

PARENT
HANDBOOK

Faith Diligence Love

SUNCOAST
CHRISTIAN COLLEGE



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From the Principal

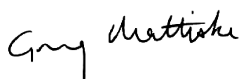
Dear Parents/Guardians

The Parent Handbook has been developed to provide you with a single pdf document containing information relevant to the operations of the College. It also includes some of the key policies and procedures that will enable you to partner with us effectively.

The College Policies referred to in this Handbook can be found on the College website under Publications → Suncoast Christian College Policies.

We look forward to building and maintaining a strong partnership with you in the education of your child.

Yours sincerely



Greg Matiske
PRINCIPAL

Our Vision

Faith, Diligence, Love

Our Mission

Suncoast Christian College exists to provide Christ-centred education that promotes life-long learning, develops excellence and Christian character, and fosters social responsibility.

Who We Are

Suncoast Christian College, established in 1979, is a dynamic co-educational independent institution which is committed to serving the needs of its students and their families.

Students from Pre-Kindy to Year 12 are immersed in comprehensive, relevant educational programs which foster excellence spiritually, academically, socially, culturally and physically.

The Early Learning, Primary, Middle Years and Senior Years curriculum, pastoral care and supporting structures meet the needs of students in each phase of their development. We strive to ensure that students experience a smooth transition from one phase to the next.

The College has accreditation status under the *Education Act of 2001*. The academic program embeds a distinctively Christ-centred perspective while faithfully implementing the current P-10 Australian and Queensland Curriculum and Assessment Authority curriculum.

In addition, the Christian studies, personal development and co-curricular programs ensure a holistic experience for our students. Our academic and pastoral programs are developed and delivered by highly qualified teachers who actively live out their faith and model Christian values.

College Contacts

Street Address	Cnr Schubert and Kiel Mountain Roads WOOMBYE
Postal Address	PO Box 5254 SUNSHINE COAST MC QLD 4560
Administration	07 5451 3600
Enrolments	07 5451 3600
Little Learners	07 5451 3648

Primary School	07 5451 3652
Secondary School	07 5451 3628
Facsimile	07 5442 2212
Absentee Line	07 5451 3602 (7 days x 24 hours)

Email	info@suncoastcc.qld.edu.au
Web	www.suncoastcc.qld.edu.au
Intranet	http://m.suncoastcc.qld.edu.au/
Username:	parent
Password:	Suncoast

Messages for Students:

Messages for students need to be phoned into the College no later than 11:30am for both Primary and Secondary. Students sometimes leave the College as early as 11:45am to go to sport and the administration staff may need time to be able to leave their station to locate students and relay the message.

Hours of Operation

School Hours	8:30am – 3:00pm
Administration Reception	8:00am – 4:00pm
Primary Reception	8:00am – 3:30pm
Secondary Reception	8:00am – 4:00pm
Library	8:25am – 4:30pm Monday, Wednesday, Thursday, Friday 8:25am – 3:00pm Tuesday
Uniform Shop	Please see the College website for current opening times
College Café	8:00am – 3:30pm

The Administration Office is open school holidays 8:30am to 4:00pm other than the two weeks over the Christmas and New Year period when it is closed.

College Staff

Leadership Team

Principal	Mr Greg Mattiske	gmattiske@suncoastcc.qld.edu.au
Deputy Principal	Mr Phil Rockliff	prockliff@suncoastcc.qld.edu.au
Head of Primary School	Ms Melanie Mitchell	mmitchell@suncoastcc.qld.edu.au
Deputy Head of Primary	Mrs Marion Trotter	mtrotter@suncoastcc.qld.edu.au
Director of Studies	Mrs Lyndall Waters	lwaters@suncoastcc.qld.edu.au
Director of Student Development	Mr Garth Reid	greid@suncoastcc.qld.edu.au
Director of Teaching & Learning	Ms Haley Whitfield	hwhitfield@suncoastcc.qld.edu.au
Business Manager	Mr Moses Faleafa	mfaleafa@suncoastcc.qld.edu.au

Primary School

Primary Learning Support Coordinator	Mrs Jo Barrett
Primary Curriculum Coach	Mrs Liana Simpson
Junior Primary Stage Coordinator	Mrs Elizabeth Parry
Upper Primary Stage Coordinator	Mrs Jessica Searle
Instructional Designer (ICT)P-12	Mr Adam King

Secondary School

Heads of Department

Head of English	Mrs Rosemarie Blakeston	rblakeston@suncoastcc.qld.edu.au
Head of Mathematics	Ms Karen Starr	kstarr@suncoastcc.qld.edu.au
Head of Humanities	Ms Lynda Shannon	lshannon@suncoastcc.qld.edu.au
Head of Science	Ms Kristina Hicks	khicks@suncoastcc.qld.edu.au
Head of Arts	Mrs Tanya Holthausen	tholthausen@suncoastcc.qld.edu.au
Head of Sport (P-12)	Mr Mark Lester	mlester@suncoastcc.qld.edu.au
Head of Health & Physical Education	Mr Trent Raddatz	traddatz@suncoastcc.qld.edu.au
Innovation and Enterprise	Mr Ruan Van der Merwe	rvandermerwe@suncoastcc.qld.edu.au
Traineeship Coordinator	Mrs Leanne Abrahams	labrahams@suncoastcc.qld.edu.au

Year Level Coordinators

Year 7	Mr Andrew Riek	ariiek@suncoastcc.qld.edu.au
Year 8	Mr Felix Sibarani	fsibarani@suncoastcc.qld.edu.au
Year 9	Mr Dirk Lategan	dlategan@suncoastcc.qld.edu.au
Year 10	Mr Lourens Warricker	lwarricker@suncoastcc.qld.edu.au
Year 11	Mrs Roslyn Styles	rstyles@suncoastcc.qld.edu.au
Year 12	Mrs Natasha Tomlins	ntomlins@suncoastcc.qld.edu.au

Contacting College Staff

Administration will direct all calls for the Principal, Business Office, Transport Office, Enrolment Office and the Café.

For Primary day-to-day communications and making appointments telephone Primary Reception on 5451 3652 during term time.

For Middle and Senior Years day-to-day communications telephone Secondary Reception on 5451 3628 during term time. For making appointments telephone the Secondary Office Manager 5451 3617.

Please ensure that all messages to be passed on to students and/or changes in travel arrangements are phoned in no later than 11:30am due to students leaving for sport on a number of days and not returning until the end of the school day.

The College encourages a true partnership between parents/guardians and teachers and this is facilitated by open communication. This communication can be achieved by either:

- Writing a letter/note:** Parents/Guardians of Primary and Secondary students are encouraged to use the diary to write notes to teachers and at times teachers will also send notes home to parents/guardians in the same way.
- By telephone:** This can be difficult as teaching staff are not readily accessible. Staff are not able to take calls when teaching nor when they are required to do supervision. In most cases, Administration staff will need to take a message and the teacher will call you back as soon as possible.
- By interview:** In Primary, interviews are conducted at the start of Term 2. In Secondary, Parent-Teacher-Student Conferences are held in Terms 2 and 3. Other appointments may be made to discuss issues that might arise from time to time. Parents/Guardians should arrange the interview through the appropriate College reception.
- By email:** Teachers can be contacted via email using the following sequence – initial of first name and full surname@suncoastcc.qld.edu.au e.g. Mrs J Smith will be jsmith@suncoastcc.qld.edu.au.

The multiple demands on teachers during term time means that teachers will necessarily limit their email responses and will initiate either a personal interview or a telephone conversation for complex or sensitive matters.

In the event that a parent/guardian has a concern, Suncoast encourages the following procedures:

- 1) First discuss the matter with the people concerned. This would usually be the teacher.
- 2) If a concern remains, a meeting should be arranged with the relevant Stage Coordinator (Primary), Head of Department (Secondary academic matters) or Year Level Coordinator (Secondary pastoral matters).
- 3) Finally, if a concern in the Secondary School is not resolved then a meeting should be arranged with the Director of Teaching and Learning (Academic) or Head of Secondary (Pastoral) and in the Primary School, with the Head of Primary.

Curriculum

Our curriculum is founded on the notion that God is the Creator and that the Earth was created for people to enjoy and manage responsibly. The Australian P-10 Curriculum and QCAA syllabuses form the basis of the teaching and learning program, which is also informed by the *Melbourne Declaration on Educational Goals for Young Australians (December 2008)* and the previous *Adelaide Declaration on National Goals for Schooling in the Twenty-First Century*.

A complete version of the **Educational Philosophy and Aims** for Suncoast Christian College can be found on the College website.

Privacy Policy

Protecting your privacy and the confidentiality of your personal information is important to us. The purpose of this notice is to make you aware of a range of matters relating to our ongoing collection, use and disclosure of your personal information and seek your consent for our use and disclosure of that information in the manner described in the **Privacy Policy** for Suncoast Christian College which can be found on the College website.

First Day Procedures for the Beginning of the School Year

The details of first day procedures will be communicated each year via separate correspondence and through the website. Nonetheless, school commences at 8:30am and all students are to wear their full day uniform unless otherwise notified.

All new students should arrive and meet in the Library from 8:00am.

Preparatory

Students with their parents/guardians will attend one of two orientation sessions on Orientation Day - 9:00am to 11:00am or 12:30pm to 2:30pm. These sessions will be confirmed via a letter in December.

Primary School

Continuing students are to proceed directly to class. Teachers will be in their classrooms from 8:00am in order to welcome new students and meet parents/guardians. For those families who were not able to attend Launch Day to find out their classes, please proceed to Primary Reception to receive the class list and Student Diary.

Secondary School

Continuing students are to be at their home class at 8:30am. Teachers will be in their classrooms from 8:15am to welcome new students. Students will remain with their home class teacher for Lesson 1, after which they will attend lessons as per their timetable. For those families who were not able to attend Launch Day to find out their classes, please proceed to Secondary Reception to receive timetables and home class information.

Launch Day

When: Wednesday the week before classes commence

Time: 7:30am to 6:00pm

Venue: Library

Purpose

Launch Day is a Suncoast community event for parents/guardians and students to catch up at the beginning of the College year and also to:

- Collect stationary delivered to the College
- Collect Secondary textbooks
- Collect Yearbook
- Collect Student Diary
- Check bus information
- Pay College fees or set up payment arrangements - please bring bank account details if setting up direct debit or regular credit card payments. The Direct Debit Form is available on the College website
- Visit the Uniform Shop or collect pre-ordered uniform items
- Receive Valued Volunteers information
- View preliminary class lists for the year (class lists may be subject to change depending on fluctuating enrolments in days prior to school commencing)
- View and join SunArts
- View and join College Sporting Clubs, Cultural Groups and activities

What to Bring

Please bring the following items with you to Launch Day:

- Bank account details, if setting up direct debits or regular credit card payments
- Completed Direct Debit Form
- School bag for secondary student to put textbooks in
- College fees account

General College Information and Procedures Prep – Year 12

Animals on campus

Stray animals should not be approached on campus. Advise the Property Manager who will arrange for them to be restrained and collected as necessary. No dogs are allowed on the Campus.

Attendance

- Students should be on campus by 8:20am. In Primary, students prepare to line up once the 8:20am bell has rung. They enter class at 8:25am so class is underway at 8:30am.
- Secondary student playground supervision commences at 8:15am and concludes at 3:15pm each day. Students remain the responsibility of their parents/guardians outside of these times and, as such, should not be left unattended in the College grounds.
- Supervision commences at 8:00am for Primary in Narnia Upper (Junior Primary) and Emerald City (Upper Primary). Students are taken to the
- Students are required to attend all sporting carnivals, camps and other excursions held during normal College term periods.
- All students are required to attend their relevant Presentation/Celebration Evenings.
- Where students are selected to represent the College as part of a sporting or performing arts group they are required to attend all scheduled training and practices, some of which will occur outside College hours.

Late Arrival and Early Departure - Primary

- Students who are late, must report to Primary Reception with a note of explanation from parents/guardians.
- Parents are able to make this trip themselves in lieu of the student to sign their child in.
- Teachers of Primary students are to be notified by parents/guardians if a child is to leave the College early.
- Parents/guardians who need to pick up students before the end of the school day must sign out and collect their child from Primary Reception.

Late Arrival and Early Departure - Secondary

- Students who arrive at Home class after 8:30am will be marked late on their class roll. Students who have not arrived at Home Class by 8:40am, must report to Secondary Reception and be marked late through the central database.

