



PARENT MANUAL

2025

Middle & Senior
School



CALVARY
CHRISTIAN COLLEGE



centre
for **innovative**
learning design

2025 MIDDLE AND SENIOR SCHOOL PARENT MANUAL

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ABSENCE, ARRIVALS and DEPARTURES

Absence and attendance – requirements

Under s176 of the Education (General Provisions) Act 2006, the parents of a child or young person, who is of compulsory school age or in the compulsory participation phase, must ensure they are enrolled at a school and that they attend every school day for the educational program in which they are enrolled, unless the parent has a reasonable excuse. Calvary Christian College (the College) has a duty of care to ensure that enrolled students are meeting the requirements of the compulsory participation phase of schooling.

Absence procedures

Where a student is unable to attend school, the College is to be informed before 8:00am by lodging an absentee notification via parent lounge, College App (can be downloaded here: <https://www.calvarycc.qld.edu.au/parent-information/>), telephoning the College office; or emailing info@calvarycc.qld.edu.au

Absence - extended and planned

Parents need to inform the Deputy Principal MSS (josh.wilson@calvarycc.qld.edu.au) about planned and extended absences. Parents are 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.

Absence during assessment or school events/camps

Students who are absent for an examination or camp will need to provide the College with a medical certificate for the duration of their absence.

Arrival and departures (school hours)

Teacher supervision begins at 8:00am and students should not arrive before this time, unless they are under your supervision or have a supervised cocurricular or training session. From 8am in the mornings, students are permitted to gather under the Western Carpark, under the Pavilion, or outside the Mango Café. Students are not permitted to access lockers outside of these supervision areas until 8:20am.

Teacher supervision in the afternoon at the Western Carpark is from 3:20pm to 3:45pm and MSS students remaining after this time are sent to the 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 must be picked up by 4:30pm at the latest.

Arrival - late

Students arriving at school after 8:35am will need to sign in at College Reception to be issued a late slip. Late slips are recorded and a regular pattern of being late to school will be addressed between the Head of Stage/Wellbeing Leaders and parents.

Departures - leaving early/part day

Students who need to leave the College early must present a written note from their parent to their teacher and College Reception or parents/carers can directly email College Reception. Parents will need to pick their child up from College Reception in person unless the child drives to school.

Departures – leaving with someone other than a residential family member

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.



DAILY LIFE AT CALVARY CHRISTIAN COLLEGE

Calendar

The College calendar is available online on our website and Parent Lounge. It will contain term dates and major events.

Cocurricular

The College runs a wide variety of cocurricular activities and academic tutorials for students. General cocurricular activities run by the College are published near the start of each semester. Private music tuition, some sporting competitions and external activities (e.g. Duke of Edinburgh) may incur a cost. If you would like further information about our main cocurricular opportunities, please email:

Agriculture – Mrs Angela Haupt (angela.haupt@calvarycc.qld.edu.au)

Calvary Performing Arts – Dr Gary Holley (performingartsacademy@calvarycc.qld.edu.au)

Sport – Mr Chris Paech (chris.paech@calvarycc.qld.edu.au)

General – Mr Dino Arraiol (dino.arraiol@calvarycc.qld.edu.au)

Communications

The College sends out weekly communications on a Thursday that are available on our website and contain important information about coming events and life at the College. Principal Communications are also published regularly in the same space and contain important information for parents. Please access both regularly. Essential information about College life will always be available in MSS Communications, Principal Communications, or directly emailed to parents. Our MSS Facebook page is also available for all College parents to join and contains images and videos of life at the College. Each year the link to the current year's Facebook page is emailed to parents directly and available in communications.

Driving to school – students

Senior students with a licence who want to drive to school need to request a *Permission to Drive* form from the Stage 6 Wellbeing Leader Mr Heagney (paul.heagney@calvarycc.qld.edu.au). Students who drive must park their car in the student carpark. Unsafe and reckless driving will not be tolerated by the College.

School hours and timetable (MSS)

8:00am – 8:34am	Staff supervision commences
8:35am – 10:59am	Period 1-4
11:00am – 11:29am	Morning Tea
11:30am – 12:59pm	Periods 5-6
1:00pm – 1:49pm	Lunch
1:50pm – 3:20pm	Periods 7-8
3:20pm	End of day
3:20pm - 4:30pm	Staff supervision concludes

EVENTS

Award ceremonies

The College holds several award ceremonies across the school year, including: Induction, Valedictory, CAPA Soiree, Sports Awards evening, etc. All members of the College community are invited to these events, but attendance is compulsory for award winners and performers who are notified in advance.

