



# PARENT MANUAL

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2024

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Junior School



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Dear Parents and Carers

The 2024 Parent Manual is designed to assist you and your child to settle into the new school year at Calvary.

While every effort is made to give you 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 our weekly communications.

Our Junior School Communications are uploaded to the college app each Thursday. These include important notices to keep you up to date with what is happening in the school. I encourage you to meet with staff, ask questions and put forward your comments and suggestions. At the same time, I invite you attend parent information sessions and other College activities listed below:

### **Parent Information Sessions**

During the year, a number of parent information sessions are held, focusing on a range of topics from general school and class operations to topical presentations on cyber safety, puberty and school readiness. Our counselling and wellbeing team also run a parenting course that you are welcome to attend.

### **Assembly and Chapel**

These run fortnightly and we encourage parents and family members to come and join in.

You are also encouraged to access the College website, Parent Lounge, and College Facebook sites where you will find current events and updated information: [www.calvarycc.qld.edu.au](http://www.calvarycc.qld.edu.au)

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

Kim Winton  
Zoe O'Donnell

Head of Junior School Springwood Campus  
Acting 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

Cherylynne Gostelow  
Principal/CEO



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## 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) 3209 0003**

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) 3209 0004**

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 4:00pm

**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 playground supervision for students arriving)
8:35am	School commences
10:40am – 11:20am	Morning Tea (includes 10 min supervised eating time)
1:20pm – 2:00pm	Lunch (includes 10min supervised eating time)
3:00pm	School ends

### Junior School – Carbrook

8:00am	Staff Devotions (staff supervision commences Western Carpark, Pavilion and Gotfredsen areas)
8:00am	Staff supervision starts at the Western Carpark, Café and Prep Play Area.
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 – 6:00pm.
- 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 called.
- 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 from 8am the Pavilion/Cafe, Western car park area or Gotfredsen Prep playground.
- Junior School students are to be collected from the Western Carpark Undercover area, or quick pick up from 3:00pm-3:15pm with a supervising 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 Main 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.
- 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)

At both campuses, a quality Before and After School Care Program is provided by 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 pupil free days. You can also find additional information on the College website; <https://www.calvarycc.qld.edu.au/common-questions/oshc/>

## 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 where they will use their student ID card to sign in and obtain a receipt which they can hand to their teacher.

## Part Day Leave

The student reports 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 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) 3209 0003  
Springwood Campus 24hrs Absentee Phone No: (07) 3209 0004  
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. JUNIOR SCHOOL UNIFORM – Please also refer to the link below regarding changes to the uniform over the coming years;

<https://www.calvarycc.qld.edu.au/communications/junior-school-springwood-comms/>

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*.

## 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 Sports Jumper or Tracksuit in cooler weather



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#### Junior School Girls Formal Uniform, 2 days per week (Stages 1 – 3)

- School dress, or blouse and culottes/ shorts (skirt option for Stage 3)
- White College dress socks
- Standard black leather lace-up or Velcro shoes with a maximum heel height of 3cm, (no buckle, no Mary Jane shoes)
- Bucket hat or purple wide – brimmed hat
- Soft shell jacket in cooler weather or College purple jumper (until phased out)
- Grey tights (not stockings) in cooler weather

#### Junior School Boys Formal Uniform, 2 days per week (Stages 1 – 3)

- School dress shirt
- Grey shorts or long grey trousers
- Grey College short socks
- Standard black leather lace-up or Velcro shoes
- Bucket hat or purple wide – brimmed hat
- Black soft shell jacket in cooler weather or College purple jumper (until phased out)

#### Sport Boys and Girls, 3 days per week (Stages 1-3)

- Sport polo shirt, to be worn with green shorts
- 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 Stages 2 and 3 students involved in off campus sporting events and carnival days
- Green sports jumper for cooler weather

#### College House Shirts/Hats – all students

- Carbrook Junior School wear their house shirt every Friday unless Gala Sports Day (Stage 3 )
- Springwood Junior School wear their house shirt on the day of their first PE lesson for the week (Stage 3 ) and on their Sport day for Stage 1 and 2

#### 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 a 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.

## 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.

## 6. 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>

Students are expected to adhere to Responsible Behaviour Plan expectations whilst travelling on the bus.