- Parents/Guardians who need to pick their child up to leave the College before 3:00pm must come to Secondary Reception and sign their child out.
- Parents/Guardians of student drivers must inform the College that their child has permission to leave campus by either:
 - a) providing a signed and dated note
 - b) emailing or phoning Secondary Reception

Absences

- Students are expected to be present at school or at an approved activity on every school day. It is not appropriate for students to be away from school to catch up on schoolwork and/or do assignments. Absence for personal reasons should be minimised as much as possible.
- As a general rule, students absent for reasons other than illness, school-approved sporting or performance commitments, family trauma or bereavement will not be given special consideration or extensions for school work that is required to be completed during or straight after the time of their absence. Students are significantly disadvantaged by not being at the College during term time.
- Parents/Guardians are to notify the College if their child is absent. A message can be left by phoning the **Absentee Line on 5451 3602** any time – 24 hours a day/7 days a week.
- Doctor's certificates are required when extended or frequent illness occurs or if special consideration is sought.
- Records are kept for attendance accountability and for reporting to external and government organisations.
- It is the responsibility of parents/guardians to phone the **Absentee Line on 5451 3602** before 8:45am and inform us if their child will be absent on that day. This assists us in exercising our duty of care.

Should no contact be made with the College on the morning of a student's absence, a SMS message will be sent to the parent/guardian notifying them of the absence.

If the absentee line is not used, a note explaining the reasons for the absence needs to be provided by the parent or legal guardian immediately upon the student's return to the College. Common reasons include sickness, bereavement and special family occasions. For extended periods of absence and/or when a student is seeking special consideration for assessment or certification, **a medical certificate** will need to be produced. Failure to produce this note or certification will result in the absence being reported as an 'unexplained absence' and will be recorded as such against the student's name and on official records including report cards.

Behaviour Management Policy

The Behaviour Management Policy applies to all students enrolled at the College. As part of enrolment in the College, it is a requirement that all parents/guardians acknowledge they have read the policy and have discussed it with their child/ren. The Behaviour Management Policy is available on the College website under Publications → Suncoast Christian College Policies.

Bell Times

Primary and Secondary have staggered breaks due to access to the College Café and Oval. The Primary and Secondary bell times are as follows:

Primary

8:20am	Prepare for class and line up
8:25am	Enter class to prepare for the start school day
10:30am	Morning Tea
10:55am	Pack up and prepare to line up
11:00am	Back in class
1:15pm	Lunch
1:55pm	Pack up and prepare to line up
2:00pm	Back in class
3:00pm	Home time

Secondary

8:30am	Home Class	15 mins
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8:45am	Lesson 1	45 mins
9:30am	Lesson 2	40 mins
10:10am	Lesson 3	40 mins
10:50am	Morning Tea	20 mins
11:10am	Lesson 4	45 mins
11:55am	Lesson 5	45 mins
12:40pm	Lunch time	50 mins
1:30pm	Lesson 6	45 mins
2:15pm	Lesson 7	45 mins
3:00pm	Home time	

Secondary Assembly Days (No Home Class)

8:30am	Lesson 1	40 mins
9:10am	Lesson 2	40 mins
9:50am	Lesson 3	40 mins
10:30am	Morning Tea	20 mins
10:50am	Assembly	40 mins
11:30am	Lesson 4	40 mins
12:10pm	Lesson 5	40 mins
12:50pm	Lunch	40 mins
1:30pm	Lesson 6	40 mins
2:10pm	Lesson 7	40 mins
3:00pm	Home time	

Borrowing of College Equipment

Students are permitted to borrow College equipment when deemed necessary by College staff. A borrowing agreement form is to be completed and families should note that borrowers are liable for damage or loss to the value of \$300 for items greater in value than \$500.

Business Office

The Business Office is open Monday to Friday from 8:00am to 4:00pm in the Main Administration block.

The following services are available:

- Payment of College fee accounts
- Arrangement of payment plans e.g. direct debits

College fees are invoiced prior to the commencement of each term and are payable **in full within 14 days** of issue unless a pre-arranged payment plan is in place.

Customer payment options are as follows:

- Direct debit
- Credit card
- Internet banking and funds transfer
- BPAY for College fees only
- Advance payment discount (*see below*)

Should parents/guardians wish to organise a direct debit, credit card payment plan or change account responsibility, these forms can be found on the College website under Enrolments/College Fees.

Advance Payment Discount

At the beginning of each calendar year, the College offers a discount of 5% to families who pay a full twelve months fees in advance. Full payment is required by the Friday of the first week of Term 1.

Building Fund

Families are invited to make a voluntary contribution to the Building Fund. This is 100% tax deductible and is not included on the fee invoices. Payment can be made at any time. A contribution of at least \$200 per annum per family is

suggested. This payment can be made by contacting the Business Office on 5451 3656.

Bus Travel

As all students use the College buses for either transport to and from school, or transport to a venue during school time, this information applies to everyone.

The Code of Conduct for School Students Travelling on Buses is a set of behavioural guidelines developed to assist College bus operators manage the issue of student behaviour. It was developed by Queensland Transport in consultation with the Department of Education and the Arts, the Queensland Police Service, bus industry groups, parent groups, principals' associations, unions and non-state school authorities. The Code of Conduct applies to all students attending Primary and Secondary schools in Queensland. When travelling on buses – including travelling to and from school, and travelling for other school-related activities such as excursions – students must follow the Code of Conduct.

The Code of Conduct for School Students Travelling on Buses is on the College website: Publications → College Policies.

Bus Travel to/from the College

Parents/Guardians who are interested in applying for bus travel for a student on one of the College's bus fleet to and from the College, are required to fill in a *Bus Transport Application Form* available from Administration. For further information, the Transport Department can be contacted on 5451 3600 or bus@suncoastcc.qld.edu.au.

Bus buddies can be organised for Junior Primary students if required. Please contact the Transport Department or the Deputy Head of Primary to arrange a buddy. Bus buddies escort students to class from the bus and are generally only required for the first term; except for Prep who may have a buddy for the whole year.

Bus monitors are selected by the driver to help keep younger students seated and report any misbehaviour while the bus is in motion. Bus monitors are usually senior students.

Students should arrive at the bus stop five minutes before the scheduled time of arrival to avoid delays.

Students are not to pass in front of or behind the bus after it has stopped. Parents/Guardians collecting students from buses are expected to be at the bus stop at least five minutes prior to scheduled arrival time.

We ask that parents/guardians of Junior Primary students meet their child at the bus door each afternoon. This allows the bus driver to become familiar with you and ensures that your child is handed over into your direct care.

Please also contact the Transport Manager on 5451 3618 or 0412 037 915 if you are prevented from meeting your child at the allocated time due to an emergency. You can then arrange for your child to be met by yourself at an alternative stop or failing this, the driver will bring your child back to the College at the end of the bus run.

If parents/guardians are signing student/s out early and the student would normally require bus transport, the parent/guardian is to advise student reception of the bus number to avoid the driver waiting unnecessarily for students at the end of the day.

College Closure in Extreme Weather Conditions

Generally, regardless of the weather, we aim to continue to provide our service to families. Should a significant number of students be absent, alternative programs will run so students who are absent do not miss any new learning. Should roads in and out of the College become threatened, notification will be sent out to parents in the following ways:

- SMS message will be sent to all families
- Email message will be sent to all families
- Notification posted on College Facebook page: www.facebook.com/SuncoastCC
- Notification posted on College website on Latest News page and bottom of the Home page

Your own family decision on school attendance during adverse weather is the best option as you know your local area and road access the best.

Change in Transport Details

All changes to bus travel must be requested in writing to the Transport Department. The driver is not to be contacted or advised of any changes to bus travel, including a different bus stop. As some buses are full, a change in drop off/pick up arrangements will need prior approval to ensure that seats are available. For this reason, requests are required 24 hours beforehand, via a note which contains the following information:

- Student's name
- Year level and class
- Date of travel
- Where the student is getting on/off the bus
- Who the student is traveling with
- The bus number the student normally travels on
- The bus number of the bus the student wishes to travel on or destination if number is unknown

Tear-off slips have been provided at the back of your child's Student Diary for this purpose.

Casual Bus Travel

Students are permitted to use bus travel on a casual basis providing there are seats available on the bus. To ensure availability of seats, please provide an envelope with a note (and correct money enclosed) at least 24 hours prior to the day of travel. The note is to contain the following information:

- Student's name
- Year level and class
- Date of travel, including am or pm
- Where the student is getting on/off the bus
- Who the student is traveling with
- The bus number the student normally travels on if applicable

Due to administration costs, casual bus travel is on a cash only basis and cannot be charged to the College fees. The cost of travel is published on the College website under the Our Community tab/Buses according to the following zones:

Zone 1	Zone 2	Zone 3
Chevallum	Bli Bli	Beerwah
Diddillibah	Brightwater	Caloundra
Eudlo	Buderim	Cooroy
Forest Glen	Chancellor Park	Doonan
Highworth	Coolum Beach	Eumundi
Ilkley (East)	Currimundi	Flaxton
Kunda Park	Glenview	Kureelpa
Nambour	Kawana	Landsborough
Palmwoods	Maroochydore	Maleny
Woombye	Mooloolaba	Mapleton
	Mooloolah	Montville
	Mudjimba	Noosa Heads
	Tanawha	Pelican Waters
	Yandina	Peregian Beach
		Sunshine Beach
		Tewantin

Camps

Camps are an important part of the College's outdoor education program, aiming to provide a variety of experiences considered essential to the total development of each student.

Camps may include a variety of activities such as canoeing, archery, fishing, ropes courses and orienteering. These activities develop skills in areas such as decision making, communication, team building, leadership and goal setting. Venues and times of camps will be advised by the Head of School and/or teacher-in-charge.

While on camps, students are expected to maintain the Casual Dress Code set out by the College in the Behaviour Management Policy. Clothing requirements for camp will be provided with other information prior to the camp.

Chapels

Chapels are held once a week and are a highlight of the school week. Students come together to praise and worship God and to learn more about living a Christian life.

Junior Primary, Upper Primary, Middle Years and Senior Years students meet separately for chapel in the Suncoast Auditorium.

College Café

The College Café is a valuable service provided by the College and is serviced by employed staff of the College. It caters for students, parents/guardians and staff. It is open five days a week from 8:00am to 3:30pm.

You can order by paper bag with cash or over the counter and we have Flexischools online www.flexischools.com.au which can be linked to your Secondary student's ID card.

If a Primary or Secondary student should forget their morning tea or lunch, the following system has been put into place:

- for morning tea, the student will receive a piece of fruit.
- for lunch, the student will receive a sandwich with vegemite or cheese.
- the students will be encouraged to drink water from the provided bubblers.
- the student will take their diary with them to the Café to record the cost that will need to be paid on the following day.

Cupcakes for Students' Birthday Celebrations

Parents can order cupcakes for their children's birthdays with Primary students' orders being delivered to their classroom just before morning tea or lunch and Secondary school students collecting their order from the College Café during lunch break.

Cupcakes cost \$1.50 each and payment must be made at the time of placing ordering. You can order on Flexischool go to www.flexischool.com.au we require a minimum of 48 hours' notice. A current College Café menu can be found on the College website.

The need for Valued Volunteers to help in the Café is very real as we aim to provide a high level of service to College families. Students love to see their parents/guardians helping around the College. If you can assist in this area please complete a Valued Volunteers form and indicate your availability to work in the Café. To find out more please phone our Catering Coordinator on 5451 3635.

Concerns and Complaints Policy and Procedures

It is recognised that parents/guardians, students and staff members have a right to raise concerns that they may have and to have them addressed appropriately.

When there is a concern with a staff member and parents or students feel the need to make a complaint, the first response should be to speak to the staff member involved. The College 'Underpinnings' should guide any approach and discussion. If this initial discussion does not lead to a resolution, then the formal processes outlined in the Complaints Policy should be followed.

The *Concerns and Complaints Policy and Procedures* can be found on the College website: Publications → College Policies

Enrolment and Withdrawal Procedures

Enquiries

New student enrolment enquiries can be made with the Enrolment Officer on 5451 3600. College tours are available all day every day and the College prospectus is also available to be collected or mailed. Enrolment information is also

located on the College's website.

Notification of Departing Students

Extract from the Suncoast Christian College Application for Enrolment form:

Parents/Guardians are required to give one full term's written notice of their intention to end a student's enrolment at the College. Fees will be charged up to and including the student's last day of attendance and one full term's fees will be charged in lieu if sufficient notice of intention to withdraw is not received in writing.

Events

There are some College events that are held outside school hours that students are required to attend. These include Presentation Nights, Primary Celebration Evening, Spotlight for Upper Primary students and Course Information Evenings.

Primary Family Info Night is set aside for parents/guardians to gain vital information regarding their student's classes, requirements and expectations so all parents/guardians are expected to attend.

There are other events that will involve only particular students according to the purpose of the event held, e.g. The SunArts Showcase held once a term.

Please refer to the eNews Upcoming Events or the College website calendar for any date changes or additional events being held by the College.