Camps

Camps are compulsory. As part of our model to educate the whole child, camping programs have been constructed to enhance our pastoral, behavioural, and character-building aims for students. As camps are consistently identified and published online in our policies and Enrolment Contract as a normal and compulsory element of schooling, no alternative program will be provided at school during this



time for children not attending the camp. If your child is unable to attend camp, the College as part of its Absentee Policy and Procedures and its legislative requirements under S242.1 of the Educational (General Provisions) Act 2006, will require medical documentation to put on file (i.e., a medical certificate) around this extended absence. If your child has a diagnosis that you have informed the College about, we will have a support plan already on file to provide them with the assistance/help they may require in this context. The College reserves the right to withdraw students from camps should there be concerns about a student's behaviour.

Excursions

Subject specific College excursions are compulsory and are covered by College tuition and levy fees. These excursions value-add or are required for learning. Some voluntary clubs, groups sports, or societies in the extra-curricular space may have fee which you will be notified of in advance. Excursions generally require parental permission that you can provide through Parent Lounge. The College reserves the right to withdraw students from excursions should there be concerns about a student's behaviour.

Information and seminar nights

The College hosts a range of information and seminar nights for parents across the school year. We would strongly encourage you to attend our start of the year information night to learn about any changes to the College and more importantly meet your child's teachers. Additionally, our welfare team host a range of parenting nights with guest speakers across the school year which we facilitate to help support you in the parenting space.

Student Teacher Parent Interviews

These interviews occur early in Term 2 and Term 3 for the MSS and you will be notified of the opportunity to book interviews via communications and email. We would ask you to bring your child to the interview as we want them to take ownership of the conversation about how they are learning, what they are doing well and what they can do to improve. If you have concerns about your child's learning progress, don't wait until interview time to let us know. Please contact the teacher and address your concerns.

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.

If fees are paid in full at the commencement of the year, a discount is applicable. Any outstanding accounts will incur a late administration charge for each term the account is outstanding in the absence of 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 (fees@calvarycc.qld.edu.au) as soon as possible. A fee payment scheme may be negotiated.*



Levies

Levies are calculated by year level and are the combined cost of items such as excursions, camps, visiting school groups, sports, academic competitions, and accident insurance, and applicable subject levies. Levies also include laptop charges, textbook hire, and the College Journal.

Building Fund

The Building fund was 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 \$500 annually. Any amount may be donated at any time in the year and all amounts over \$2 are tax deductible.

Notice of withdrawal of student

If a student is being withdrawn, the College requires one full term's prior notice in writing submitted via our official *Exit Form*. Failure to give this notice will mean the family will be required to pay the equivalent of one term's tuition fees. If needed please contact our College Enrolments Office for an exit form.

Extra-curricular

Some sport competition fees and extra-curricular activities will be charged separately through either your commercial account or our 'Events and Payments' section on Parent Lounge. These invoices are payable prior to the event date or due date specified. You will be notified of any extra-curricular that have a cost involved before your child participates. General MSS cocurricular don't have a cost.

GENERAL

Café

The Mango Café provides meals, snacks, and rotating special menus for students at the College. The Café is open every day before school for breakfast and at lunch times. Parents are welcome to purchase breakfast and coffee in the mornings. Students may purchase food before school or at breaktimes. We have a convenient online ordering system via <http://www.mystudentaccount.com.au/>

If your child has forgotten their lunch, they should tell Reception (or their teacher). College Reception will try to contact home first, but will organise for the Café to provide lunch for your child (the cost will be added to your account).

Campus security

All volunteers and visitors are required to digitally sign in at Reception and be issued with a visitor's badge. At the conclusion of their business, they are required to sign out at Reception. All visitors/volunteers onsite must comply with our policies and follow staff direction in the event of an evacuation. The College reserves the right to ask people to leave its premises in situations it deems necessary.

IT issues – student laptops or Parent Lounge

If your child is having issues with their College laptop, they need to take it to our IT Department who can organise to fix or repair the issue. If you have difficulties logging into Parent Lounge, you should contact IT who can assist you with the login process. IT's email contact is: ict.info@calvarycc.qld.edu.au

Pets and animals

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



Scholarships

The College offers a range of academic and general excellence scholarships to students. Information is available on our website at <https://www.calvarycc.qld.edu.au/common-questions/scholarships/>

Transport – buses

Information about our bus services can be found here: <https://www.calvarycc.qld.edu.au/common-questions/buses-routes/>

Uniform

Our uniform policy is available in a separate document attached to this suite of documents. Uniform requirements are also accessible via the Uniform Shop.