## 7. CALENDAR

The College Calendar is sent out at the beginning of the academic year and is available on the website. The 2024 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)

## 8. CAMPS

Year 4 – Tunnel Ridge, Sunshine Coast - 1 night

Year 5 – Luther Heights, Apex Camps, Coolum - 2 night camp

Year 6 – Canberra Trip - 3 night camp

## 9. CHANGE OF DETAILS

Keeping your contact information up to date is essential as the school may 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.

## 10. 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 2:30pm – 3:00pm – Real Life Christian Church, Springwood
- Carbrook – Thursday 2:30pm – 3:00pm – Calvary Community Centre, Carbrook



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## 11. CHILD PROTECTION POLICY

We refer you to the College website for this policy.

## 12. 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.

### Sport Affiliation

Calvary has a strong sporting culture and is highly regarded as a successful Volleyball, 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 Stage 3.

### 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.

## 13. COMMUNICATION

The College sends out weekly communications that are available on our website and contain important information about coming events and life at the College. Principal Communications are also available regularly in the same space and contain important information for parents. Please access both regularly. Essential information about College life will always be found in Junior School (Springwood and Carbrook) Communications, Principal Communications or directly emailed to parents.



## 14. 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 2024**

**Calvary Christian College Carbrook Campus Community Group 2024**

**Calvary Christian College**

## 15. Critical Incidents

During critical incidents vital information will be communicated via email or SMS. We encourage parents to access information from this source as this will minimise congestion of the phone lines.

## 16. CONCERNS AND COMPLAINTS

A step-by-step process for communicating concerns can be found in the Responsible Behaviour Plan, Appendix A to this Parent Manual. We would also refer you to the Complaints Handling Policy on the College website.

### ➤ STUDENT ANTI-BULLYING POLICY

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

### ➤ STUDENT RESPONSIBLE BEHAVIOUR PLAN

The Junior School Responsible Behaviour Plan can be found as an Appendix to this Parent Manual

## 17. 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.***

## 18. 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.

It is vital that all visitors to the College sign in and out at reception.

## 19. HEALTH HUB

### a. Medication / Ventolin / Epi-Pen

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 Parent Lounge, please contact reception. These requirements apply to all medications, including Paracetamol and Ibuprofen. No medications will be provided by the College.

Asthma puffers/ medication should be administered by staff at the Health Hub.

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 the treatment required.

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.

## b. 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 makes recommendations for the minimum periods of exclusion from school: [https://www.health.qld.gov.au/\\_data/assets/pdf\\_file/0022/426820/timeout\\_poster.pdf](https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf)

## c. 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 or School Nurse. When parents cannot be contacted, the student will be treated locally. Ambulance or medical attention can be sought without parental contact.

Please note that it is not possible to contact parents for every student who presents at 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.

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.

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.

## 20. FAMILY ARRANGEMENTS

The Head of School and Administration staff need 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, DVOs 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.



## 21. 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 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. Levies also include laptop charges, online program subscriptions 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 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.

### **Extra-curricular**

Some sport competition fees, CAPA ensemble and extra-curricular activities will be charged separately through either your commercial account or our 'Events and Payments' section. 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.

## 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.



## 22. 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

Stage 1, 2 & 3

- 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.

## 23. LOST PROPERTY

Springwood- Lost property is located in the Administration building.

Carbrook- Lost property is located in the walkway between the Gotfredsen and Ann-Doyle buildings.

## 24. 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 Stages 2 & 3 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.

## 25. CPA (Calvary Performing Arts)

Information about our CPA Program can be found on our Website via this link:

<https://www.calvarycc.qld.edu.au/performing-arts/>

Dance Program

Refer to website <https://www.calvarycc.qld.edu.au/performing-arts/dance/>

Instrumental Program

Refer to website <https://www.calvarycc.qld.edu.au/performing-arts/music-ensemble-tuition-programs/>



## 26. JUNIOR SCHOOL PARENT HELPERS AND VOLUNTEER

Parents and carers are invited into the College to assist as volunteers, eg- in the canteen/café, at sporting events, in classrooms and for fundraising. If you would like to help, please contact The College so that we can direct you to the person who is best suited to give you necessary information.

