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 – 8:30am 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](mailto:info@calvarycc.qld.edu.au)

Website: [calvarycc.qld.edu.au](http://calvarycc.qld.edu.au)

### **Office Hours (during term time):**

Main Reception – 8:20am to 4:00pm

Business Office – 8:30am to 4:30pm

### **Office Hours (during school holidays):**

Main Reception – Closed

Please refer all enquiries to Carbrook Campus

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## 1. SCHOOL HOURS

### Junior School – Springwood

7:35am	Staff supervision for inter-campus bus siblings only
8:00am	Staff Devotions (staff supervision for students arriving)
8:35am	School commences
10:40am – 11:20am	Morning Tea (includes 10 min eating time)
1:20pm – 2:00pm	Lunch (includes 10min eating time)
3:00pm	School ends

### Junior School – Carbrook

8:00am	Staff Devotions (staff supervision commences Western Carpark)
8:20am	Staff supervision commences in Junior School
8:35am	School commences
11:00am – 11:30am	Lunch
1:00pm – 1:50pm	Afternoon Tea
3:10pm	School ends

## 2. ARRIVAL AND DEPARTURE PROCEDURES

### Springwood Campus

- Office hours are 8.30am to 4.00pm.
- Official school hours are 8:35am – 3:00pm
- Students are supervised from 8.00am at the Undercover Multipurpose courts
- Before School Care is available from 7:00am.
- After school, students can be picked up from Real Life Church Car Park or the bus turning circle at the entry of the Campus.
- Students not collected by 3.15pm will be accompanied to the office and their parents notified.
- Students not collected by 3.30pm will go to Outside School Hours Care and a fee will be invoiced to parents.
- Early departure – Please sign your child out at reception.

### Carbrook Campus

- Office hours are 8:00am to 4:30pm.
- Official school hours are 8:40am until 3:10pm for Junior School and 8:35am until 3:20pm for Middle and Senior School.
- Students are supervised at the Undercover Area at the Western Car Park from 8:00am – 8.20am.
- At 8.20am Junior School Students move to the Junior School play areas where supervision is provided.
- Junior School students are to be collected from the Western Carpark Undercover area at 3.15pm
- Junior School students who are not collected by 3:40pm will be accompanied to Student Reception where parents are called. Students not collected by 4.00pm will be accompanied to Outside School Hours Care and a fee will be invoiced to parents.
- Junior School parents who wish to collect their child using the drive-by, can do so on the road adjacent to the CCC building. This pick-up area is operational from 3:05 – 3:15pm.
- Bus students will be released and supervised at the Bus Bay from 3.20 until their bus departs.
- Early departure – please sign your child out at student reception.

Parents are not to park in bays set aside for specific staff members or Kingdom Kids/ Noah Centre parents. These parking bays are required at all times. The Eastern Car Park at Carbrook and Oval Carpark at Springwood are set aside for Childcare, Executive and authorised College deliveries only.

### 3. OUTSIDE SCHOOL HOURS CARE (BEFORE AND AFTER SCHOOL CARE)

A quality Before and After School Care Program is provided by Calvary staff with relative qualifications

Hours:	(SWD)	7:00am – 8:15am	3:00pm – 6:00pm
	(CBK)	7:00am – 8:30am	3:30pm – 6:00pm

Enquiries regarding enrolment, costs, etc. may be directed to the OSHC Nominated Supervisor through the College office or by emailing to [info@calvarycc.qld.edu.au](mailto:info@calvarycc.qld.edu.au). **Vacation Care** also operates during most school holidays and pupil free days. You can also find additional information on the College website.

### 4. STUDENT ABSENCES/LATE ARRIVALS

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

#### Planned Extended Absence

Parents are required to write to the Head of School and classroom teacher when extended absence of more than 5 days is known, prior to the event that a child will be away. The parent is to advise of the relevant dates of absence and the reason for the absence in writing at least two weeks prior to absence.

