

# PARENT MANUAL

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# 2023

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## Junior 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. We are confident that each child will be provided with exciting 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.

You are also encouraged to access 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)

Your child's class teacher is always the best source of information. Should you wish to meet with a member of the leadership team below, please contact Reception.

Kim Winton	Head of Junior School Springwood Campus
Fiona Burnett	Head of Junior School Carbrook Campus

Our College is blessed with dedicated and highly competent staff, and a supportive church and parent community, that you are very much a part of.

We trust your child will enjoy their time at Calvary Christian College and further develop the many special qualities which God has given them.

Yours in Christ

Fiona Burnett and Kim Winton  
Heads of Junior School

## 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 – 8:30am 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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## SCHOOL HOURS

### Junior School – Springwood

7:30am	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)
8:15am	Staff supervision commences in Junior School
8:35am	School commences
11:00am – 11:30am	Morning Tea
1:00pm – 1:50pm	Lunch
3:00pm	School ends

## 1. 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.
- Late arrival – please send your child to reception to sign in / collect a late slip

### 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 – 8.15am.
- At 8.15am 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 from 3.00pm-3.15pm with class teacher, or 3.15pm-3.40 from the front gate with supervising teacher.
- 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 3:00 – 3:15pm.
- Bus students will be released and supervised at the Bus Bay from 3.15 until their bus departs.
- Early departure – please sign your child out front reception/administration

## 2. 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 – 8:40am	3:00pm – 6:00pm
	(CBK)	7:00am – 8:45am	3:00pm – 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 public free days. You can also find additional information on the College website.

## 3. PARKING

### **Early Years Centres:**

Parents are not to park in bays reserved 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.

### **Springwood Junior School:**

Parking options for drop off and pick up are the Turning Circle (quick pick up and drop off only), and the carpark of Real Life Christian Church. There is some parking along Dennis Rd, please ensure you read road signage for no standing zones.

### **Carbrook Junior School:**

Parking options for drop off and pick up are Quick drop off/pick up (lane that runs adjacent to CCC building), and the Western carpark.

## 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 unexplained absences and/or late arrivals continue, parents will be requested to supply information and relevant documents to the Head of School.

### Planned Extended Absence

Parents are required to email Administration and the classroom teacher when extended absence of more than 5 days is known.

### Late Arrival

A student arriving after 8:35am must go to front reception/administration where they will use their student ID card to sign in and obtain a receipt which they can hand to their teacher to explain their late arrival.

### Part Day Leave

The student is to report to the front reception and be signed out by the parent or guardian who is collecting the child from school. Students will need to have their student ID card ready to sign out.

### 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

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

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 and can 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*.

### JUNIOR SCHOOL UNIFORM

#### Prep Students - Everyday

- Junior School Sports Uniform – shirt and shorts
- Bucket Hat
- College school bag
- Sport shoes (predominantly black or predominately white)
- White College sports socks
- Green Sport Tracksuit in cooler weather

#### Junior School Girls Formal Uniform, 2 days per week (Yr1 – Yr6)

- School dress, or blouse and culottes
- White College dress socks
- Standard black leather lace-up or Velcro shoes with a maximum heel height of 3cm (no buckle, Mary Jane shoes)
- Bucket hat or purple wide – brimmed hat
- College Purple jumper in cooler weather
- Grey tights (not stockings) in cooler weather

Junior School Boys Formal Uniform, 2 days per week (Yr1 – Yr6)

- School dress shirt
- Grey shorts
- Grey College short socks
- Standard black leather lace-up or Velcro shoes (no buckle shoes allowed)
- Bucket hat or purple wide – brimmed hat
- College Purple jumper in cooler weather

Sport Boys and Girls, 3 days per week (Yr1 – Yr6)

- Sport polo shirt, to be worn with green shorts (appropriate fit)
- White College sports socks
- Sport shoes (predominantly black or predominately white) 'Volley', 'skate', casual, or non-athletic shoes are not allowed.
- Bucket hat or purple wide – brimmed hat. Optional sports cap for Years 3-6 students involved in off campus sporting events and carnival days

College House Shirts/Hats – all students

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

SCHOOL BAG – all students

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.

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

- Clips, hair elastics, scrunchies, headbands or ribbons in colour similar to the hair colour or College purple, green or white
- Fringes should clear the eyebrows and hair is to be worn so it is off the student's face.
- Number two blade is the smallest allowable for any cut, including any undercut.