MEDICAL

Allergies

If your child is anaphylactic or highly allergic to something, it is essential that you inform the College and update relevant medical files. When filling out camp or excursion forms, please reiterate information about allergies.

Exclusion of students with infectious conditions

Children with contagious illnesses must be kept home for the required time. Students with symptoms of a communicable disease or obvious cold and flu symptoms, head lice, etc., will be sent home by our Health Hub. 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. Sick students may access the classroom by video-conferencing if they request this of their teacher and are well enough to work.

Illness, accidents, and student insurance

Our Health Hub and/or College Nurse will administer first aid in the case of accident/sickness and phone parents at their discretion. In an emergency, the College will call an ambulance first and contact parents or emergency contacts as soon as possible.

All students are covered by 24-hour accident insurance. Please refer any inquiries to our Business Office (info@calvarycc.qld.edu.au) if you incur expenses because your child has had an accident.

Medicinal care – administering medication

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.

PARENTS

Change of details

Parents need to keep the College informed of their current details and must give notice of a change in details as soon as reasonably practicable. The Parent Lounge offers easy online access when changing your personal details or you can contact the office to make changes.



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

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. At any time that you would like to discuss your child's learning progress, please contact our teaching staff. Processes for communicating with teachers:

- Teachers may be contacted by their College email or via telephone (ring Reception).
- Please provide 48 hours for teachers to respond to your communication. Please contact College Reception if the issue is an emergency.
- Teachers will not be able to respond to you or meet with you outside of school hours.
- It is not appropriate to contact teachers in the context of their role at the College via their personal email, phone, or social media accounts.
- Please always engage graciously and respectfully with our staff. Aggressive, threatening, and abusive behaviour toward our staff will not be tolerated.

Communication with students

- Please contact College Reception who can contact your child.
- Please do not call or expect to contact students on mobile devices during the school day.
- Please limit calls requesting messages be passed on to students (in class) unless the message is urgent and essential.
- If your child ever rings you in distress, please send them to the Health Hub, and contact Reception immediately, so an adult can assist them.
- Consider emailing your child as they will have access to their laptop throughout the day.

College reputation

Both parents and students are expected to behave in a manner that is respectful and polite and does not bring the College into disrepute. Parents cannot act in a manner that prejudicial to the interests or reputation of the College. This includes in communications made on social media and online platforms about the College and members of the College.

Concerns and complaints

If you want to raise a concern about an issue in the classroom or the conduct of another person at the College you will find a stepped out process in our Responsible Behaviour Plan.

If you need to raise a serious formal complaint, you will find the process in our [Complaints Handling Policy](#) on our website.

Expectations of parents

Our Enrolment Contract (Section 1.2) states that Parents/Carers will:

- encourage the student to take full advantage of the curricular and co-curricular opportunities the College provides to further their education;
- facilitate the student participating in mandatory school activities including sports, sports carnivals, camps, presentation night, and excursions designed to enrich and extend their education;
- understand that it is a requirement that all students participate in Christian Education activities including chapel and Formation classes, regardless of their own faith background;
- provide all necessary books, stationery, uniforms and equipment that the student will require to enable them to benefit from the education offered by the College;
- ensure that the student is sent to school dressed properly in the required uniform;

- ensure that any library books, textbooks, laptop and peripherals, musical instruments or other equipment provided to the student by the College are returned in reasonable condition to the College promptly when called for;
- ensure that you comply with all mandatory policies and rules set by the College (accessible on our website and in the Parent Manuals) to ensure that the student is able to take full advantage of the education offered by the College; and
- do all that is reasonably practicable to ensure the student complies with the policies and rules set by the College with a view to assisting the student to take full advantage of the education offered by the College.

Family Law arrangements

The College needs to be informed of living arrangements regarding your child, especially if there are any people who are not legally permitted to have contact with a child. Copies of Court Orders and parent agreements must be provided for the College to act on the requirements of these documents. For more detail on how the College will interact with split families, please see Section 4 of the Enrolment Contact.