College events for the year are published on the College magnetic calendar, the Suncoast App calendar and the College website Suncoast Events section.

Fundraising Policy

Fundraising by and within Suncoast Christian College, 'the College', is an important part of the College activities. Principally, it should be aimed at fundraising for others as opposed to those within the College community. In particular, it provides an avenue for students and the College community to develop and display altruism and compassion for others through the service of others. In addition, through the Parents & Friends Association (P&F) and Alumni, fundraising provides funds for additional resources and facilities.

The Fundraising policy can be found on the College website: Publications → Suncoast Christian College Policies

This policy applies to the Parents and Friends Association, students and families for Mission Trips, year levels, classes, teams, subject groups, the Year Level Delegate Committee or small groups of students. Fundraising matters by staff involved in fundraising activities for external causes is not covered by this policy. It is important, as the College is a Christian College, that all fundraising activities are not only ethical, but also consistent with the Mission and ethos of the College. Consequently, all forms of gambling and games of chance are generally excluded from College fundraising.

Grounds

Vehicles are not permitted on any areas not defined as a roadway and, in particular, not on the ovals, covered ways, verandahs or grassed landscaped areas around the college, unless approval has been obtained from the Principal or Business Manager. No food is to be taken onto or consumed on the plexipave court areas and white-soled shoes only allowed.

Items of Value

Students are requested not to bring valuable items or large amounts of money to school. If for some reason they find they need to, these items need to be handed in at Primary or Secondary Receptions and collected at the end of the school day. Students are advised to not leave any money, wallets, purses, mobile phones or valuables in their school bags. The College will not take responsibility for loss or damage of valuable items that were not handed in at either reception for safe keeping.

Library

The Library operates during college hours and is available to staff, students and parents/guardians from 8:15am to

4:30pm. After school hours use is for private study only. Items may be borrowed for a maximum of two weeks. Late returns bring a loss of borrowing privileges. Books not returned, lost or badly damaged require payment of the replacement cost plus an administration fee from the student or parents/guardians.

The Library and its staff are available to help you to achieve the best results by locating resources for any subject in the curriculum.

Length of Loans from the Library

Little Learners	1 item for 1 week
Prep	2 items for 1 week + 4 home readers
Primary School	3 items for 2 weeks + 4 home readers
Middle Years	6 items for 2 weeks
Senior Years	8 items for 2 weeks

If items are required on loan for more than two weeks, the loan must be extended by renewing at the Library desk. It is not necessary to have the item on hand. Reference books (indicated by a blue dot on the book) are not for borrowing unless special permission is obtained from the Librarian for an overnight loan. Home readers are in addition to the above item allowances.

Overdue Policy

A maximum of two overdue notices will be issued. If the item is not returned, renewed or problems reported after the first notice, parents/guardians will be notified. If the item is lost or damaged then the replacement cost plus an administration fee will be charged. If the return of an item is in dispute the student must seek out a staff member of the Library to resolve the issue.

Access to Subscribed Databases

Our College subscribes to online databases which can be accessed via the intranet at school. These databases provide access to scholarly papers, newspapers, magazine articles and other valuable research material not found on the internet. Senior students in particular need to be aware of these databases.

The databases can be accessed at home by following the process below:

- a) Go to the College intranet: <http://m.suncoastcc.qld.edu.au>
- b) Select Online Databases from the menu on the main Moodle page

Lost Property

All items of clothing and equipment (including lunch boxes, stationery, shoes and school bags) need to be named clearly using a permanent marker or etched on. Any items found with names can easily be returned to the correct owner. All unnamed property can be collected from the Primary office (Emerald City) and from Secondary Reception. All unnamed uniforms are held for one term only.

Out of Bounds Areas

During College hours all students are to remain within the bounds of the College. Students may only leave the College grounds during College hours with permission and after they have been signed out by a parent/guardian at Primary or Secondary Receptions.

Parent and Family Support and Involvement

Family Directories

Family contact information can be found in the College Family Directory. Families' privacy must be respected and it is requested that this service not be abused or that this directory be used for solicitation or supplied to a third party.

Family directories can be purchased from Administration for \$5. Please note that no sponsorship approaches are to be made to any businesses on behalf of the College without prior consultation with the Leadership Team.

As part of the Privacy Policy that is signed when enrolling, the College may include your contact details in a class list or

College directory. If you do not agree with this you must advise us in writing immediately.

Moodle – College Intranet

The College intranet, known as Moodle, is a much valued resource and tool for students, resources, such as the Library catalogue, assessment calendars and Primary and Secondary subject teaching and learning materials such as the learning program, homework and assignments, including task and criteria sheets.

The intranet can be accessed from within and outside of the College. Open an internet browser, such as Internet Explorer, and type the following into the address bar: <http://m.suncoastcc.qld.edu.au/>

You must login in order to access many of the resources on Moodle - use your child's Suncoast computer network username and password or the generic parent **username:** *parent* and **password:** *Suncoast*.

If you would like assistance to login or with any other aspect of Moodle, please contact the Information Technology Helpdesk by phoning the Main Administration on 5451 3600 or by emailing: helpdesk@suncoastcc.qld.edu.au

Valued Volunteers Program

Volunteering is highly encouraged throughout the College. Everyone has different interests, gifts and availability. Students love to see their Mum, Dad, Grandma, Grandpa and other family members helping out at their school. Valued Volunteers need to sign in and out at Administration or Primary Reception each time they help out at the College. To abide by the Child Protection Policy, all volunteers are required to wear a name identification badge so it is clearly visible. *Application for Volunteering* forms are required to be completed annually and can be filled in and returned on Launch Day. Volunteers, other than parents of children enrolled in the College, will need to have a current Suitability Card (Blue Card). For more information about being a Valued Volunteer please contact the Valued Volunteers Coordinator on 5451 3600.

Parents and Friends Association

Extract from Parents and Friends Policy (full versions are available on request to the Compliance Officer):

The objectives and aims of the Suncoast Christian College P&F Association are to:

1. strive to develop a real community of parents/guardians, teachers and students, which reflects a truly Christian ethos;
2. provide a healthy forum for ideas and discussion on any relevant issue that will benefit the education of the students;
3. work to provide additional resources considered necessary for the students or to assist the College staff in their professional work; and
4. assist with the planning and organisation of functions associated with the social, sporting, cultural and educational life of the College community.

a) Committee

The general running of the P&F is the responsibility of the Committee, which is elected each year at the Annual General Meeting. The committee comprises a President, Vice-President, Treasurer, Secretary, the College Principal, the Parent Representative Coordinator and a College Liaison Officer. Names and contact details of the Committee, once elected, will be published in 'eNews'. Please feel free to contact any member of the Committee, as they will be very happy to assist and welcome you to be part of the P&F Association meetings and activities.

b) General Meetings

Meetings are generally held on the second Monday of the month and are open to all parents/guardians, staff and friends of the College. Dates of meetings are listed in the College calendar and they are held in the Taylor Centre from 1:30-3:00pm. These meetings are an opportunity for parents/guardians to be informed about the future direction and happenings within the College and to be involved in discussion and decision making across a range of issues as they arise. There are no meetings in the school holidays.

c) Fundraising

It has been usual to run fundraising activities over the course of the year. Previous major fundraisers have included the annual Arts on Twilight Suncoast Cultural Festival and Outdoor Movie Night Fundraiser. The Mother's Day and Father's Day stalls are run as a service to the College community rather than for fundraising purposes.

The P&F levy collected each term contributes to ongoing capital improvements that benefit students across P-12. The P&F committee has oversight over all fundraising activities within the College and hence all requests for fundraising endeavours are brought to P&F meetings.

Fundraising is decided by the committee. Fundraising activities give parents/guardians and friends of the College various opportunities to participate in enriching the life of our College.

d) Parent Representatives

Parent Representatives are an important sub-committee of the P&F. The Parent Representative Coordinator is appointed by the joint decision of the P&F and the College Leadership Team. The Coordinator liaises with the valued Parent Representatives from each class. A parent/guardian from each class (or Year Level in Secondary School) can volunteer to be a Parent Representative for the year.

The role of the Parent Reps includes such duties as:

- Supporting the teacher
- Holding social interaction activities for the parents/guardians of that class
- Assisting in organising volunteers for class activities, excursions etc
- Assisting the class teacher with College activities such as Arts on Twilight Suncoast Cultural Festival
- Being part of the induction process for new families entering the College during the year with a welcome phone call/letter
- Being part of the Parents Meeting Parents morning tea at the beginning of each year
- Assisting in the building, nurture and care of the College community
- Supporting Parents and Friends Association initiatives

The P&F look forward to parent/guardian involvement in the New Year and hope as many as possible can find some way to enrich the Suncoast community with their contribution as part of the P&F meetings and activities.

Publications

College Yearbook

Each year a yearbook is compiled to help create a record of a year in the life of Suncoast Christian College. One copy is provided to each family in Term 1 of the following year to allow for all end of year activities and photographs to be included.

eNews

This fortnightly email publication is an update of what is happening in the life of Suncoast. This will be emailed out to College families so it is important to keep your email address up to date. Should you need to notify us of any changes in contact details please go to the College website under the "Parent Area" tab → Update Family Details.

Sport

The College aims to provide a range of opportunities for the students to be involved in both recreational and competition sport. This is achieved by offering a wide range of sport activities in order to fulfil the diverse needs of the students. Sport is compulsory and full student attendance is required.

Along with the set Health and Physical Education program, the College also holds an annual Swimming, Cross Country and Athletics Carnivals for both Primary and Secondary. Students are selected to represent the College at Inter-School Carnivals and, from these carnivals, be selected for representative teams in Zone, Regional and State competitions.

Students are allocated into a sporting House on enrolment.

Sports Houses

For the purposes of building community and connectedness, all students are a member of House. College Houses are:

Shadrach	Yellow
Meshach	Blue
Abednego	Red
Daniel	Green

Students participate in Inter-House Swimming, Cross-Country and Athletics carnivals as well as Inter-House events coordinated by House Captains and Student leaders.

It is compulsory to purchase a College House Sports Shirt. These are available from the Uniform Shop.

Student Pastoral Care, Health and Safety

Chaplaincy

The Chaplaincy team is in place to assist students and their families as they navigate their way through the school years. It is easy to feel isolated and alone in the midst of these challenges and we would like to encourage you to contact the school so we can be aware and provide support in such circumstances.

The Chaplaincy team consists of the Director of Student Development, Primary School Chaplain, and Secondary School Chaplain.

The team has a common desire to see families do life well. The Chaplains provide pastoral care, life skills coaching both in and out of class, and organise weekly Chapel so the students are continually growing in their knowledge and understanding of God's love for them. From time to time community seminars are held to encourage and assist parents/guardians in their endeavours to raise their families well. The Chaplaincy team promotes the supportive family unit and wants to make available every opportunity for College families to become equipped and confident in 'doing life well'. Notification of these events is widely circulated through flyers, eNews and local newspapers.

Chaplaincy also acts as a bridge to the community. There are many agencies in the community that are streamlined in their skills and services. Depending on individual needs, we are able to direct people to the most suitable assistance for them. The Chaplaincy team is very excited to be constantly developing their service to proactively meet the needs of the College community.

Our Director of Student Development can be contacted on 5451 3600 and is always happy to have a chat and answer any enquiries or questions you may have.

Child Protection

The College recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason the welfare and best interests of the children within the College will always be a primary consideration.

How does the College protect students from harm?

The College's Child Protection Policy, can be found on the College website: Publications → Suncoast Christian College Policies.

The College has in place Child Protection Officers who are specific staff members who have been appointed to support and protect students who may feel unsafe, victimised, bullied or vulnerable for any reason. They are the Head of Primary in the Primary School, and the Year Level Coordinators in the Secondary School. Parents/Guardians, please encourage your child/ren to approach these teachers whenever necessary.

Student Safety Surveys

Each semester an anonymous student safety survey is conducted. This is an unannounced, randomly scheduled audit of students' perception of safety and bullying activity in the College. The survey seeks to identify specific times, locations and individuals of concern. The surveys are processed by the Heads of School and, once reviewed, any issues are followed up and addressed.

Parents/Guardians of students, who are identified negatively several times in a survey, will be contacted to discuss these matters.

If you are in receipt of reliable information about any threats to student safety, bullying or intimidating behaviour against your child/ren then please take the time to contact your child's classroom teacher (Primary) or Year Level Coordinator (Secondary).

Contagious Conditions/Diseases

The College appreciates parents/guardians value a safe and healthy environment for students and asks

parents/guardians to withdraw their child from school immediately when it is known they have a contagious condition. These conditions include: conjunctivitis, chicken pox, cough and cold viruses, diarrhoea, German measles, measles, mumps, nausea, ringworm, school sores, head lice and whooping cough. Please ensure that you do not send your child back to school prematurely and that they have made a full recovery before returning to school. If a child has a temperature, they are to be kept home or, if in doubt, the family doctor is to be contacted. Please see *the National Health and Medical Research Council* guidelines for exclusion periods. This is available to view on the College Website under Parents Area tab, Resources/Links.