## 27. 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.

In 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 as well as submit an absent notification.
- 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.
- FEES & PAYMENTS – Allows you to view your current fees statements and make payments for invoices incurred.

## 28. 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

## 29. 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.

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





## 31. PROHIBITED ITEMS

Students should not bring in toys, collectable items, dangerous items – such as pocketknives 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.

## 32. 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 Real Life Christian 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.

## 33. 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.

## 34. 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.

## 35. 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, Champion, or via other means such as Officeworks.

## 36. MANGO CAFÉ – CARBROOK CAMPUS

The Mango Café 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 – Stage 1:	Orders ONLY; no counter service
Year 3 – 6 Stage 2-3:	All Breaks

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



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

A student-led Café, Happy Hens, operates at Springwood Campus two mornings a week. 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 – 8:40am.

Happy Hens Tuckshop runs each Monday, Wednesday and Friday at first break. It is a parent – run tuckshop and volunteers are always appreciated and welcome. You can order tuckshop for your child using My Student Account on the College website or app. Students can also order over the counter with cash at first break on days of operation.

## COLLEGE CALENDAR 2024

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.

COLLEGE CALENDAR - 2024	
<b>Term 1</b>  <b>10 weeks</b>	<p><b><u>Students</u></b>                      Prep - Year 12: Monday 22 January - Thursday 28 March</p> <p><b><u>Public Holidays</u></b>                      Friday 26 January (Australia Day)                      Friday 29 March (Good Friday)</p> <p><b>School Holidays: Friday 29 March April – Sunday 14 April</b></p>
<b>Term 2</b>  <b>9 weeks</b>	<p><b><u>Students</u></b>                      Prep - Year 12: Monday 15 April - Friday 14 June</p> <p><b><u>Public Holidays</u></b>                      Thursday 25 April (ANZAC Day)                      Monday 6 May (Labour Day)</p> <p><b>School Holidays: Saturday 15 June – Tuesday 9 July</b></p>
<b>Term 3</b>  <b>10 weeks</b>	<p><b><u>Students</u></b>                      Prep - Year 12: Tuesday 9 July - Friday 15 September</p> <p><b><u>Pupil Free Day</u></b>                      Monday 8 July                      Friday 30 August</p> <p><b><u>Public Holidays</u></b>                      Monday 12 August (Ekka)</p> <p><b>School Holidays: Saturday 14 September – Monday 30 September</b></p>
<b>Term 4</b>  <b>10 weeks</b>	<p><b><u>Students</u></b>                      Prep - Year 11: Monday 30 August - Wednesday 4 December                      Year 12: Monday 30 August - Friday 15 November</p> <p><b><u>Public Holidays</u></b>                      Monday 7 October (Monarch's Birthday)</p>



### Junior School RESPONSIBLE BEHAVIOUR PLAN

The following *Responsible Behaviour Plan* (RBP) is to be understood in the context of the type of community that we are creating at Calvary. We desire to be a community, built on the principles of Micah 6:8 'God has shown you what is good. So, what does he want from you? To act justly, to love mercy and to walk humbly with Him.'

We want to be a community where:

- Mutual respect underpins every interaction.
- Compassion for others defines us.
- Self-control is exhibited for the benefit of all.
- Gracious engagement determines how we disagree.
- Courageously assisting those in need is customary.
- Striving for excellence is the norm.
- Effort is celebrated as the cornerstone of growth.
- The humility to learn instructs how we listen.
- Justice reigns and forgiveness brings peace.
- *Shalom* (wholeness) and *areté* (excellence) mingle and release life in its fullness.
- Joy overflows when we are together.
- Hope of better tomorrows springs from our faith.

Inspired by the above context, we have four key rules that we use across the College.

- Respect yourself
- Respect others
- Respect our staff
- Respect your environment

At Calvary, we firmly believe that:

- no one has the right to disrupt anyone else's learning, and
- everyone has the right to feel safe.

Our attached *Responsible Behaviour Plan* outlines the types of behaviours we do not tolerate in our community, the actions we will take to safeguard our community members, and the support we provide students to restore broken relationships.

Our intention is always to support and instruct our students when they make poor choices and to walk alongside them to build men and women of strong character and faith.