JEWELLERY / NAIL POLISH

No jewellery except a watch and /or one pair of plain round gold or silver studs or sleepers are to be worn. 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 Icey 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 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 delegate will notify the parents of significant incidents. The bus company has the authority to ban a child from using the bus service.

## 10. HAPPY HENS CAFÉ / TUCKSHOP – SPRINGWOOD CAMPUS

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 enjoy a coffee and catch up with each other or as a family before the day begins.

Happy Hens Café is open Tuesday and Thursday mornings from 7:30am – 8:30am.

Happy Hens Tuckshop runs each Friday at first break. It is a parent – run tuckshop and volunteers are always welcome. You can order tuckshop for your child using My Student Account on the College website or app.

## 11. CALENDAR

The College Calendar is sent out at the beginning of the academic year and is available on the website. The 2023 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 – Luther Heights, Apex Camps - Coolum – 2 night camp

Year 6 – Canberra Trip – 3 night camp

## 13. CHANGE OF DETAILS

Keeping your contact information up to date is essential should the school need to contact you urgently. If there are any changes to your address, contact details, children's medical details or any changes to family living arrangements, *please advise the College as soon as you are aware*. 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 and Assembly Services.

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.

Please call Administration to pass on urgent messages to your child.

## 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 (Junior Ag Science)
- Debating and Public Speaking
- Dance, Drama, Theatre
- Fitness – running, skipping, basketball, futsal, volleyball
- Robotics/Coding Club, STEM Club
- Instrumental group Ensembles
- Maths Olympiad, Chess club
- AFL Auskick
- 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. The College encourages the physical health and development of our students offering Physical Education as a curriculum subject, development programs, interschool sporting programs 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.

For School Sports competitions our Springwood Campus is a part of the Logan District and the Metropolitan East Region, and our Carbrook Campus is part of the Pacific District and the South Coast Region.

### Team Sports

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

- Representative trials, both Individual and Team, for multiple sports at District, Regional and State levels
- Gold Coast Finals - multiple sports
- Australian Futsal Association Tournaments

- Year level competitions in multiple sports including Futsal, Basketball, Touch, Football (Soccer) and Basketball
- All Schools Touch
- Queensland Schools Volleyball Cup

## 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 via email to meet with your child's teacher
- Please allow a minimum of 48 hours for a response to emails
- Please do not contact our staff via social media or personal message
- 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 engagement are through regular Facebook posts on the Stage groups and the Campus community 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 Events and Procedures

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

### 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 the 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	Inline with current government regulations
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 School 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 if there are people who are not to have contact with a child. Copies of Court Orders and parenting plans or 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

There 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, 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 transfer between campuses, please complete the Transfer Request Form available from the Enrolments Officer. Transfer between campuses is not automatic and is at the discretion of the Principal and Head of School.

Students completing Year 6 are automatically enrolled into Year 7 at the Carbrook campus. Parents do not need to complete forms for this. Please refer to the contractual obligations for withdrawing a student. 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 a 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 aim to be 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 (below mid thigh)
- 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 an opportunity for parents to engage in reading with their child.

Prep

- Home readers, home learning booklet and sight words upon development of readiness to read

Years 1 – 6

- Regular reading – home readers and reading for enjoyment
- Sight words (Stage 1) and spelling appropriate to individual learners
- Maths and other activities related to real life problem solving and application
- 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

Springwood- Lost property is located in the Administration building.

Carbrook- Lost property is located at the front entrance to the Stage 3 Plaza building.

## 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.

Parents of students with action plans for allergies, Diabetes and / or Anaphylaxis etc. must ensure the office has a copy of the plan. This plan will be displayed for staff information.

On occasions when an injury is 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. 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 must be disabled of any message/call sending or receiving abilities. Students are not permitted to use school Wi-Fi on their personal phones or smart watches. Our camping program for Years 4-6 will have rules specific to devices, smart watches and phones. Please read our camp information carefully if your child is going on camp.

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

## 34. CAPA (Calvary Academy of Performing Arts)

### 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.

### Beginner Band / Beginner Strings Program

These programs offer small group lessons for students in Years 5 – 12 in brass, woodwind, percussion and string instruments.

### Year 3 Beginner String / Year 4 Beginner Band Programs

These programs offer small group lessons for students in brass, woodwind, percussion and string instruments. They are a great way for students to be introduced to learning an instrument.