Parent Lounge

Parent Lounge is our online data and resource portal for parents. You can use it to:

- Access *Student Details*, allowing you to view attendance records, timetables, late slips, red slips, Catch Up and Reflection data, etc.
- View the *School Calendar*
- Use *School Links* (find significant school documentation, policies, and help sheets)
- *Update Details*
- View *Academic Reports* and student feedback
- Sign up to *Parent Teacher Student Interviews*
- Approve *Tours and Excursions*

Parking and drop-off

Students need to be picked up and dropped off at the Western Carpark. The Eastern Carpark is for Kingdom Kids, buses, reserved parking, and College deliveries only. Do not park in 'Disability Parking' spots unless you have the appropriate parking authorisation. Parents may utilize the Eastern Carpark only in the context of picking up a sick child from the Health Hub.

Recording/photography

Parents need to take caution when recording video, audio, and images at College events, to avoid recording people other than your child where possible. You must not publish or share video/audio/images of people in the community without express permission of each person/their parent carer.

PROPERTY

Damage

Students/parents will be responsible for the costs of repair for any wilful damage caused by the student to the property of the College or of an individual at the College.

Lockers

Students are provided a locker and a school lock. Students must use the school lock and not a personal one. If they lose their lock or damage their locker (e.g. graffiti), the replacement is to be paid for by the student.



Lost property

Lost property is stored outside the Head of Wellbeing and Community's office in A block. Named items are regularly returned to students. Unnamed items will be held for a term before being donated to charity. Please name your child's clothing and encourage them to search lost property if they lose an item (hats are the most misplaced item).

Mobile phones

Mobile phones stored in student lockers during the school day. Students may access them at break times in their locker. Students may use a phone to pay for Café food, but must carry the phone to the café in their pocket and return it immediately to their locker. Students using phones outside of these parameters will have them confiscated. After several confiscations parents will be contacted and students will be required to hand their mobile phones into the Health Hub for an extended period of time. Student mobile phone usage is also discussed under our Responsible Behaviour Plan.

Prohibited Articles

Gum, hand-held video games, weapons, vapes, matches, swap cards, toys that fire projectiles, and dangerous or illegal items are prohibited at school. Occasionally "fad" toys are banned. Energy drinks are banned at school. The College reserves the right to ban other articles as required.

Search of property

The College may search lockers, bags, and property, where it is reasonable to do so or as part of a general search of a place where College activities are conducted. The College may confiscate forbidden, illegal, or dangerous property. If illegal property is found, the College will immediately contact you and the police, and hand illegal substances over to the police.

Valuables

The College strongly discourages the bringing of valuables and personal property by students which is not necessary for the education of the student. Additionally, the College is not liable for loss or damage to property belonging to a student of any description and howsoever caused. It is parent's responsibility to insure property if you consider it necessary or desirable to do so.

SUPPORT

Behaviour

The College's plan and response to student behaviour is available in our Responsible Behaviour Plan.

Catch Up and tutorials

The MSS provides a Catch-up lunchtime opportunity for students to get ongoing assistance with home learning or general classwork from a teacher. We also run a range of tutorials students can access across the week should they want more support with their studies. Tutorials times are advertised at the start of each semester directly to students and to parents through our MSS Communications.

Counselling and other services

The College has a counselling team and a psychologist supporting our students. Students can access the counselling team through an onsite booking service. Our wellbeing teams will regularly provide resources, blogs/vlogs, and parenting support nights for you to access.

Pastoral care and Real Life Christian Church

The College operates as a ministry of [Real Life Christian Church](#) and our community benefits from access to the church's pastoral team who provide pastoral care support to our students. Real Life's Intergenerational Pastor, Clare Low, heads our chaplaincy team and can be contacted here: clare.low@calvarycc.qld.edu.au should you want to access pastoral support, prayer, or inquire about the church.



Student Growth referrals

If you have concerns that your child has specific learning needs or has recently been diagnosed by an external medical provider with a condition that affects learning, please contact our Head of Student Growth Sarah Wishart (sarah.wishart@calvarycc.qld.edu.au) who can action appropriate support at the College.

TEACHING AND LEARNING

Assessment

Assessment is a compulsory part of teaching and learning and reflects a point-in-time snapshot of how a student is progressing in learning. There are academic and behavioural penalties for students who do not complete assessment and in Years 11 and 12 non-completion of assessment can have serious consequences, including not getting an ATAR or QCE. Modifications to assessment can only occur through discussion with our Student Growth team. Issues related to academic integrity and requests for extensions are outlined in the Assessment Policy.