Our success in this journey is often hindered or helped by the willingness of individual students to grow and learn, and the level of support provided by parents and carers in partnering with us to help their child make better choices. Proverbs 22:6 tells us that if you '*train your children in the way they should go, then the values they learned from you will be with them for life*'.

Our hope is that a Calvary education equips our students to be courageous, compassionate, and discerning adults who make good choices that benefit themselves and society. To achieve this, we aim to deliver a holistic education as outlined in our maxim: *Development of curriculum content matters - skills development matters more - but development of character and faith matters most!*



## Junior School RESPONSIBLE BEHAVIOUR PLAN - FLOWCHART

LEVELS	LOW LEVEL	LOW LEVEL REPEATED	LEVEL 1	LEVEL 2	LEVEL 3
MANAGER	TEACHER	TEACHER	HEAD OF WELLBEING	HEAD OF WELLBEING/HEAD OF SCHOOL	HEAD OF SCHOOL and PRINCIPAL
<b>DESCRIPTORS</b>	<p>The classroom teacher uses their professional toolkit to manage behaviours that:</p> <ul style="list-style-type: none"> <li>- Are minor breaches of school rules</li> <li>- Do not seriously harm others</li> <li>- Do not violate the rights of others in a serious way</li> <li>- Are one-off or irregular behaviours</li> <li>- Do not require involvement by other staff</li> <li>- Can be rectified through redirection</li> <li>- Involve not following directions or engaging in class</li> </ul>	<p>The classroom teacher starts engaging other colleagues and parents in managing behaviours that:</p> <ul style="list-style-type: none"> <li>- Have been addressed previously with the student</li> <li>- Are forming a pattern of consistent poor behaviour and/or a pattern of breaching school rules</li> <li>- Are problematic, but do not seriously harm others or cause concern that the student may be harmed</li> <li>- Require parent contact to discuss a plan moving forward to support the student make better choices</li> <li>- May warrant a consequence</li> </ul>	<p>The Head of Wellbeing is involved when:</p> <ul style="list-style-type: none"> <li>- Consistent minor breaches of school rules have formed an established pattern of behaviour</li> <li>- Low-level interventions have not rectified the behaviour</li> </ul> <p>These consistent behaviours are starting to:</p> <ul style="list-style-type: none"> <li>- Disrupt the learning of other students</li> <li>- Become major breaches of school rules</li> <li>- Make others feel unsafe or put self at risk</li> </ul>	<p>The Head of Wellbeing/Head of School is involved when:</p> <ul style="list-style-type: none"> <li>- Behavioural activity involves a major violation of the rights of others</li> <li>- A pattern of behaviour has not been rectified despite several interventions.</li> <li>- The College Executive is required to be involved in addressing the situation.</li> </ul>	<p>The Head of School/Principal is involved when:</p> <ul style="list-style-type: none"> <li>- Students are in breach of their behavioural contract</li> <li>- The behaviour requires a significant consequence</li> </ul> <p>The Principal is involved when:</p> <ul style="list-style-type: none"> <li>- The previous interventional processes have not succeeded in rectifying the behaviour.</li> <li>- The behavioural incident constitutes a breach of the enrolment contract.</li> <li>- The behavioural incident is reportable to police.</li> </ul>
<b>RESPONSES</b>	<p>College responses to these behaviours may include:</p> <ul style="list-style-type: none"> <li>- Redirection</li> <li>- Pedagogical change by teacher</li> <li>- Student moves location in the classroom</li> <li>- Restitution</li> <li>- Reflective meeting with student</li> <li>- Minor consequence like a removal from an activity or litter duty, etc.</li> <li>- Lunchtime Catchup/Reflection</li> <li>- Other contextual response</li> </ul>	<p>College responses to these behaviours may include:</p> <ul style="list-style-type: none"> <li>- Community service</li> <li>- Seating plan</li> <li>- Lunchtime reflections</li> <li>- Lunchtime catchup</li> <li>- Temporary movement to partner teacher's class</li> <li>- A consequence connected to the behaviour, such as removal from the activity, etc.</li> <li>- Other contextual response</li> <li>- Parent meeting</li> </ul>	<p>College responses to these behaviours may include:</p> <ul style="list-style-type: none"> <li>- Review of student behaviours across various classes</li> <li>- Referral to counsellors</li> <li>- Parent meeting</li> <li>- Loss of privilege and/or withdrawal from event/activity</li> <li>- Support Plan</li> <li>- Community service</li> <li>- Formal warning</li> <li>- Other contextual response</li> </ul>	<p>College responses to these behaviours may include:</p> <ul style="list-style-type: none"> <li>- Parent meetings</li> <li>- Changing the student's class or bag space</li> <li>- Sending the student home</li> <li>- Entering a Behaviour Plan</li> <li>- Formal warnings</li> <li>- Community service</li> <li>- Withdrawal from class/events</li> <li>- Suspension (external/internal)</li> <li>- Other contextual response</li> </ul>	<p>A response from the Principal may involve:</p> <ul style="list-style-type: none"> <li>- Requesting the student and their parents attend an interview</li> <li>- Entering a provisional enrolment agreement</li> <li>- Monitoring by Welfare Team</li> <li>- A consequence decided by the College Principal</li> <li>- An expulsion</li> </ul>
<b>PARENT CONTACT</b>	No	Yes	Yes	Yes	Yes
<b>TASS NOTES</b>	No	Yes	Yes	Yes	Yes
<b>REFERRAL</b>	No	To parent/carer and Welfare team	To parent/carer and Head of Wellbeing	To parent/carer and Head of School	Head of School and Principal