#### Late Arrival

A student arriving after 8:35am (SWD) or 8:40am (CBK) must attend Student Reception and obtain a 'late slip' explaining the reason for lateness from the office, which must be presented to the class teacher.

#### Part Day Leave

The student is to report to the student reception office and be signed out by the parent or guardian who is collecting the child from school. Students are not permitted to wait elsewhere.

#### Student Collection

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

#### Whole Day Absence

Parents are required to advise the Classroom Teacher via email when it is known a child will be absent, prior to the event. Should an absence be unexpected, such as in the case of sudden illness, indicate your child's absence via the College app. If no notification has been given, the College will contact parents via SMS.



Carbrook Campus 24hrs Absentee Phone No: (07) 3030 2957  
Springwood Campus 24hrs Absentee Phone No: (07) 3030 5925  
Email: [info@calvarycc.qld.edu.au](mailto:info@calvarycc.qld.edu.au)

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

## 5. BICYCLES – Springwood Campus only

Parents accept full responsibility for the condition of their child's bicycle and ensure their son/daughter has the necessary road skills and safety gear.

- Safety helmets must be worn
- All traffic regulations are to be observed
- Students are not to cycle on paths within the school grounds (walk bike onto school property)
- Bicycles are to be parked in the designated area behind the office

## 6. UNIFORMS

Uniforms are compulsory. Acceptable uniform combinations are to be purchased from The School Locker located on the service road near the Hyperdome. Second hand uniforms can be purchased and sold through the parent-run Facebook group, *Calvary Second Hand Buy and Sell*.

**Springwood Campus** Second-hand Uniform Shop is run by parents. Uniforms can be donated to this and are sold as a fundraiser for \$5 per item at various times throughout the year, advertised during the term.

### JUNIOR SCHOOL UNIFORM

#### Prep Boys and Girls

- Junior School Sports Uniform (worn every day)
- College Legionnaire's hat (purple) or Bucket Hat
- College school bag
- Sport shoes (predominantly black or predominately white)
- White College sports socks
- College Tracksuit
- Girls' hair must be tied up if collar length or longer, with purple or hair's natural colour scrunchies or bands. Boys' hair must be neat and tidy. Blade two is the smallest allowable
- Jewellery as for Junior School

#### Junior School Girls (Yr1 – Yr6)

- School dress or blouse and culottes
- White College dress socks
- Standard black leather lace-up shoes with a maximum heel height of 3cm (no buckle, Mary Jane, or Velcro shoes allowed)



### Junior School Boys (Yr1 – Yr6)

- School shirt, grey shorts, grey College short socks
- Standard black leather lace-up shoes with a maximum heel height of 3cm (no buckle or Velcro shoes allowed)

### Sport Boys and Girls (Yr1 – Yr6)

- Sport polo shirt, to be worn with green shorts (shirt length not to totally cover shorts)
- White College sports socks
- Sport shoes (predominantly black or predominately white) 'Volley', 'skate', futsal or non-athletic shoes are unacceptable due to lack of foot support. (No Velcro shoes allowed)
- Suede 'casuals', shoes not intended to be tied up and basketball shoes are not allowed
- Optional sports cap for Years 3-6 students involved in off campus sporting events and carnival days

### College House Shirts/Hats

- Carbrook Junior School wear their house shirt every Friday unless Gala Sports Day (Yr 5-6)
- Springwood Junior School wear their house shirt at their first PE lesson for the week (Yr 5-6) and on their Sport day for Yr 1-4

### Hats Boys and Girls

- Prep to 3 - Purple Legionnaire's hat (optional Dress Hat)
- Years 4 to 6 - Purple Dress Hat for day wear. A hat must be worn at all times when the student is outdoors
- Bucket hats are an option to be worn with sport uniform  
**Optional:** The sports cap can be worn for sport days when Yr 3-6 are going offsite for sporting events such as interschool sport, district carnivals and gala days.