Evacuation and Lockdown

a) Evacuation

Throughout the year the students of Suncoast will take part in evacuation and lockdown procedures. It is important the students are aware of what to do to carry out these emergency procedures in a real life situation.

In the event of a fire, the whole College is notified via the phone system, to evacuate. This will be repeated several times. Rolls are collected and the class teacher directs the students calmly to proceed to the oval as the central meeting area. The rolls are checked off and reported to the Head of School. When the all clear is given, the students then return to class.

b) Lockdown

A continuous sounding of the College bells indicates a danger in the College campus. Upon hearing this signal the students must:

1. Lie down flat on the floor if in a room
2. Move quickly to a room if outside
3. If this is impractical, then lie down flat wherever they are

The staff direct students to follow these steps and proceed to close and lock all doors and windows. Everyone is to remain until the all clear has been given.

It would be of great assistance for parents/guardians to familiarise their children with these procedures to ensure they are prepared for practice or real life situations.

First Aid

The College provides first aid care for all employees, students, volunteers and visitors to the College. Designated first aid areas are accessed through the Primary office (G-Block) and Secondary Reception (K-Block). Trained staff are provided with first aid supplies for campus duties, excursions and camps as required.

If first aid is required whilst at the College the staff, student, volunteer or visitor should report to the designated first aid area for assessment and treatment. If this is not possible then someone must alert first aid officers that treatment is required at location of the sick or injured person.

If students are ill, the College believes the best place for them is at home with family. When an illness or injury is of a serious, chronic or prolonged nature, parents/guardians will be contacted and asked to collect their child from school. The College will not assume responsibility to take students to a medical practitioner except in cases of extreme emergency. Then the student would be taken to the Nambour General Hospital and the student's parents/guardians would be contacted. However, if the incident is more serious or involves a head injury it is standard College procedure to call the ambulance and if necessary take the patient to the local hospital. Parents/Guardians will be notified when the decision has been made to contact the Queensland Ambulance Service.

The College will only administer paracetamol if the student is exhibiting evidence of a fever as indicated by a thermometer and with parental permission.

Parents/Guardians of students with severe medical conditions or allergic reaction must provide the College with written instructions for the management of such conditions authorised by a legally qualified medical practitioner. The Medical Action Plan will be stored on the College's database PCSchool for access by selected staff and the student listed as 'at risk' for prompt treatment. For more information about the First Aid Policy please contact the Compliance and Finance Office or First Aid Coordinator.

Head Lice

Head lice must be treated and students are not to return to school until the day after treatment has occurred. All lice and eggs must be removed to prevent a re-occurrence. Head lice is an issue that requires a proactive approach and all

families are encouraged to check their children weekly, treat quickly and notify the College. Communication with the College is very important so the appropriate action of notifying other families in your child's class so they are alerted to check their children's hair.

If a student is found to have head lice, the parents/guardians will be contacted and required to collect their child from school.

Illness and Sick Bay

If students are ill, the College believes the best place for them is at home with family. When an illness or injury is of a serious, chronic or prolonged nature, parents/guardians will be contacted and asked to collect their child from school. The College will not assume responsibility to take students to a medical practitioner except in cases of extreme emergency when the student would be taken to the local hospital and the student's parents/guardians would be contacted.

If students are unwell at the College and need to go to the sick bay, they are to report first to the Secondary Reception (K-Block) with a note from their class teacher.

In case of illness students **must** contact home through Secondary Reception and **not** via a text message or phone call from their mobile. (See Mobile Phone policy).

Students can be attended to in sick bay for minor illnesses and for a short period of time. However, if the illness appears to be prolonged, parents/guardians will be contacted and asked to collect their child. Children are not to be sent to school when parents/guardians are aware of them being unwell. Primary sick bay is located at Primary Reception and Secondary sick bay is located at Secondary Reception. It is vital that the College always has up-to-date contact details of parents/guardians and that they are always contactable throughout the day.

The College will only administer paracetamol if the student is exhibiting evidence of a fever as indicated by a thermometer and with parental permission.

Medical Information

All students must have a current medical form lodged at the College. Please let the College know if any new situations arise as the year progresses so the College records can be kept up to date at all times. Current telephone contact numbers and emergency contacts are vitally important.

For information on common childhood illnesses and recommended exclusion times please see the National Health and Medical Research Council guidelines on the College website under Parents tab, Resources/Links.

Medicines and tablets are not to be kept in the classroom. These need to be taken to Primary or Secondary Receptions and the appropriate form filled in for their use. Clear directions must be provided in order for the College to fulfil our duty of care. Only medication specifically prescribed for the student can be sent to school. No other medication can be given to any student. Please also check the expiry date as only current medication can be administered.

If a student has a serious medical condition that requires emergency treatment, e.g. epi pen, it is the parents'/guardians' responsibility to complete a *Medical Action Plan Form* signed by the student's doctor which clearly outlines procedures to be followed in order to manage the condition. This form can be collected from Main Administration or alternatively found on the College website under Publications → College Forms. If a student also requires medication, this must also be provided by the parent/guardian so the College can provide adequate care for students. In Primary, a *Medication Form* is to be filled in by the parent/guardian stating the medication, dosage and times it is to be given. In Secondary, a letter from the doctor will suffice. Medication is kept in a lockable cupboard.

Road Safety in the Carpark

Students safety is our first priority! Each afternoon we have approximately 800 students leaving the campus in cars and buses within a fifteen minute timeframe. Parents/Guardians need to abide by the following rules within the College campus:

- 10km per hour speed limit
- Keep traffic flow as directed by road markings and crossing attendants
- Observe crossing attendant directions
- Do not double park as this reduces visibility and access

- Give way to students on all crossings
- Vehicles are to be parked before students disembark
- Drop off and collecting students in the allocated areas
- Give way to all departing buses
- Do not leave Primary aged children in an unattended car
- Do not use mobile phones whilst driving
- Do not park in disabled parking bays

Waiting Areas/Drop Off Zones

Drop off in the morning:

- Parents/Guardians are invited to use the "Kiss and Go" area in front of the Church in the mornings. Alternatively, they must park their vehicles in the parent carpark (on the south side of the pedestrian island). The "Kiss and Go" is not in operation in the afternoon.
- Junior Primary parents/guardians who park in the car park are to walk their children into the Junior Primary playground.

Pick up in the afternoons:

- Junior Primary students are to be collected from their classroom or from the Narnia Playground, unless accompanied by an older sibling.
- Upper Primary students can be collected from Emerald City or the covered waiting area between Prep and Junior Primary. Primary students are not to wait in front of the church. They may, if approved by you and when they see your approach, walk to a row of the carpark on the pedestrian island (accessed via the crossing) to wait to be picked up.
- Secondary students can be collected from the fenced off covered carpark waiting area.

Please note:

- Parents/Guardians are not to make other arrangements with students to drop off or meet anywhere else.
- The Kiel Mountain Road carpark is NOT to be used as drop off or pick up point.
- Supervision is provided in Narnia Upper from 3:00pm to 3:15pm each afternoon. Any Junior Primary students who have not been collected by 3:15pm are taken to Main Administration Reception to wait for parents/guardians to pick them up.

Crossings

Students are to use the walkways to the carpark and cross the crossing when directed by the attendant. The crossing attendant will not permit Junior Primary students across the crossing unless accompanied by an older sibling or parent/guardian.

Give Way to Buses

In order for the College buses to leave the car park as quickly as possible in the afternoons it is vital that all vehicles give way to the buses. Delays in the carpark have a flow-on effect to the bus runs and to every parent/guardian waiting at pick up points across the coast. Parent's/Guardian's co-operation and understanding is appreciated.

Student Cars and Driving

As students' progress into Year 12, many will gain their learner's permit and eventually their provisional driver's licence. Students who drive to school may park their cars only in the staff area of the College carpark. Once at school the vehicle is not to be used during the school day. This covers lunch breaks, study sessions and other out-of-class times. The vehicle is a means of transport to and from the College only; it is not to be used for any other purpose.

All students travel to sporting venues or other excursions in College vehicles/buses.

Uniform Expectations

All students are expected to wear full and correct College uniform during the school day and when travelling to and from the College. This includes visits to shopping centres or other places which students frequent outside of the College hours while still in the College uniform.

It is to be remembered that the public often (rightly or wrongly) judge a school by the public appearance and behaviour of its students. Therefore, if a student is unable to comply with the stated uniform requirements a note containing a legitimate reason must be sent into Primary or Secondary Reception from a parent/guardian.

Dress Uniform Secondary

i) Girls:

- the skirt, blouse, tie, white ankle socks and the College hat are worn;
- the College pullover is worn on cold days;
- the College formal hat is to be worn to and from school and during all breaks when students are in unshaded areas;
- a suitable length for the College skirt is below the knee;
- hats are to be kept clean, in good shape and worn appropriately;
- traditional matt black leather lace up school shoes, with no coloured stitching, ornate stitching, decoration, or logo; are worn and kept clean and in good repair (see further information under Other Uniform Requirements);
- shoe heels are not to exceed 4cm;
- fashion and sports style shoes are not to be worn;
- the College navy blue stockings are also an option.

ii) Boys:

- the shorts, shirt, College socks and the College hat are worn;
- the College pullover is worn on cold days;
- the College formal hat is to be worn to and from school and during all breaks when students are in unshaded areas;
- traditional matt black leather lace up school shoes, with no coloured stitching, ornate stitching, decoration, or logo; are worn and kept clean and in good repair (see further information under Other Uniform Requirements);
- no makeup, cosmetics or coloured nail polish to be worn;
- the College tie is worn in Terms 2 and 3; and
- optional items include a College vest and College long pants.

Dress Uniform Primary

i) Girls:

- the College dress, white ankle socks and the College hat are worn;
- the College pullover is worn on cold days;
- the College hat is to be worn to and from school and during all breaks;
- the College blue stockings are optional in place of the socks;
- a suitable length for the dress is below the knee;
- hats are kept clean, in good shape and worn appropriately;
- traditional matt black leather lace up school shoes, with no coloured stitching, ornate stitching, decoration, or logo; are worn with the College white socks and kept clean and in good repair (see further information under the Other Uniform Requirements);
- Mary-Jane style black buckle shoes are also suitable for students in Years 1 – 3;
- shoe heels are not to exceed 4cm;
- fashion and sports style shoes are not to be worn; and
- no noticeable make up, cosmetics or coloured nail polish should be worn.

ii) Boys:

- the College shorts, shirt, blue ankle socks and the College hat are worn;
- the College pullover is worn on cold days;
- the College hat is to be worn to and from school and during all breaks;
- optional items include College long pants;
- traditional matt black leather lace up school shoes, with no coloured stitching, ornate stitching, decoration, or logo; are worn with the College navy socks and kept clean and in good repair (see further information under the Other Uniform Requirements);
- Black leather velcro closing shoes are also suitable for students in Years 1 – 3.
- no makeup, cosmetics or coloured nail polish to be worn; and
- Year 6 boys only may wear the secondary school style shorts.

iii) **Prep Students Girls & Boys:**

- the College sport shorts, or sport skirt, are worn with the College sport polo shirt and College sport socks;
- the College tracksuit is worn on cold days;
- the College bucket hat is to be worn to and from school and during all breaks;
- sport shoes, which provide ankle and arch support are to be worn with the College sport uniform; and
- raincoat (to be kept in child's school bag at all times)
- spare uniform or casual clothes (to be kept in a plastic bag in the Prep room)

Sports Uniform Primary & Secondary

- the College sport shorts, or sport skirt, are worn with the College sport polo shirt and College sport socks;
- the College pullover is worn for warmth;
- the College tracksuit is optional and to be worn with the sport polo shirt;
- girls have a choice of sports shorts or a sport skirt;
- the College sport socks are to have the red and blue striped top or "Suncoast" name visible over the ankle;
- Secondary students – the bucket hat is to be worn with the sport uniform on a sport day or when the student has a practical PE lesson; and
- Primary students - the College hat is to be worn with the sport uniform only. The College bucket hat is an optional purchase for students in Years 1 - 6 and may be worn with the Sports Uniform only.
- non-marking soled sport shoes, which provide ankle and arch support are to be worn with the sport uniform; and
- fashion sports shoes that do not provide ankle and arch support are not to be worn with the College sport or day uniform.