## ISSUES AND CONCERNS<sup>1</sup>

### How to raise a concern or issue regarding your child's learning:

Step 1: Raise your concern with your child's teacher, (depending on your concern, the teacher may suggest a meeting). *If unresolved...*

Step 2: Raise your concern with the Head of Wellbeing, (depending on the concern, the teacher may invite the school counsellor or Head of Student Growth). *If unresolved...*

Step 3: Raise the issue with the Head of School. If unsatisfied...

Step 4: Raise the issue with the Principal and CEO.

### How to raise a welfare/behavioural concern or issue:

Step 1: Raise your concern with your child's teacher, (depending on the concern, the teacher may suggest setting up a meeting with the school counsellor, Head of Student Development or Head of Wellbeing).

*If unresolved...*

Step 2: Raise the concern with the Head of Wellbeing. *If unresolved ...*

Step 3: Raise the concern with the Head of School. If unsatisfied...

Step 4: Raise the concern with the Principal.

Once you are in Stage 3, you or your parents can also raise a concern about another person's actions on Stymie (<https://stymie.com.au/>) which is an anonymous reporting system. The information from this system is provided to our Welfare Team. When raising any concern, you should provide the following:

- A thoughtful and calm overview of the situation/issue. Follow a who, what, where, when, how, why process.
- Provide names of witnesses who may have seen the issue.
- Provide any evidence of the issue you have (e.g. screenshots of texts, chats, etc.).

### How we investigate an issue

We take all concerns and issues seriously. Led by our Head of Wellbeing, we have a team who investigate the issues raised. We respond to all concerns based on the information and evidence that we have, weighing the context we are aware of and matching the evidence we can verify against our Responsible Behaviour Plan – Flowchart. For an incident, our usual processes involve gathering information and evidence, interviewing a range of witnesses, and considering previous behavioural/ social/emotional patterns. We can always communicate our decision and the actions we undertook to the specific parties involved in a behavioural matter, however, due to privacy laws we are restricted from sharing personal data about other students. We will always contact parents of all parties if an incident has occurred that is a major violation of another child's rights. We are always happy to meet with you to discuss concerns.

Please remember a school behavioural record is not a police record and the data is held confidentially by the College. When the College makes decisions or delivers consequences, it does so in the context of its behavioural and child safety policies, the enrolment contract, and information held by the College. A College decision is always based on a considered response as to whether the incident is in breach of our enrolment contract and policies, and it is the College's right to action breaches against its policies and enrolment contract.

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<sup>1</sup> This section relates to raising a concern. If you have a serious grievance and would like to submit a formal complaint, the process for this is found in our Complaints Policy on College website.



## **BEHAVIOURAL TOOLS WE USE**

**Teacher Toolkit:** strategies the teacher uses in class to maximise engagement in the lesson and divert low level distractions and behavioural issues. This includes positive reinforcement, zones of regulation – identifying the underlying feelings and personal needs.

**Reminder Note** – a physical note provided to students who have not brought the correct equipment for class or worn the correct uniform items.