### Winter Options Boys and Girls

- Green tracksuit pants may be worn with boys and girls sports uniform (Junior School)
- Grey tights (not pantyhose) may be worn under the girls' dress or purple culottes without school socks
- Boys may wear long grey pants with the dress uniform
- Purple jumper is to be worn over all dress uniforms

### School Bag

The standard Calvary Christian College bag is compulsory and is to be purchased from The School Locker. An identity tag or key ring may be attached.

### Hair: All Students

Hair must be neat, clean and conservatively styled. Any hair colouring must be kept within the range of natural, matching colours for the particular student.

The decision as to whether a student's hair style or hair colouring complies with this policy is at the sole discretion of the Heads of School.

### Hair - Girls

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

- Clips, hair elastics/bands in colour similar to the hair colour or College purple, green or white
- A narrow head band (maximum width of 1.5cm) in a colour similar to the hair colour
- Scrunchies and ribbons in College purple, green or white
- Fringes should clear the eyebrows and no part of the hair is to be worn or fall over a student's face.
- Large Jo Jo bows are not permitted.

### Hair – Boys

Boys' hair needs to be of a neat and conservative style that is off the face, off the collar and tidy around the ears. Fringes are to be above and not touching eyebrows. Number two blade is the smallest allowable for any cut, including any undercut.

### Jewellery

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

## 7. BIRTHDAYS

- Cakes or other small treats may be brought in for a child's birthday
- Cupcakes or Ikey poles are popular options
- Please let your classroom teacher know so that they can store to treats appropriately

## 8. STUDENT ANTI-BULLYING POLICY

We would refer you to the College website for this policy. This can be found on the Parent Portal.

## 9. BUSES

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

<https://www.calvarycc.qld.edu.au/bus-service>

### Bus Code of Conduct

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

The bus driver has the authority to report any child for misbehaviour - the Principal or her delegate will notify the parents of significant incidents. The bus company has the authority to ban a child from using the bus service.

## 10. CAFÉ – Happy Hens

A student-led Café, Happy Hens, operates at Springwood Campus two mornings a week. This is a great service opportunity for our students to develop business, leadership and hospitality skills. Parents are welcome to come and support them while enjoying a coffee and catch up with others in the community.

## 11. CALENDAR

The College Calendar is sent out at the beginning of the academic year and the Calendar is available on the website. The 2022 term dates are listed at the back of this manual and included on the College website at [www.calvarycc.qld.edu.au](http://www.calvarycc.qld.edu.au)

## 12. CAMPS

Year 4 – Thunderbird Park – Mount Tambourine – 1 night camp

Year 5 – Lake Ainsworth – Lennox Heads – 2 night camp

Year 6 – Canberra Trip – 3 night camp

## 13. CHANGE OF ADDRESS

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, telephone number, or email.* The Parent Lounge offers easy online access when changing your personal details. This is also accessible through the College app.

## 14. CHAPEL and ASSEMBLY

Parents and the community are welcome to attend our Chapel Services and Assemblies.

We start the term with an Assembly and alternate between Assembly and Chapel on a weekly basis.

- Springwood – Wednesday 2:15pm – 3:00pm – Real Life Christian Church, Springwood
- Carbrook – Thursday 2:15pm – 3:00pm – Calvary Community Centre, Carbrook

## 15. CHILD PROTECTION POLICY

We refer you to the College website for this policy.

## 16. CLASSROOM COMMUNICATION

Administration will communicate with classrooms regarding:

- Medication
- OSHC - child needs to go to OSHC
- Bus - child needs to take the bus home
- Any other such thing that is a duty of care issue.

## 17. CLUBS AND SPORT

The College has a variety of extra-curricular clubs that you can encourage your child to join such as:

Junior School Clubs (varies across campuses)



- Choir
- JAG Ag Science
- Debating and Public Speaking
- Dance, Drama, Theatre
- Gardening Club
- Fitness – running, skipping, basketball, futsal, volleyball
- Robotics/Coding Club
- Ensembles
- Maths Olympiad, Chess club
- AFL Auskick
- STEM Club
- Missions Club
- Happy Hens

Where student interest exists, other clubs and sporting groups may be offered.