Other Uniform Requirements

i) **Jewellery**

- students may wear a watch (gold, silver, black or College colours of red, navy or white) and a single small ring of special significance such as covenant ring or a small cross necklace that is not to be displayed;
- girls may wear one pair of small, plain gold or silver, matching stud or sleeper style earrings on the earlobes;
- boys are not permitted to wear earrings;
- No other piercing or body art is permitted.

ii) **Hair**

- Hair is to be worn neatly brushed and clean;
- Extreme hairstyles and attention seeking presentation is not permitted;
- Hairstyles and colour should be appropriate for school wear;
- Student hair that is longer than the top of the collar line is to be fully and neatly tied back; hair is to be kept out of the eyes and off the face;
- Basic thin hair ties may be of any dark colour or a colour that matches the student's hair colour;
- Girls' accessories such as scrunchies, ribbons, clips and head bands should be in the College colours of red, white and navy;
- Boys should be clean shaven and side burns past the lobe of the ear are unacceptable. Short cuts are to be no shorter than a number 1 (#1) blade.

iii) **Student Bags**

- school bags are compulsory for all students.
- school bags must not be defaced, and any additions must be consistent with the College ethos.

iv) **Appearance**

Students should be neatly dressed, well-groomed at all times and take pride in their appearance. It is expected that all students follow the guidelines below. When situations occur where it is not possible to wear a part of the uniform, parents/guardians are asked to provide a note for their student to present at the Primary or Secondary

Receptions, or to the Home Class teacher. Without an acceptable reason and communication from parents, consequences such as lunch-time detentions will be enacted. Even with appropriate communication from parents, the College will do all it can to ensure that students perceive that College expectations are met and that breaches are consistently and fairly followed up. Thus, if students present in incorrect uniform, the College reserves the right to have students borrow and change into a piece of correct uniform.

General Appearance

- boys' shorts at an appropriate level with no underwear showing – the boys shorts are designed to sit above the hip;
- girls' skirts at the appropriate level with no midriff showing – the girls skirts are designed to sit on the waist;
- fashion trend alterations to uniforms are not acceptable;
- noticeable coloured undergarments or coloured clothing items are not to be worn under uniforms;
- no stockings are to be worn with the sport uniform – the tracksuit is available for colder weather;
- the dress and sport uniform are not to be mixed i.e. the tracksuit top or pants are not to be worn with the dress uniform;
- on non-uniform days students must dress appropriately and modestly or they will be removed from College activities; and
- no noticeable make up, cosmetics or coloured nail polish should be worn.

iv) Other Matters

- Students and parents/guardians are strongly advised to name all items of the College and sports uniform.
- The College uniform is to be respected at all times. It should not be defaced in anyway or on any occasion.
- Departing Students:
 - if students who are leaving the College wish to have a shirt signed or autographed, a second shirt may be brought to the College for this purpose; and
 - it is unacceptable for students to have their uniform defaced if they are wearing it.
- Student Badges: Leadership badges are distributed each year at the Student Dedication Ceremony. Replacement student leader badges can be purchased from the Enrolment Officer in Main Administration. All new students receive a Suncoast Christian College badge and these can be replaced through the Uniform Shop.

Uniform Shop

The Uniform Shop is operated by the College to provide a service to parents/guardians. It is open 8:00am to 3:30pm every Tuesday and Wednesday, during term time. The Uniform Shop is located in the house next to J-Block and can be accessed via the Amphitheatre or the Kiel Mountain Road carpark. Phone orders are accepted when the order is accompanied with payment by a credit card. Please phone the Uniform Shop on 5451 3641.

Normal Trading Hours

8:00am – 3:30pm every Tuesday and Wednesday during term time, but please see the website for current times.

Payment Accepted by:

- Cash
- Cheque
- EFTPOS
- Credit card (VISA or Mastercard)
- Lay-by is available with a 25% deposit with the balance required in six weeks, not available during January. All lay-by packages are to be collected at the end of Term 4.
- Payment by BPAY cannot be accepted for uniforms. This is for College fee payment only.
- No credit or account facilities accepted.

January Trading Hours

The Uniform Shop will be closed over the Christmas holiday period. The shop will be open from 8:00am-2:00pm from the first Monday after New Year's Day.

If you need new uniforms, you are strongly encouraged to make an appointment in January to reserve your time and ensure that staff are available for prompt service. Please phone the Uniform Shop on 5451 3641 before the end of Term 4 to make an appointment. If making an appointment in the holidays please phone Main Administration on 5451 3600 prior to the Friday before Christmas Day.

During Launch Day the Uniform Shop will be open from 7:30am – 5:00pm.

Second Hand Items

Second hand uniforms can be sold and purchased through the “Buy Swap Sell” closed Facebook group.

Other Locations

Parents are able to purchase the school uniform from The School Locker located at the Maroochydore Homemaker Centre.

Visitors to the College

As part of the College’s ‘Duty of Care’ and ‘Workplace Health and Safety’ all visitors including parents/guardians, Church staff, contractors and volunteers calling in need to sign in at Main Administration and collect a visitor’s badge that must be worn so it is visible at all times. On leaving, all volunteers/visitors are to sign out and return their badge. Young adults, including past students, are to remain in Main Administration Reception where their student friends will be called during morning tea and lunch only. All are to remain in this supervised area until departing the campus.

SunArts

Each week at Suncoast a significant portion of the College population from Years 1 to 12 attend a diversity of lessons in Contemporary Voice, Instrumental Music, Drama and Dance.

The purpose of SunArts is to give students the opportunity to be trained in their chosen area of musical interest. Students will develop personal discipline through regular practice and individuals become skilled to a level where they can actively participate in College bands, ensembles and other performance groups. Research has proven that learning a musical instrument helps children succeed in many areas of their social, personal and of course educational development.

Tuition

Specialist SunArts teachers deliver a comprehensive and progressive program for students from beginner through to advanced levels. Teachers in the program are competent musicians, and most perform regularly at various venues outside of College life. Most tuition is scheduled within College hours; however some of the groups such as Drama and Acting classes and Concert Band rehearsals may be held out of College hours. A report will be sent home at the end of each semester that will discuss the student’s progress. The report covers areas of core skill development, work habits and other relevant comments by the teacher.

Tuition is available in the following areas:

- Keys - Piano, Keyboard
- Guitar - Bass, Electric, Acoustic
- Drum kit
- Strings - Violin, Viola, Cello
- Brass - Trumpet, Trombone, Baritone
- Woodwind - Flute, Clarinet, Saxophone
- Contemporary Voice
- Drama and Acting
- Dance

Details of each program can be found on the College website: Learning → Performing Arts → SunArts.

Primary School Information

The Primary School is part of the Prep – Year 12 College and is located on the west side of the Library. Prep is located in the Secret Garden, Year 1 to Year 3 (Junior Primary) in Narnia and Year 4 to Year 6 (Upper Primary), is located in Emerald City.

The Primary School is overseen by the Head of Primary and supported by the Deputy Head of Primary. Communication is very important to us, so if you have any questions or concerns in regard to Primary School please contact us via Primary Reception on 5451 3652.

Allergies/Medical Conditions

A severe allergic reaction to peanuts is a life threatening condition and is becoming more prevalent. As all Junior Primary students regularly sit in a common eating area, your assistance in adhering to the following would be greatly appreciated.

We request that no peanut products be brought to school in Junior Primary. This includes: peanuts, peanut butter and other products containing peanuts.

It does not include: other nuts (almonds, cashews, etc), other nut products (eg Nutella) or products marked 'may contain traces of nuts'. These latter products do not have nuts as an ingredient; food companies use this warning as blanket protection against litigation cases where nut particles are accidentally included in products as a consequence of using the same machinery for processing nuts.

Please remind your child of the importance of not sharing their food with others and washing their hands after eating.

In cases where children with other serious medical situations requiring any special consideration are in the same class as your child, you will receive written advice containing any pertinent information.

Behaviour Management

A full copy of the College Behaviour Management Policy is available on the College website: Publications → Suncoast Christian College Policies.

There is an expectation for a high standard of self-discipline from Suncoast students. This aims to encourage and reinforce good choices and includes consequences for decisions to not follow established rules. Each teacher will develop a plan that consists of rules, rewards and consequences. Parent/Guardian contact will be made early if choices need some additional guidance and support from home. If behaviour continues that is not acceptable the student will visit the relevant Stage Coordinator and following this, may need to see the Head of Primary or Deputy Head of Primary for guidance and correction in this area. Parents are contacted if a student is referred by the class teacher.

The 'Gotcha Awards' scheme operates in the playground giving students a consistent approach to discipline throughout the day. 'Gotcha' Awards are presented to students on a weekly basis with one student being drawn at both Junior and Upper Primary Chapels. Students choosing to not follow playground expectations will also have consequences such as missed play time.

Bullying in any form is not tolerated at the College. A proactive approach is taken in dealing with this issue and a multifaceted approach is in place for empowering a student to stop being a bully or a victim of a bully. One strategy is the regular sharing with students about God's way to live life, particularly the Golden Rule: "Do to others, as you would like others to do to you". Student Safety surveys are conducted each semester and students may also report incidents via the Safety Log kept in Primary Reception.

We also undertake the 'You Can Do It' program throughout Primary which equips students with useful strategies to empower them. By making this a topic that is talked about and dealt with the students soon realise that ensuring a sense of safety is paramount and bullying is not tolerated at this College. In partnership with the strategies that we adopt to assist students to stay safe, we also rely on parents to report any incidences that they become aware of, so they can be appropriately dealt with.

Bus Safety for Junior Primary Students

Your child's safety is of paramount importance to us and we regularly evaluate our policies and procedures to ensure that our systems are operating most effectively.

If your child catches a College bus in the afternoon, please keep in mind the following things to assist us:

- Let your child's teacher know, with a note in the Student Diary, when their bus catching commences, the days of travel and of any changes to the usual routine (eg child going on a different bus or not travelling on the bus on a particular day). Some parents write a short reminder each day for a week at a time (eg Bus 15 today) which is very helpful.
- Please meet your child at the bus door each afternoon. This allows the bus driver to become familiar with you and ensures that your child is handed over into your direct care.
- Phone the Transport Department on 5451 3618 or 0412 037 915 or email bus@suncoastcc.qld.edu.au for any changes to your child's bus schedule. This allows the driver's roll to be appropriately updated and the driver is not kept waiting unnecessarily for the arrival of children.
- Please advise the Transport Department if the day's circumstances change and your child is not travelling on the buses as early as possible so we have adequate time to inform the teacher and your child.
- Please also contact the Transport Department if you are prevented from meeting your child at the allocated time due to an emergency. You can then arrange for your child to be met by yourself at an alternative stop or, failing this, the driver will bring your child back to the College at the end of the bus run.
- Primary Reception is open until 3:30pm each day for any further queries. Please telephone 5451 3652. After this time, please telephone Main Administration on 5451 3600.
- All Prep students are accompanied to the bus in the afternoon by a Teacher's Assistant. Year 1 students are accompanied in Semester 1 (and Semester 2 if required).
- If your child is in Year 2 or 3 and you would also like them accompanied until they have established a routine, this can be arranged.
- If your child requires a bus buddy, please phone the Deputy Head of Primary 5451 3601 who will organise an Upper Primary or Secondary student to accompany them to class in the morning.

Chapel

Chapels are held once a week for Primary and are a highlight of the school week. Students come together to praise and worship God and to learn more about living a Christian life. Junior Primary (Prep – Year 3) and Upper Primary (Year 4 to Year 6) meet separately for Chapel in the Suncoast Auditorium.

Junior and Upper Primary students have the opportunity to present Chapel once a semester. We welcome parents/guardians and guests to come and support their children. A letter, sent early in first term, will advise you of the relevant dates and times for each class.

College Café

The College Café is a service to the students, parents/guardians and staff. It is open five days a week 8:00am to 3:30pm.

Purchasing for Junior Primary is via an ordering system for lunch purchases only so that parents/guardians can monitor their student's choices and promote healthy eating. Upper Primary purchasing via this system is strongly encouraged but not essential. The Café aims to provide a wide range of choices and actively promotes healthy eating. A current College Menu will be provided to every family on Launch Day when they register in the Library and is available on the website under Our Community → College Café or from the Café.

How to order:

Go to Flexischools online www.flexischools.com.au to place your child's order.

or

- use a paper bag
- write name of student
- write name of teacher and class
- write lunch order including prices and total
- place money into the bag
- students place the bag in the Café box in their classroom and this box is taken to the Café by nominated students from each class by 9:00am each day. At lunch time the class box is collected by nominated students and orders handed out by the classroom teacher.

Diary

All students will be provided with a Student Diary. This diary is not to be defaced in any way during the year. Replacement diaries can be purchased from Primary Reception for \$15. A student diary is used by every student in the College. It is a major source of communication between home and school. In Primary, parents/guardians are asked to check the diary daily for any information being sent home and to sign the diary every day. Teachers or Teacher Assistants will check diaries each day for any communication from home.