**Catchup** – is a lunchtime session where students can voluntarily access a teacher for support with home learning. Students can be issued with a mandatory catchup session by a teacher if they have not completed core class or home learning. This is not detention – students may leave the catchup as soon as they have demonstrated that they have completed the required work.

**Reflection** – using break time to reflect on behavioural choices – what better choices can we make moving forward? This is drawn up/documented and stored for reference.

**Wellbeing Plan** – a plan given by a member of the Welfare Team to support a child who is struggling to make positive choices and engage in the classroom. Its focus is on providing supportive strategies for the child and staff responses to regulation and re engagement.

**Communication with Parents** – should there be repeated behavioural concerns, teachers will notify parents who can reinforce College behavioural expectations at home as well. A severe breach of behaviour expectations may result in parents asking to collect their child.

**Behaviour Support Plan** – a formal contract between parents, student and the Head of Student Growth/Head of School, outlining achievable behavioural goals. This can be put in place for continuous high level behaviour, when the usual response to inappropriate behavioural choices is not supporting a positive change. Counsellors and Chaplains may be involved to provide additional support.

**Provisional Enrolment** – is a contract between the College Principal, a student whose enrolment is at risk, and the student's parents/carers. It outlines a set of behavioural conditions that the student must meet for a set time period to keep their enrolment at Calvary.

**Formal Warning** – is a written warning that the requirements of the *Support Plan* or *Behaviour Plan* have been breached. Multiple or ongoing breaches of these plans will escalate the College's response.

## **GENERAL BEHAVIOURAL CONCERNS AND ISSUES**

### **Disengagement from learning**

It is a College expectation that students reasonably attempt to complete the classwork provided to them by their teachers during the lesson or within a reasonable timeframe. Refusing to engage in class lessons or an unwillingness to complete set classwork or home learning is not acceptable behaviour. When a student does not complete the required learning they will be placed on a *Catchup* session and after multiple incidents, parents will be asked to come in for a meeting to discuss a way to solve the problem together, possibly resulting in a Wellbeing or Behaviour Support Plan. Students with ongoing classroom learning needs is a separate issue and these students are supported by our Student Growth and Welfare teams.

### **Uniform and equipment**

It is a College expectation that students attend school in the correct uniform every day, leave wearing the correct uniform every day, and model our uniform correctly to the wider public. A uniform *Slip* will be issued to students who aren't in the correct uniform and parents of students who are in incorrect uniform regularly will be notified with a request to rectify the uniform breach.



## Vaping

As of 2023, Vaping products containing nicotine are illegal in Queensland without a prescription and are subject to the same laws as cigarette and tobacco products. It is illegal for a child in Queensland to have access to a vaping device. It is illegal to vape on school grounds in Queensland. Students caught vaping or in possession of vapes at the College are putting their enrolment at Calvary at risk.

## **BULLYING AND HARRASSMENT BEHAVIOURAL CONCERNS AND ISSUES**

### **Bullying**

At Calvary everyone has the right to feel safe and we have a zero-tolerance policy toward bullying. When the College becomes aware of a bullying issue it will always act on available evidence to ensure the safety of students. The College will review the incident, assess evidence and context to determine the level of harm that has occurred and then apply this to our RBP-Flowchart to make a considered response/decision on consequences. The Australian Human Rights Commission defines 'bullying' as '*people repeatedly and intentionally use words or actions against someone or a group of people to cause distress and risk to their wellbeing.*' The College recognises four types of bullying: physical, verbal, social, and cyber.

*Physical bullying* may include: hitting, kicking, punching, shoving, spitting, tripping, breaking the person's things, making rude hand gestures, and physically intimidating someone.

*Verbal bullying* may include: teasing, name-calling, taunting, threatening comments, racist, sexist, and discriminatory remarks.

*Social bullying* may include: excluding someone on purpose, spreading rumours about someone, telling others to avoid being friends with someone, and embarrassing someone publicly on purpose.

*Cyber bullying* may include: sending hurtful messages online, sharing embarrassing photos/videos of someone, spreading online gossip, excluding someone from online groups, creating fake accounts in someone's name, and impersonating someone online.