### 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, interschool sports for Years 4-6 students, community sport with the Underwood Park Netball Association, Real Life 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 Interhouse carnivals and a variety of co-curricular sports are offered on and off campus.

### 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 the best to be selected at Regional, State and National levels in all Queensland School Sports.

### Team Sports

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

## 18. PARENT COMMUNICATION WITH TEACHERS

- We value a close partnership between parents and teachers
- Honest and open communication is vital between home and school
- Please use email or phone the college to contact teachers if you would like to arrange a meeting or share information pertaining to your child
- Feel free to book a time to meet with your child's teacher at anytime
- Please allow a minimum of 48 hours for a response
- Please do not contact our staff via social media with college related questions e.g. Facebook Messenger.

All college related questions should be addressed via college communication channels such as email or college phone.

e.g. [info@calvarycc.qld.edu.au](mailto:info@calvarycc.qld.edu.au) or [spr.administration@calvarycc.qld.edu.au](mailto:spr.administration@calvarycc.qld.edu.au)

Staff are not required to reply to communications sent via the Social Media sources.

## 19. SCHOOL COMMUNICATION TO PARENTS

### College App

Regular Principal Updates and college weekly communication will be distributed via the College App. Weekly communications are sent on Thursday afternoons.

### Email

Outside of our scheduled weekly communications, email is our preferred way of communicating with parents. Additional information regarding upcoming events, activities or urgent updates will be emailed to all parents as required via Administration or Stage Teachers.

### Facebook

Other forums for enhancing parent involvement are through regular Facebook posts on the Stage groups and the Campus groups.

**Calvary Christian College Springwood Campus Community Group**

**Calvary Christian College Carbrook Campus Community Group**

**Calvary Christian College**



### SMS Communication

The College has the capacity to use SMS communication as a means of communicating with families. This is mainly used for absentee, extreme weather or communication of emergency situations.

### Critical Incidents

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

### School Procedures

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

### School Events

Information about College events is also placed on the College website and Facebook.

### Cancellation of Events /Bus Service

The College will endeavour to communicate vital information to families via email, SMS, Facebook, our Bus App (Bus Minder) and College website where possible.

## 20. CONCERNS AND COMPLAINTS

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

The purpose of Calvary Christian College's Raising Concerns and Complaints 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.

## 21. PERMISSION FORMS

Most consent forms for events such as interschool sport, excursions and camps will be available on Parent Lounge. ***Children cannot be taken on off campus excursions without parental permission.***

## 22. EMERGENCY PROCEDURES

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 requested not to enter the College property until given clearance by the College staff.

## 23. ILLNESS AND INFECTIOUS CONDITIONS

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





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

CONDITION	EXCLUSION DETAILS
Chicken Pox Shingles	Exclude for at least five days and until all blisters have dried.
Conjunctivitis	Exclude until discharge from eyes has ceased.
COVID- 19	14 days quarantine, return when test is negative
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.

## 24. FACEBOOK

We invite you to join our Campus and Stage pages. The links to these pages will be sent out at the start of each school year. This is an informal way to stay in tune with what is happening in our College. Our Heads of Schools and staff regularly post updates of what is happening and give helpful reminders.

## 25. FAMILY LAW ARRANGEMENTS

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

## 26. FEES

The College is a financial partnership between the College, families and government.

### Tuition Fees

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.

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.

### Transfers

If your child/children is/are transferring between campuses, please complete the Transfer Request Form available from the Director of Enrolments. Transfer between campuses is not automatic and is at the discretion of the Principal and Head of School. If requested by the new school, a transfer certificate will be provided.

Students completing Year 6 are automatically enrolled into Year 7 at the Carbrook campus. Parents do not need to complete forms for this. A Middle School Immersion Program begins from Year 5 to assist with students making the transition to high school.