The information in the front of the diary is very important for parents/guardians to read and discuss with their child. The information covers a range of topics that will help parents/guardians gain an understanding of what is expected of each student in the College. Information and Communication Technology Acceptable Use Policy in the front of the diary must be discussed with your child and signed by a parent/guardian for students to use College technology. The monthly Scriptures are also located in the back of the diary.

First Aid

First aid boxes are kept in each Primary classroom for general use. First aid bags are used by all staff when they are on playground duty. For more serious needs students go to Primary Reception located in Emerald City. Please note most College staff are first aid trained and are regularly updated.

Health and Physical Education

Students from Prep to Year participate in both Health and Physical Education specialist lessons within our HPE program.

Single gender classes for students in Year 4 to Year 6 allow development of gender specific sports and associated skills.

Students must wear the complete sport uniform **including non-marking rubber soled sport shoes** and have their College hat to participate in physical education.

In addition to the normal Health and Physical Education lesson, students in Prep also participate in a Perceptual Motor Program (PMP).

Students from Prep to Year 3 participate in swimming lessons in Terms 1 and 4. Students in Years 4 – 6 participate in either a swimming or gymnastics program in Term 1 and Beach Safety program in Term 4.

Homework and Homework Bags

Homework helps to develop disciplined study habits and reinforces skills the students have been learning about. Over a period of years and as a result of parent/guardian and staff feedback we have established some guidelines for maximum times a child should be completing homework. These times apply from Monday to Thursday; no homework is set for Friday, Saturday or Sunday.

Suggested maximum times for each year level:

Prep	10 minutes
Junior Primary	30 minutes
Upper Primary	45 minutes

Parents/Guardians are to advise the teacher if their child is not coping with the level of homework or needs more time than recommended above, to complete tasks. This can occur via email or Student Diary.

The College has navy blue homework bags which are compulsory for Primary students and can be purchased from the Uniform Shop. This is to contain their Student Diary, homework books, any communication/letters to come home and is also used as their library bag.

Library

The Library is available for all students from Year 1 to 6, to make use of at morning tea and during lunch time. Borrowing from the Library is part of weekly class activities. All students from Prep to Year 3 need their College Satchel

to borrow from the Library. These are a compulsory purchase from the Uniform Shop. Classes can also book into the Library for research and other activities.

Lunch Areas and Activities

Each class/year level has a designated eating area. The designated eating areas (see below) are for use at morning tea and lunch times. All students need to be seated for 15 minutes eating time from 1:15pm – 1:30pm daily.

- Prep children eat on the Secret Garden verandah
- Junior Primary eat on the Narnia Upper verandah
- Upper Primary eat on the Emerald City covered area and verandahs

Playgrounds are located adjacent to the classrooms. Students in Years 2 to 6 can use the oval at morning tea and lunch time and supervision is provided by teachers and teacher assistants during these times. Students from Year 1 upwards can also use the Library at morning tea and lunch time for board games, school work or for reading.

A variety of activities and lunchtime clubs occur during break times. Information will be available to students at the start of each term. Activities as diverse as Junior and Upper Primary choirs, dance, art, technology, journalism, Italian Club, Sustainability Club, Debating and Zumba, construction and chess happen on a weekly basis.

Mobile Phones

Mobile phones must be handed into Primary Reception for safe keeping at the beginning of the day and collected again after school.

The College is not responsible for missing phones/items not lodged with Primary Reception.

Outside School Hours Care

Suncoast Christian College delivers before and after school care and vacation care services. Suncoast OSHC is housed in the Narnia precinct.

Suncoast Christian College caters for before and after school care and vacation care services. Prep and Year 1 students are escorted between their classrooms and the OHSC service. Older students can walk straight from their classrooms.

We provide a healthy breakfast at Before School Care and a healthy afternoon tea at After School Care. Breakfast, morning tea, and afternoon tea are all provided at Vacation Care.

Before school care is available between 6:45am-8:30am and breakfast is provided.

After school care is available five days per week, from 3:15pm to 5:45pm. Prep and Year 1 students are escorted between their classrooms and the OHSC service. Older students can walk straight from their classrooms.

Information is available on the College website → Our Community → Outside School Hours Care.

Parent Communication

Teachers will endeavour to make contact with each family at least once a month. This may take the form of a note, a phone call or informal face-to-face contact. Diaries are a useful means of communication for teachers, parents/guardians and students. Teachers are also able to be contacted via email. The College staff email addresses are their first name initial followed by their surname followed by @suncoastcc.qld.edu.au (eg mmitchell@suncoastcc.qld.edu.au).

Open and regular communication is vital between teachers and parents/guardians. If you would like to talk to a teacher, please make a time for this via the diary or a phone call to Primary Reception on 5451 3652. Teachers are required to be teaching during class time and are not able to have interviews before class unless this has been pre-arranged.

Tuesdays are staff meeting afternoons so teachers are not able to meet with parents after school on this day.

Placement of Students in Classes

The philosophy and procedure of the College for the placement of students in classes is as follows:

Year level classes are not streamed (ie they are not formed on academic ability); therefore 3A is not made up of the

twenty-five most academically capable students. Special consideration is given to the composition of multi-age classes to ensure successful outcomes for all students.

In an attempt to balance classes, a number of factors are considered: gender balance; friendship groupings; social; emotional; academic; behavioural and learning needs; gifts and special talents within a group. Consideration also has to go to particular skills and abilities the staff have and their teaching styles. An additional factor such as how the class and individuals worked together in the previous year is also taken into consideration.

Various methods are used to collect and collate this data. Student summary records, student input, teacher notes and information from the database are all used. Support staff are also involved in discussions during this process.

This system is comprehensive and achieves the fairest outcome for most of the students. It is therefore not possible to accommodate requests for a particular teacher.

Due to fluctuating enrolment numbers over the Christmas holidays, we do not announce class lists prior to Launch Day.

Prohibited Items

There are certain items that are not permitted at school. These items include:

- sharp or dangerous objects of any kind
- cap/toy guns, sling shots, matches, lighters, fireworks, etc
- baseball bats
- hard case cricket balls
- knives of any kind
- MP3 players
- expensive toys
- aerosol cans e.g. deodorant, glitter hair spray
- large amounts of money, no more than \$10
- all offensive or inappropriate material
- medication and prescription drugs (unless handed into Primary Reception with parent/guardian permission/instruction letter) including paracetamol
- all other personal items need to be clearly marked with name and class

Reporting

Assessment and reporting are vital elements in the learning process. Assessment involves the purposeful, systematic and ongoing collection of evidence for use in making judgments about students' demonstrations of learning outcomes. In each year level, units taught are assessed based on common elements and a process of moderation to ensure consistency of teacher judgements.

Quick chats, arranged interviews, phone calls, return of test and assessment task results and formal semester reports are all forms of reporting. Each is very valuable on its own and together they all help inform parents/guardians of their child's learning in a more complete manner than any one report form offers.

The Primary Family Information Evening is held early in Term 1. Parent-Teacher interviews are held early in Term 2. Interviews are also available over the course of the year upon request via your child's diary.

Formal reports are issued mid-year and at the end of the year. Follow-up interviews are held with the class teacher as requested by either the teacher or the parent/guardian.

Scripture Memory

All children from Prep to Year 6 are encouraged to study and learn God's word. Suncoast's aim is for students to develop a love for the Word and to see how it applies to their life and live out what they have learnt. To facilitate this, there are different expectations for different year levels.

Prep – Year 3:

- children may sing or recite their Scripture to a parent/guardian or other adult.

Years 4 - 6:

- recite or write scripture to their teacher within ten days of receiving it = Gold Star
- recite or write it in the month but after ten days = Silver Star
- recite it in parts over the course of the month = Coloured Star

Upper Primary students who achieve a Gold star each month receive a Certificate of Merit at the end of year. In November they can then go on to another level and recite all scriptures again over a two-day period and then sit a written test to check recall and understanding of scripture. Awards are given based on the outcomes of this test. The monthly scripture pages are located in the back of the student diary.

Sponsor Children

There are two sponsor children in Primary School.

Each year approximately \$580 is needed per sponsor child. Each class has a Compassion tin which children are encouraged to place money in any day of the week. Other ways your child can be involved are by praying for their sponsor child and writing them letters. Learning about others, their way of life and actively caring are important lessons for everyone.

Sport

All students are divided into houses for sport carnivals held throughout the year.

College Houses are:

Shadrach	Yellow
Meshach	Blue
Abednego	Red
Daniel	Green

House coloured sports shirts are to be purchased from the Uniform Shop.

There is a space on the Personal Details sheet on the inside cover of the student diary to record their sports house.

Each year we have an Upper Primary Swimming Carnival for Year 3 to Year 6 students, a Junior Primary (Prep to Year 2) Sports Day, a Cross Country Carnival for Prep to Year 6 students and an Athletics Carnival for Year 3 to Year 6 students.

Primary SCISSA & Representative Sport

The Sunshine Coast Independent Schools Sports Association (SCISSA) is the premier inter-school sport competition on the Sunshine Coast.

Upper Primary students participate in SCISSA sport on a Thursday afternoon. Primary SCISSA Gala days are held once a term. The activities vary from term to term and it is important to keep alert for any notes that may need a response. Students in Years 4 to Year 6 must wear full sport uniform and the College hat, or bucket hat, each Thursday.

Semester 1 SCISSA (March to June)

Boys	Girls
Rugby 7's	Netball
Basketball	Softball
Football (Soccer)	Touch Football

Semester 2 SCISSA (July to November)

Boys	Girls	Mixed
Aussie Rules	Football (Soccer)	Water Polo/Flippaball
Volleyball	Basketball	
Touch Football	Volleyball	

*Sports are subject to change

Representative Sport Pathways

Students also have the opportunity to be selected for Independent District representative teams to take part in Sunshine Coast School Regional Trials. This means students can proceed from school representative through to Independent schools, Regional schools and finally State/National representative pathways for both team and individual sports.

Spotlight

Spotlight is an annual performance night that gives Primary students the opportunity to express their talents in a variety concert format that includes song, dance, instrumental items and drama. Students from all year levels are encouraged to participate by developing an item. Students rehearse and then audition for a place in Spotlight. Spotlight involves all of the Upper Primary students performing as part of their class item and student attendance is expected on this evening. Apologies due to unforeseen circumstances should be addressed to the Head of Primary.

Staff Meetings

Staff meetings are held every Tuesday afternoon and teachers are unavailable for interviews on this afternoon. These meetings are very important for the teaching team and for the development of best practice in teaching for the students; therefore it is essential that all teachers attend the whole meeting each week.

Stationery Requirements and Bookwork

Stationery requirements for each year level and subject are determined during Term 3 of the previous year and published in Term 4.

The College engages the services of a specialist stationery supplier to provide a one-stop online service supplying all students' books and stationery directly to parents/guardians or for collection from the College at Launch Day.

The online service is easy to use and time efficient. Stationery packs are delivered to homes in mid-January. This helps busy families avoid any last minute rush before the start of the new school year.

There is no obligation for you to use this service and families are welcome to purchase their child's stationery elsewhere in time for the commencement of the school year.

All items should be clearly marked with the student's name and class.

- All students are provided with a Student Diary.
- All students from Prep to Year 6 are required to have the College Satchel to hold their homework, diary, readers and library books. This will last for the duration of Primary school and can be purchased at the Uniform Shop.
- All students Years 2 to 6 are requested to have a set of earphones/headset for personal use.

All Primary students (P-Year 3) are provided with all art and craft supplies and a generous number of lead and coloured pencils, glue, scissors, ruler erasers, sharpeners and scissors.

Junior and Upper Primary students need to replace lost or used up items as the need arises, particularly at the end of each term. Prompt attention to this will mean students can participate fully in all the classroom activities. Please also ensure all the above items are at school daily.

Students are encouraged to aim for consistency and neatness as well as maintaining a standard of quality with their learning tools. Students will work towards the habit of clean hands, ruling lines, appropriate setting out, looking after books, neat writing and drawing. All books are to be covered with non-clear contact or a suitable substitute. Textbooks should be covered with clear contact. The covering of books improves their durability and keeps them in presentable condition. Names and subject are to be in the top right corner. No graffiti, doodles, scribbling, etc on or inside workbooks is allowed. Only appropriate name tag stickers can be placed on books. Students are encouraged in the pursuit of excellence in all aspects of the work required in their books.

Student Leadership Program

2018 sees the introduction in the Primary School of 'Family Groups', each headed by a pair of our student leaders. Over the course of the year, Year 6 have responsibility to guide and support their appointed small group of students across Prep to Year 5. They will also facilitate a personal development module in Term 2 and engage in training and leadership development in preparation for this important role.