Bullying is not Friendship Fires:

- Single episodes of social rejection or dislike;
- Natural consequences of your actions (i.e. you were mean to someone and they don't want to be your friend)
- Single acts of nastiness or spite;
- Random acts of aggression or intimidation; or
- Mutual arguments, disagreements, or fights.

While the above does not count as bullying, any interaction of concern should be reported to the College.

### **Fighting**

All types of fighting or physical violence are unacceptable at Calvary. Depending on the context and severity of the activity, students who engage in physical aggression/violence may find themselves receiving a break time reflection, be sent home for the remainder of the day, receive a *Suspension*, a formal *Behavioural Plan* or other high level behavioural consequence, including putting their enrolment at risk. Parental contact will occur for any major violation of any student's rights and the College may require an interview with the family of the student/s.

### **Racism**

Racism in all forms is discriminatory and prohibited at the College. Comments, jokes, or behaviours (both in person and online) that reinforce racial stereotypes are unacceptable as they cause significant harm to members of our community and make others feel unsafe. Repeated acts of racism will be treated as a high-level breach of the RBP.



## Sexual Harassment

The Australian Human Rights Commission defines 'sexual harassment' as '*any unwanted or unwelcome sexual behaviour where a reasonable person would have anticipated the possibility that the person harassed would feel offended, humiliated, or intimidated. It has nothing to do with mutual attraction or consensual behaviour.*'

Examples of sexual harassment, may include:

- Staring, leering or unwelcome touching
- Suggestive comments or jokes or noises
- Intrusive questions about a person's private life or body
- Unnecessary familiarity, such as deliberately brushing up against a person
- Displaying or emailing pornography or rude jokes
- Communicating content of a sexual nature, often through social media or text

Report all concerns or incidents around sexual harassment to our Welfare team so they can ensure student safety and follow through on an appropriate course of action.

## TECHNOLOGY SPECIFIC BEHAVIOURAL CONCERNS AND ISSUES

### Gaming

Gaming is prohibited at school. Students and parents will be asked to sign off on the ICT User Agreement each year as a reminder of the Colleges behaviour expectations with regards to ICT resources and online behaviour. It is becoming increasingly common for students to suffer from gaming addictions and we would strongly encourage any student struggling with an addiction to seek support from our counselling staff.

### Mobile Phones

Mobile phones are to be kept at home unless required for students' safe arrival to school or home. Mobile phones are to be handed in to Reception at the beginning of the school day and can be collected at the end of the day. Students in possession of a mobile phone will be asked to hand it in to the College office. The only exception to this rule is when a student may have a need for carrying a mobile device for medical purposes such as Diabetes, which will have an agreed plan between school and home.

### Online behaviours and social media

Usually, the most significant breaches of our RBP occur by students on their mobile devices outside of school hours. It is a College matter when poor behaviour occurs between Calvary students in an online environment. Problematic online behaviour, outside of the context of cyber bullying, can include: sexualised and vulgar online conversations between groups of students, sharing of images of others without their consent, aggressive and violent online conversations directed at others, sharing of inappropriate content, etc. Should evidence of these types of online interactions reach the College, we will review and provide consequences for these inappropriate behaviours. Parents will be informed.

### Pornography

It is illegal for children in Queensland to access and view pornography. Viewing pornography on a College device is in breach of our IT agreement and will lead to the College limiting IT privileges and high level behavioural consequence. Showing pornography to other students is a major violation of the rights of others and a high level behavioural consequence will ensue. Pornography addiction is an increasing problem among youth and counselling is available for support.





## **Sexting**

Sexting is sending nudes or images of oneself to another person. It is illegal to send, receive and view a 'sext' when any of the people involved are under the age of 18. The College also has mandatory reporting requirements in relation to different aspects of sexting. An act of *Image Based Abuse* (sending nudes or sexualised images of another person in the College without their consent) will lead to the immediate termination of the sender's enrolment.

## **BEHAVIOURAL CONCERNS ON CAMPS AND EXCURSIONS**

The Responsible Behaviour Plan applies on and off campus to ensure the safety and wellbeing of all students. In situations off campus such as sporting competitions, excursion and camps, staff will follow the investigation process and refer to the Flowchart as required.

Behaviour expectations will be communicated clearly to parents and students, particularly in camp situations.

We value working in partnership with our parents as we know this provides the greatest support to our students.