### Financial Hardship

Parents experiencing difficulty in payment of fees must contact the Business office as soon as possible. A fee payment scheme may be negotiated.

### Notice of Withdrawal of Student:

**When a student is being withdrawn, 1 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 fees.

## 27. FOOD

We are a nut-free Junior School. Due to serious allergies in the community we ask that you do not bring foods with nuts to school.

## 28. FREE DRESS DAYS

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

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

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

## 29. HOME LEARNING

Home Learning is designed to be engaging and motivated by the student's desire to know more, understand more deeply and to improve their skills. Home Learning is also an opportunity for parents to engage with their child and find out more about what is happening for them at school.

### Prep

- Home readers and sight words upon development of readiness to read

### Years 1 – 6

- Regular reading – home readers and reading for enjoyment
- Sight words and spelling appropriate to developmental stages of individual students
- Other activities related to real life problem solving and application
- Consolidation of concepts learnt in class
- Stage 3 – more independent activities with set time frames mimicking high school assessment

Home Learning is regularly communicated by teachers. Please email your child's teacher if you have any questions around Home Learning.

## 30. ILLNESS/ACCIDENT/INSURANCE

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

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

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

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

## 31. LOST PROPERTY

*Junior School* lost property is located in the Administration building on both campuses.

## 32. MEDICAL 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)

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

**NOTE:** **ALL** students who suffer from Asthma, Diabetes and allergic reactions and require medication must see student reception to complete the Medical Administration forms so all staff can be made aware of their treatment required.

Junior School students are required to administer asthma medication at student reception. 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. This plan will be displayed for staff information.

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

### 33. MOBILE PHONES and SMART WATCHES

Junior School students should only bring mobile phones to school in special circumstances. The phone will remain the responsibility of the student but will be held at the office during school hours.

Smart watches worn by Junior School students during the school day should be disabled of any message/call sending or receiving abilities.

Students who breach these expectations will have their phone or watch confiscated for a period of time.

### 34. MUSIC

#### Choral Program

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

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

#### Class Music Program

In the Junior School, all students receive one lesson per week from a specialist music teacher who teaches singing, instrumental and music literacy skills.

#### Instrumental Program

We welcome the participation of all students in our comprehensive instrumental music program. Tuition is offered on all band and orchestral instruments in either group or individual lessons. Contact

our Director of Performance Music for more detailed information about any aspect of our music program.

### 35. P & F INVOLVEMENT

The P&F (Parents and Friends) of this College aims to bring together different ideas and experiences to benefit our children. It provides an opportunity for parents to work as partners with teachers and administrators in making decisions about the continuing development of our College.

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

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

**Parent participation has a significant, positive and long-lasting effect on student achievement and growth. A strong partnership between parents and staff will help our College grow and assist our children to unleash their potential. We invite all Parents and Friends to enjoy active participation in the life of the College. We welcome your support.**

### 36. 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. In these aims, the staff and parents are seen as a team bringing students into a significant relationship with Jesus Christ and with themselves, their local community and their environment.

In any community, it is inevitable that there will be some conflict, but conflict must be dealt with quickly and effectively concluding with a peaceful resolution. Parents and teachers should work together towards a peaceful resolution should difficulties arise. Parents and staff are encouraged to support each other through prayer, and open and honest communication.

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

A commitment to the College by:

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

A commitment to students, parents and families by:

- Respecting the diversity of students and family units in which they live
- Respecting the privacy of students and their families by maintaining confidentiality in relation to student issues which may occur when visiting the College
- Maintaining an attitude of mutual respect and courtesy in communication



- Avoiding physical contact with students or other parents that may cause them to be uncomfortable or may be perceived as inappropriate or intimidating
- 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
- Communicating openly in a spirit of cooperation and trust; making appointments, where possible
- Informing staff of any changing family situations that may impact upon your child's learning
- Speaking privately to your child's teacher or Learning Plaza Director if you have an issue regarding the operation of the College
- Having your child prepared and equipped for learning.