In addition, Year 6 students will work in teams and rotate, each term, through four broad categories of Leadership:

- Peacemakers: Leadership development, Student Council representation and peer support
- Environmental: reduction of our landfill footprint through a commitment to recycling and waste sorting;
- Administration and Events: including Assemblies, Chapels and Open Mornings; and
- Sports: overseeing carnivals and lunchtime sporting activities and equipment.

SunSmart Policy

Suncoast Christian College is passionate about being SunSmart. We teach guidelines and practices for protecting skin from the dangers of exposure to ultraviolet radiation from the sun whilst students are attending the College. Please refer to the SunSmart Policy which is available on the College website Publications → Suncoast Christian College Policies.

Supervision

The safety of our children is a major priority at Suncoast. We thank our parents/guardians for partnering with us in ensuring we maintain a safe and secure environment for our Primary students.

Prior to school

Students in Prep to Year 3 are supervised from 8:00am in Narnia Upper (Junior Primary building) playground. The supervising teacher remains on duty until children have proceeded to class. Prep teachers collect children on their return from morning devotion (usually between 8:20am and 8:25am) and take them to class.

Students in Upper Primary (Years 4 to 6) are supervised from 8:00am in the Emerald City precinct. The supervising teacher remains on duty until children have proceeded to class.

On arrival at school (if prior to 8:20am) parents/guardians are free to accompany their children into the Prep area or down to Narnia Lower for the purpose of putting their bags away. Thereafter, parents/guardians should bring their children to the supervised area.

Prep children who come to school on the bus should be delivered by their buddy, straight to Narnia Upper with their bags. For safety, we have a high fence and gate containing the Secret Garden. At no time should this be propped open.

After school

All Junior Primary students must be collected by an adult or older sibling from the Narnia Upper playground OR direct from the classroom, with the exception of those travelling on a bus. Bus children in Prep and Year 1 are escorted by a Teacher Assistant. Upper Primary students are able to wait in the covered area between Prep and Junior Primary if they are collected by an older sibling.

Swimming

Students in Years 4 – 6 participate in either a swimming or gymnastics program in Term 1 and Surf Safety program in Term 4.

Timetable

8:20am	Bell sounds
8:25am	Enter class to commence at 8:30am
9:00am	Morning Session
10:30am	Morning Tea -10 minutes eating time, followed by play
11:00am	Middle Session
1:15pm	Lunch - 15 minutes eating time, followed by play
2:00pm	Afternoon Session
3:00pm	Finish class

Uniform Expectations

Primary students are required to wear full day uniform every day except the days on which they have sport or Physical Education.

Upper Primary (Years 4, 5 and 6): Sports uniform to be worn on Tuesday and Thursday.

Junior Primary students in Years 1- 3: Sports uniform to be worn on Monday and their Physical Education lesson day which will be advised.

Secondary School Information

The Secondary School operates with a Middle Years approach (Years 7, 8 and 9) and Senior Years approach (Years 10, 11 and 12).

Middle Years

The transition from childhood to adulthood is more challenging today than ever before. This is due to the much higher level of knowledge and awareness of the outside world among the children of this era, together with the continuously changing nature and fluidity of the world and of society. The ground is shifting constantly and it is essential that the bridge between the worlds of childhood and adulthood supports and nurtures the adolescent across the intense years of growth and recovery.

In the Middle Years each student belongs to a 'home class' with its own home class teacher whose role it is to take particular interest in the overall welfare of the student. This is an approach rather than a program.

Students usually have two teachers for their core subjects, one of whom is the home class teacher. In this way, significant, supportive relationships can be developed between student and teacher and among the students themselves thus creating the stability necessary for them to confidently navigate their education and the journey to adulthood.

Senior Years

The Senior Years is a rewarding but challenging time. One of growing in personal responsibility, of advanced learning, the setting of life goals and of spiritual growth. It is an exciting and fulfilling three years as students approach their graduation.

As Seniors, students are leaders. This can be expressed in peer tutoring, the Year Level Delegate Committee, the performing arts, sport, being a student leader and in community activities.

Subjects, traineeships and University study in the Senior Years are chosen with future goals in mind, understanding personal interests, strengths and preferences.

Graduation is a significant time in the College. The Senior Presentation Night and the Senior Graduation Formal honour and celebrate the culmination of thirteen years of schooling.

Secondary Academic Matters

The three-way partnership

Suncoast encourages parents/guardians, students and teachers to form a three-way partnership regarding students' academic, spiritual, physical, emotional and social welfare. Suncoast places paramount importance on encouraging parents/guardians to partner the College in all aspects of students' development. A partnership of learning where students, teachers and parents share responsibility for each student to reach their unique potential is enhanced through open cooperation and communication.

Who to contact regarding concerns on academic matters

Both students and parents/guardians are openly encouraged to contact staff should any concerns arise. Contact can be made by phone or by email, or in person.

Concerns about subject or class related academic matters should always be directed to the subject teacher in the first instance.

If necessary, subsequent contact should then be made with the relevant Head of Department and/or Director of Studies.

Similarly, concerns about the quality of teaching and learning should always be directed to the subject teacher in the first instance. If necessary, subsequent contact should then be made with the relevant Head of Department and/or the Director of Teaching and Learning.

The Director of Teaching and Learning is ultimately responsible for the quality of teaching and learning in the Secondary School. The Director of Studies and Director of Teaching and Learning are ultimately responsible for students' academic welfare.

When concerns or queries are related to broader progress, cross-curricular, behavioural or personal issues, the first point of contact is a student's Year Level Coordinator.

Student Parent Teacher Conferences

One of the ways the strong three-way partnership of students, parents and teachers is strengthened is when students and parents are active participants at the Student-Parent-Teacher Conferences.

These conferences are held over two nights at the beginning of Term 2, and one night at the beginning of Term 3. Conferences are with each teacher for 10 minutes per subject. Students are present for the interviews. Parents make bookings electronically to see specific teachers.

Teachers may request conferences for students if they have specific concerns regarding achievement and/or attitude and behaviour. Parents are asked to acknowledge these teacher requests and make their bookings accordingly.

Learning at Home

Effective learners know that learning does not simply take place in the classroom. It takes place in our minds through the construction of new thoughts, memories and patterns of thinking. Effective learners are active, questioning, resourceful and reflective about their learning in class and at home.

At the end of each school day, effective learners take time to reflect upon the major knowledge, understandings and skills developed during the day. They identify what has been learnt and what needs to be consolidated or completed. They then set clear goals for the afternoon or evening's learning at home and they work efficiently so that they have time to address aspects of their learning or assigned tasks that need attention.

Here are some specific questions to guide students' reflection on their learning. Parents/Guardians should encourage students to ask themselves questions such as:

- i) What made sense today in subject "X"? What did I not understand?
- ii) Do I need to contact a classmate or my teacher to get help?
- iii) Are my notes from today useful? Do I need to supplement them by referring to my textbook?
- iv) How did today's work relate to the rest of the topic?
- v) Could I explain the major ideas and concepts that we are learning now to someone else? If not, I probably do not have a full understanding. What should I do about this?
- vi) Can I give clear meanings of new terms introduced over the last few days? If not, I need to develop a vocabulary list and meanings for each term.
- vii) Can I list the major subtopics and/or ideas of this topic? If not, I need to review what we have done, generate a list or a mind map and read about what is coming up.

What is 'homework'?

'Homework' should be seen as any out-of-class learning or assigned task. It may be set by teachers as extension or elaboration of classroom work, but students should also perceive it as including their own review, preparation for upcoming work or assessment, assignment work or reading. With this view of homework, it is clear that it is a central part of their total learning experience.

Why is homework necessary?

- i) It provides the opportunity for extra individual work, allowing practice and consolidation of work done in class or research and preparation for future learning.
- ii) It provides teachers with feedback on how well students know and understand class work and an opportunity to assess students' progress and mastery of work.
- iii) It develops effective learning habits and self-discipline, training for students in planning and organising time, and encourages them to own and take responsibility for learning.
- iv) Most importantly, it establishes the idea that learning is not something done only at school but is ongoing and involves input from parents, family and influences other than teachers.

How should students view Homework?

Homework should be viewed as comprising two components: 'Immediate Study' and 'Long Term Study'.

1) Immediate Study

- i) **Practice** - Practice homework is used to practice and reinforce skills they have already learned in class.
- ii) **Completion** - Completion homework is used to complete tasks assigned in class.
- iii) **Preparation** - Preparation homework helps to prepare students for subsequent lessons. Homework of this type helps provide opportunities to gain background information in order to increase learning for an upcoming lesson.
- iv) **Extension** - Extension homework assignments require students to produce self-selected projects which allow them to apply and analyse information presented in class.
- i) **Creative** - Creative homework offers students the opportunity to think critically and engage in problem-solving activities. Creative assignments encourage them to put a variety of skills and concepts together and to demonstrate understanding in new situations.
- ii) **Assignments**

2) Long Term Study

Long Term Study is homework that is not specifically set by staff. It is not an 'extra'. During effective study, powerful learning occurs. When studying, students reflect on their learning and progress and undertake activities that they believe will be most beneficial for their learning.

Depending on the subject and learning required, activities could include:

- Summarising
- Note-taking
- Reading
- Concept mapping
- Doing exercises
- Memorising
- Speaking
- Practising
- Rehearsing

Tips for optimising the effectiveness of students' work at home

- i) Doing set tasks and study in the same room, at the same desk and chair, and at the same time provides a routine that is conducive to productive work
- ii) Monitoring the time spent on each subject and homework task and undertaking a variety of tasks helps keep the mind active.
- iii) Thinking about the extent of personal understanding and progress is vital for effective learning.
- iv) Having a 5 minute break every 30 minutes is very effective.
- v) During breaks, it is best to move out of the study area and do something completely different. This has been found to make the study time far more productive.
- vi) Maintaining an organised work space helps the clarity of their thinking.
- vii) Explaining to others and having someone ask them questions is also helpful because it forces students to verbalise their thoughts.

Time allocation for Homework and Study

Expectations vary with each subject however, as a guideline the following times (per school night) are suggested:

Year 7	45 mins – 1 hour
Year 8	1 – 1.5 hours
Year 9 & 10	1.5 - 2 hours
Year 11 & 12	2.5 - 3 hours

Staff management of Secondary Learning at Home

Staff operate on the understanding that homework is not for finishing off classwork, but is a planned continuation of the teaching & learning program. Teachers understand that:

- a) homework is to be set at least weekly.
- b) homework can be set at each contact with students, but students must not be assigned a negative consequence if it is not completed the next calendar day due to family commitments.

- c) homework that is set is to be checked for completion and quality. Consequences will be put in place for accountability.
- d) they need to be aware of the slice of the homework time that is available to them and aware of the realistic time required to complete set tasks. The duration of homework typically set for a year level/ the number of academic subjects in day (eg 1.5 hrs / 4 academic subjects = approx. 20-25 mins per subject).
- e) homework is to be scaled back in a week before an assignment is due.
- f) Home Class teachers are to check at least once a week that homework is being recorded in the diary.
- g) YLCs will undertake spot checks periodically.

Assessment Policy

All summative assessment pieces, which contribute to the Level of Achievement for Interim and Mid & End of Years Reports, are accompanied by a Task and Criteria sheet, which outlines what students are required to do, and by what criteria and standards the work will be graded.

Assessments have two broad categories:

1. Exam Style Assessment – Outside of Assessment Block

Exams must be sat at the same time. Students unable to be present at this time must apply, in writing, for an extension through the subject teacher or Head of Department.

An application for an 'Assessment Task Extension or Reschedule' form is available through the Secondary Studies course on the College Moodle site: <http://m.suncoastcc.qld.edu.au/>

Username: parent **Password:** Suncoast.

Applications for Special Provision need to be submitted before the assessment date. If submitted after the assessment date they must be accompanied by documentation, such as medical certificates, supporting the application. The presence of this documentation does not automatically grant Special Provision Status.

When Special Provision has been granted, the rescheduling of the exam will be at the earliest convenience, taking into account lost study time etc to ensure equity for all students and that the exam retains its integrity.

If a student is absent on the day of an exam without an extension, the student will sit the exam as soon as they return to school. This may involve withdrawal from class.

2. Assignment Style Assessment

All assignments have a Check Date and a Due Date. These will be clearly outlined on the Task Sheet.

Check Date

Check Date is a piece of work, submitted on a specified date, usually a week before the Due Date. The purpose of Check Date is for the teacher to ensure all students have made significant progress on the assignment. Check Date does not allow for 'night before' completion of the entire task.

The Task Sheet will stipulate the amount of work required at Check Date i.e. completed first draft, research journal, essay outline etc. As the submission of Check Date is usually one week prior to the Due Date, the quantity of work required is substantial.

Copies of students' work submitted on the Check Date will be kept by the subject teacher. This forms the basis for a judgment of the student's achievement in the event that the assignment is not submitted on the Due Date.