### Junior – Intermediate Band and String Program

This program is a continuation of the beginner program. Students can move into the intermediate program as recommended by their ensemble teacher.

### Dance Program

Group dance lessons in Ballet and Jazz/Contemporary dance, are offered to all students Prep – Year 12 at the Carbrook campus. Sports Aerobics is offered at both campuses. Springwood campus offers group lessons in Hip Hop, Ballet, Street Dancing and Theatre Dance as part of their co-curricular 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 private individual lessons. Refer to the College website or contact our Head of CAPA for more detailed information about any aspect of our music program.

## 35. PARENT ENGAGEMENT

There are many ways parents can be involved and engaged in the life of the College. We encourage every parent /caregiver to find ways in which they can participate throughout the year. Parent participation has a significant, positive and long-lasting effect on student achievement and growth. We have a number of parent support groups across the college that you are welcome to be a part of, as well as general Junior School events and activities we appreciate volunteers for.

Parent Support Groups:

- CAPA (Calvary Academy of Performing Arts)
- Ag (Sheep Show Team and Agricultural Program)
- Sport

Junior School Parent helpers and volunteers

- Stage Parents: parents who nominate to be a point person for the staff and families of a particular stage. Details of this role are sent out in Term 1.
- Parent helpers supporting the general classroom routine, sporting events and excursions
- Parents supporting fundraising activities
- Parent volunteers for helping to run tuckshop/canteen

## 36. PARENT CODE OF CONDUCT

Effective family-College partnerships are based on mutual trust and respect, and shared responsibility for the education of young people at our College. The staff and parents are seen as a team, educating and bringing students into a relationship with Jesus Christ, with 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 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 consumption of any drugs or 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 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 and courtesy
- 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 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 - allows you to book in a time with your child's class teacher.
- TOURS AND EXCURSIONS – allows you to approve for your child to attend camps and excursions.

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

- Start of Year Parent Information Evening – Term 1
- Parent Teacher interviews – Term 1 and Term 3
- Learning Expos – throughout the year we have our Inquiry unit on display for families to enjoy

### 39. PETS AND ANIMALS

Animals (including dogs) are prohibited from both campus grounds at all times, due to Health and Safety Requirements. 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 Privacy 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. Please also refer to the section, Mobile Phones and Smart Watches, for information on devices at school.

### 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 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 cover 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. The Term 3 reports are released prior to Parent Teacher Interviews.

#### 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. Booklist release dates and timeframe for online purchasing is sent out to families and also outlined in weekly communications. Parents are welcome to source booklist items via our provider, Campion, or via other means such as Officeworks.

#### 46. CANTEEN – CARBROOK CAMPUS

A canteen 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

Mango Café and the canteen are operated by the College. Parents are encouraged to volunteer their time to assist.

## COLLEGE CALENDAR 2023

All special event dates, term times and pupil free days across the College are on the College calendar, located on the College website and also accessible through Parent Lounge via the app.

<b>COLLEGE CALENDAR - 2023</b>	
<b>Term 1</b> <b>10 weeks</b>	<p><b><u>Students</u></b> Prep - Year 12: Monday 23 January - Friday 31 March</p> <p><b><u>Public Holidays</u></b> Australia Day: Thursday 26 January</p>
<b>School Holidays: Saturday 1 April – Sunday 16 April</b>	
<b>Term 2</b> <b>9 weeks</b>	<p><b><u>Students</u></b> Prep - Year 12: Monday 17 April - Friday 16 June</p> <p><b><u>Public Holidays</u></b> Tuesday 25 April (ANZAC Day) Monday 1 May (Labour Day)</p>
<b>School Holidays: Saturday 17 June – Monday 10 July</b>	
<b>Term 3</b> <b>10 weeks</b>	<p><b><u>Students</u></b> Prep - Year 12: Tuesday 11 July - Friday 15 September</p> <p><b><u>Pupil Free Day</u></b> Monday 10 July Friday 1 September</p> <p><b><u>Public Holidays</u></b> Monday 14 August (Ekka)</p>
<b>School Holidays: Saturday 16 September – Monday 2 October</b>	
<b>Term 4</b> <b>9 weeks</b>	<p><b><u>Students</u></b> Prep - Year 11: Tuesday 3 October - Friday 01 December Year 12: Tuesday 3 October - Friday 17 November</p> <p><b><u>Public Holidays</u></b> Monday 2 October (Monarch's Birthday)</p>