**Any conduct that is threatening to students, other parents or staff may result in a formal request to leave school grounds, be banned from school grounds or be referred to the police.**

## 37. PARENT LOUNGE

Calvary Christian College operates a parent portal called Parent Lounge. Access is via the College website [www.calvarycc.qld.edu.au](http://www.calvarycc.qld.edu.au) or app 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](mailto:info@calvarycc.qld.edu.au).

Academic reports are made available on the Parent Lounge.

At the [Parent Lounge](#) you are able to access:

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

## 38. PARENT INFORMATION EVENINGS AND PARENT-TEACHER INTERVIEWS

- Start of Year Parent Information Evening – Term 1
- Parent Teacher interviews – Term 1 and Term 3

### 39. PETS AND ANIMALS

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

### 40. PRIVACY POLICY

The College takes the privacy of all College, Parent and Student information very seriously. A copy of the College Policy and Commitment to Policy is available on the College website.

#### Confidentiality

College staff respect the confidentiality of your family and your child. Any information which you share with us will remain confidential.

Please be aware of the need to be confidential if you are helping at school. **Do not** pass on anything that you have seen or heard regarding the children. If you have concerns, speak to the teacher.

### 41. PROHIBITED ITEMS

Students should not bring in toys, collectable items, dangerous items – such as pocket knives or matches. Should a student arrive with such items, they will be confiscated and parents notified.

### 42. REAL LIFE CHRISTIAN CHURCH AND COLLEGE COUNCIL

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

The College Council consists of the Chairperson, the Principal, the Business Manager, Lead Pastor of Real Life Christian Church, Presbytery nominee, Synod nominee, other representatives appointed by Real Life Christian Church Council and a representative of P&F (one from each campus) and community representatives.

The College Council and the Executive meet on a regular basis. Council sub-committees generally also meet monthly.

### 43. RELIEF TEACHERS

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

### 44. SCHOOL REPORTS

The College issues student reports at the beginning of Term 3 and the end of Term 4.

### 45. BOOKLISTS

Booklists are issued at the end of each academic year, which detail the school stationery and textbook requirements for the following year. Booklists are available on-line using the link found on the College website.

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

#### 46. CANTEEN – CARBROOK

A tuckshop is operated at the Carbrook campus and meals can be ordered on line, using the College app through *my student account*. The break times and service options include:

Prep – Year 2:	Orders ONLY; no counter service
Year 3 – 6:	All Breaks

The tuckshop is operated by the College. Parents are encouraged to volunteer to assist in the tuckshop.



## COLLEGE CALENDAR 2022

COLLEGE CALENDAR - 2022	
<b>Term 1</b>	<p><b><u>Students</u></b> Prep - Year 12: Monday 24 January – Friday 1 April</p> <p><b><u>Public Holidays</u></b> Australia Day: Wednesday 26 January</p>
<b>School Holidays Saturday 2 April – Tuesday 19 April</b>	
<b>Term 2</b>	<p><b><u>Students</u></b> Prep - Year 12: Tuesday 19 April – Friday 17 June</p> <p><b><u>Public Holidays</u></b> Friday 15 April: Good Friday Monday 18 April: Easter Monday Monday 25 April: ANZAC Day Monday 2 May: Labour Day</p>
<b>School holidays: Saturday 18 June – Tuesday 12 July</b>	
<b>Term 3</b>	<p><b><u>Students</u></b> Prep - Year 12: Tuesday 12 July – Friday 16 September</p> <p><b><u>Pupil Free Day</u></b> Monday 11 July Friday 2 September</p> <p><b><u>Public Holidays</u></b> Monday 8 August: EKKA Show Holiday</p>
<b>School holidays: Saturday 17 September – Tuesday 4 October</b>	
<b>Term 4</b>	<p><b><u>Students</u></b> Year 12: Friday 18 November Prep - Year 11: Thursday 1 December</p> <p><b><u>Public Holidays</u></b> Monday 3 October Queen's Birthday</p>