Home Learning

Home learning is a value-add that assists students in improving their learning. Students who want to achieve high academic results should be engaging in regular study. The College expects that students will need to complete a core element of home learning weekly. Students who don't complete the minimal home learning requirements may be required to attend a weekly Catch-Up session to finish any required work.

YEAR LEVEL	HOME LEARNING EXPECTATIONS	REGULARITY
YEAR 7	Up to 60 minutes activity each day.	Across the week - home learning checked weekly
YEAR 8	Up to 60 minutes per core subject (Eng, HASS, Science, Maths), plus reading/assignments.	Across the week - home learning checked weekly
YEAR 9	90 minutes written work per core subject, plus reading/assignment work.	Across the week - home learning checked weekly
YEAR 10	90 minutes written work per core subject, plus reading/assignment work.	Across the week - home learning checked weekly
YEAR 11	2-3 hours written work (ATAR) per subject, plus reading/assignment work.	Across the week - home learning checked weekly
YEAR 12	2-3 hours written work (ATAR) per subject, plus reading/assignment work.	Across the week - home learning checked weekly

Reporting

The College publishes a Statement of Results/Learner Profile report for every student at the end of each semester on Parent Lounge. Regular student feedback reporting occurs throughout each semester and is available on Parent Lounge.

Stationery and booklists

The stationery and booklists for the year are available on the website. It is important to note that while we are a one-to-one laptop school, all students are expected to have an accompanying physical notebook for each subject. Showing up prepared to class with the correct stationery is an expectation outlined in our Responsible Behaviour Plan.



Textbooks and library books

The College provides students with all their required textbooks. Students must return all textbooks and library books in reasonable condition. Textbooks and library books are inventoried at the end of the school year by our library. Students will be required to replace lost/missing or badly damaged books. The College will invoice the replacement cost of the resource to the family's account.

RELATED DOCUMENTS (Available on our APP and College website)

- Assessment Policy (short version)
- Booklists
- Uniform Policy
- Parent Lounge Information / College APP
- Responsible Behaviour Plan

QUICK REFERENCE CONTACT LIST:

Carbrook Campus: 07 3287 6222

Area	Contact	Email
Administration / Office / Services		
Business Office	Various	fees@calvarycc.qld.edu.au
Buses	Various	bus@calvarycc.qld.edu.au
Café	Linda Luck	Use APP – my student account
Enrolments	Kath Reid / Alyse Miller	enrol@calvarycc.qld.edu.au
Health Hub	Various	healthhub@calvarycc.qld.edu.au
IT support	Various	ict.info@calvarycc.qld.edu.au
Reception	Various	info@calvarycc.qld.edu.au
Academic, Curriculum, and Pathways		
Head of Liberal Arts	Jonathan Volz	Jonathan.volz@calvarycc.qld.edu.au
Head of STEM	Tammy Scott	Tammy.scott@calvarycc.qld.edu.au
Head of Curriculum	Cameron Handley	Cameron.handley@calvarycc.qld.edu.au
VET Coordinator	Emma Fletcher	Emma.fletcher@calvarycc.qld.edu.au
Cocurricular		
Agriculture/Show Team	Angela Haupt	Show.team@calvarycc.qld.edu.au
CAPA (Performing Arts)	Gary Holley	performingartsacademy@calvarycc.qld.edu.au
Sport	Chris Paech	Chris.paech@calvarycc.qld.edu.au
General	Dino Arraiol	Dino.arraiol@calvarycc.qld.edu.au
Wellbeing and Support / Behaviour		
Stage 4 (7/8)	Nicky O'Donnell	Nicole.odonnell@calvarycc.qld.edu.au
Stage 5 (9/10)	Cameron Handley	Cameron.handley@calvarycc.qld.edu.au
Stage 6 (11/12)	Paul Heagney	Paul.heagney@calvarycc.qld.edu.au
Student Counselling	Byron Hunt	Byron.hunt@calvarycc.qld.edu.au
Student Development	Rebecca Damianopoulos	Rebecca.damianopolous@calvarycc.qld.edu.au
Head of Middle and Senior School		
High School Wellbeing	Dino Arraiol	Dino.arraiol@calvarycc.qld.edu.au
Deputy Principal MSS		
High School - General	Josh Wilson	Josh.wilson@calvarycc.qld.edu.au