Students unable to present the required work on the Check Date will be handled by the subject teacher or the Head of Department. These students may be withdrawn from classes, or be asked to use lunch times to satisfy the minimum requirements of the check date. In extreme cases, the student may be required to complete work at an after-school detention. Subject teachers will also contact parents to inform that the Check Date has been missed.

Absent on Due Date

A student who is absent on the Due Date or who does not submit a final assessment piece will have their grade recorded from work submitted on the Check Date, unless the student has been granted an extension.

An application for an 'Assessment Task Extension or Reschedule' form is available through the Secondary Studies course on the College Moodle site: <http://m.suncoastcc.qld.edu.au/>

Username: parent **Password:** Suncoast.

Applications for Extensions need to be submitted before the Due Date. If submitted after the assessment date they must be accompanied by documentation, such as medical certificates, supporting the application. The presence of this documentation does not automatically grant Special Provision Status.

Students who do not record a significant response to an assignment cannot be classified as having completed the task and may lose credit for the semester's work.

In Middle Years (Years 7, 8 & 9) if a student is unable to present the completed work by the Due Date, and has not applied for an Extension, a note signed by a parent/guardian should be given to the teacher with the reason why the assignment is not yet complete. If the reason is valid, an extension may be granted and a new due date negotiated with the teacher. In other cases, the Check Date work will be graded by the teacher.

Late assignments accompanied by a medical certificate will be accepted without consequence.

In Senior Years (Years 10, 11 & 12) if a student is absent through illness on the day an assignment is due, then a medical certificate and the assignment must be presented upon the student's return. If this does not occur, the Check Date work will be graded by the teacher.

Senior Years Assessment Blocks

Years 11 and 12 students sit formal week-long Assessment Blocks in Terms 2, 3 and 4. The Assessment Block, with its focus on study and preparation will provide the optimal conditions for students to achieve their best.

Attendance at Assessment Block must have priority over all other commitments (i.e. traineeships, sports, SunArts lessons).

Absences

It is not permissible for a student to be absent for any reason other than sickness. All absences during Assessment Block must be accompanied by a medical certificate that covers each day of the absence. Parents must be in contact with the College immediately to explain the absence and to reschedule assessments that have been missed.

Year 11

Year 11 students attend school as normal each day of Assessment Block. As a distraction-free environment is essential for effective study, the College will create a quiet and calm formal study room. When not in assessments, all Year 11s will study here. Students will need to plan each study session and have the necessary materials ready. These formal study sessions will help students to concentrate and remain focused for extended periods of time and to establish good study habits in preparation for Year 12.

Year 12

Year 12 students are only required on campus for their assessments. The more independent nature of Year 12 is acknowledged by allowing students to access home study privileges and undertake study at home. Students will adhere to the 'arrive once, leave once' daily policy. Thus if a student has two assessments on a single day, they may only 'arrive once, leave once' and therefore they will spend any non-assessment time in the formal study room.

Assessment Calendars

Each term, assessment calendars listing all exam and assignment style assessment are produced for each year level. These are designed to help students and parents to plan for the term. Students receive a hard copy of the calendars in class, while electronic copies can always be found on Moodle.

On occasions, it may be necessary to make a change to published assessment calendar due dates. If this happens, teachers will clearly communicate the revised date to both students in class and on the subject Moodle page.

Course Information

For information regarding course and subject selections, please refer to the Middle Years and the Senior Years Course Information Booklets which are available at Secondary Reception, from the Enrolment Officer and on the College website www.suncoastcc.qld.edu.au.

Student Absence during Term Time

The College acknowledges that from time to time students will be absent for 3 or more days during term time. Although this is not recommended, the College will commit to supporting students to maintain their studies whilst absent. However, the level of support will be dependent upon the nature of the absence.

The College is not in a position to be able to offer distance-education style tuition for its students. The curriculum which teachers prepare and teach is designed for in-classroom participation and learning.

Therefore, while some resources and activities may be able to be completed outside of the classroom, it must never be assumed that this will be an adequate substitute for face to face learning. It must be accepted that academic risks are involved when a student is absent. When an absence is supported, the College will endeavor to work with the student to minimise these as much as possible and teachers may be asked to make special arrangements to accommodate the student's period of absence. When an absence is unsupported, then the academic risks must be managed by the student and the family.

i) Types of absence

- a) Supported absence - Family bereavement, state or national sporting commitments, other special circumstances.
- b) Unsupported absence - Family vacations or business trips, unexplained absences, absences with little or no prior warning.

ii) Levels of support

- a) Supported absence – the Director of Studies will notify all teachers and will also coordinate the creation of an appropriate plan of action. Typically this will include subject teachers providing lesson materials, regular email contact from subject teachers with regards to progress and understanding and a revised assessment plan if the current assessment dates will not be able to be met.
- b) Unsupported absence – in the case of an unsupported term absence, the College directs students and parents to the College intranet, Moodle, where resources for each subject can be found. Assessment work is still expected to be completed and if an extension to due dates is required, the student must apply using the '*Application for extension*' form.

iii) Timeliness of requests

As the College will need time to make arrangements to accommodate the student's period of absence, it is important that as much notification as possible is given. Last minute notifications may impede the level of assistance able to be provided and whether the absence can be supported.

How to request a supported absence:

Parents must notify the College, in hard copy or email, to outline the nature and length of the absence. Senior College staff will assess the request and decide whether the absence can be supported or not. This will be communicated with the parent and the student so that necessary arrangements can be made.

Subject Changes

Subject changes are ideally made within the first two weeks of each semester. It is the student's responsibility to direct this process. Once a subject change form is obtained from Secondary Reception, the student needs to personally speak with the teachers from both the current and the new subject to ensure they have all of the facts. Parent/Guardian approval is also required.

Once all of the relevant parties have been seen, the student makes an appointment with the Director of Studies who will either approve or disapprove the request. In Years 11 and 12, issues surrounding QCE eligibility and OP eligibility must always be considered. If approved, the Director of Studies will inform the student of the new subject start date, along with any work and/or assessment that needs to be caught up.

Subject changes outside of this time (first 2 weeks of each semester) will only occur in exceptional circumstances.

Class Changes – English and Maths

Heads of Departments and Department teachers put much thought and work into the creation of English and Maths classes each year. Factors such as academic capabilities, personality, and gender balance are considered.

In the event that a student wishes to change their Maths or English class, these requests will be processed by the relevant Head of Department. It is the student's responsibility to direct this process. An 'Application for Class Change' form is available from Secondary Reception.

Parent Review of Student Work

A key part in students' academic development is to assist them to reflect on their achievement and progress and identify strengths, weaknesses and next steps. The College welcomes parents/guardians to review any assessment items completed by their children.

Assessment items will always be reviewed closely in class to encourage new learning through reflection. However, to comply with external requirements for moderation of work it is essential to maintain complete student folios at all times and this prevents the movement of student work off site. All student work is available for review by parents/guardians and students on site at the College.

Enquiries should be addressed to the Assistant to the Director of Studies. Forty-eight hours' notice is required to retrieve folios from files. A comfortable room will be booked for parents/guardians convenience. Students' own work, criteria/markings schemes and criteria/mark sheets are available for review through this process.

Return of Year 12 Work

For assessment pieces other than works of art, it is each student's responsibility to make an electronic or hard copy of their assessment pieces prior to submission. Students should not expect the College to return the copy of the assessment task that is submitted for grading. Visual Art and Furnishings students will have all practical pieces returned before they finish Year 12 at the College.

Diary

The Student Diary is to be used as a means of communication between parents/guardians and the College. It will also encourage students and parents/guardians to discuss College activities. The bottom section of the homework pages are designed for parents/guardians to obtain information from the College and to acknowledge viewing of homework.

The Student Diary provides a means by which students can organise their own homework and study commitments in an effective way. All students are regularly given homework and this can be recorded in the appropriate pages of the diary for the information of both students and parents/guardians. The students must have their diary at school at all times.

The diary is for school work only and should not be used for any other purposes. It is not to be coloured in or drawn on. The cover is not to have stickers or drawings added to it. Only a pencil or a writing pen can be used to make entries in the diary. In the event of loss, destruction or misuse, the student will be required to purchase a replacement from Secondary Reception for \$15.

Driving to School

As students' progress into Year 12, many will gain their learner's permit and eventually their full driver's licence.

Students who drive to school are to park their cars in the staff section of the College car park. Once at school the vehicle is not to be used during the school day. The "school day" includes lunch breaks, study sessions and other out-of-class times. The vehicle is a means of transport to and from school only; it is not to be used for any other purpose.

All students travel to sporting venues or other excursions on the school buses. Students are not to use their vehicles to leave the school grounds except at the end of the school day.

Lockers

Lockers are available for all Secondary students for the storage of books and other school materials. They are not to be used to store food or drink of any kind for more than 24 hours.

Lockers are to be maintained and kept clean. If lockers are misused or unclean in any way the College reserves the right to remove this privilege and charge students for the cost of cleaning or any repairs needed.

Combination locks with a unique code will be issued instead of keys. Any damage to a locker or combination lock must be paid for.

Conditions of Use

- The locker is compulsory. Students are not to carry bags around campus at all.
- There is not a hire fee. Students will be issued with a specific locker number and accompanying lock.
- If lock is lost or damaged, the student will need to pay \$10 to the Accounts office.
- The student will then take the receipt to Secondary Reception and Secondary Reception will supply a new lock and keep a record of this.
- Under no circumstances is a student to seek access to another student's locker.
- The College reserves the right to examine the contents of lockers after gaining the permission of the Principal.

Lunch Areas and Activities

The College operates a Café at morning tea and lunch times. Menus are displayed at the Café and on the College website under Our Community → College Café.

All classrooms are to be vacated at recess and lunch breaks unless students are attending scheduled meetings, detentions or tutorials. Students are to vacate the oval 10 minutes before the end of lunch to allow sufficient time to prepare for afternoon classes.

Mobile Phones

Mobile phones can interfere with the running of the school day in several ways:

- Disruption in a lesson by the phone ringing, SMS messages being sent and received, showing other students in the class a photograph, wallpaper or another facet of the phone.
- Peer pressure on other students to have a phone and the generation of a false sense of 'must have' this very expensive item.
- Student use of a phone camera at school that is likely to be in breach of privacy laws.
- Contact with students by other students on campus and unknown members of the community off-campus. These may be parents/guardians, boyfriend, girlfriend, employer or casual acquaintances.

Mobile phones are permitted in Secondary School but must be turned off and not used during the school day (8:30am to 3:00pm).

- Making or receiving a call or SMS message or taking a photograph are all considered to be a use of the phone.
- Any out of school hours photography taken on campus must not contravene privacy laws. Students need to be aware of the issues involved with the taking of photographs of minors.
- Security of the phone is the responsibility of the student. The College will only be responsible for the phone when it is lodged with Secondary Reception for safe keeping.
- Use of the phone during morning tea or lunch breaks may result in short term confiscation until 3:00pm.
- A student's mobile phone will not be kept after school hours unless this has been communicated with parents/guardians beforehand.
- Phones may not be used at the end of the school day until a student has exited the grounds or after 3:00pm.

Secondary SCISSA & Representative Sport

The Sunshine Coast Independent Schools Sports Association (SCISSA) is the premier inter-school sport competition on the Sunshine Coast.

Students from Years 7-12 have the opportunity to represent the College in the Wednesday after school SCISSA competition. Training sessions are held in school hours and team playing uniforms are provided by the College.

Term 1

Boys and Girls Volleyball

Senior Football (Soccer)

Term 2

Boys and Girls Tennis

Term 3

Boys and Girls Touch Football

Term 4

Junior and Intermediate Boys and Girls Football (Soccer)

Representative Sport Pathways

Students also have the opportunity to be selected for Independent District representative teams to take part in Sunshine Coast School Regional Trials. This means students can proceed from school representative through to Independent schools, regional schools and finally State/National representative pathways for both team and individual sports

Stationery Requirements

Secondary stationery requirements for each Year level and subject are determined during Term 3 of the previous year and published in Term 4.

The College engages the services of a specialist stationery supplier to provide a one-stop online service supplying all students' books and stationery directly to parents/guardians.

The online service is easy to use and very cost effective, saving families' time and money. Stationery packs are delivered to homes in mid-January. This helps busy families avoid any last minute rush before the start of the new school year.

There is no obligation for you to use this service and families are welcome to purchase their child's stationery elsewhere in time for the commencement of the school year.

Other class requirements may be explained at the commencement of the year by the classroom teacher.

Student Leadership Opportunities

Year 12 Students are nominated by peers and staff for responsible positions of College Captains, Vice Captains and members of the Year 12 student Leadership Team. On the basis of the results of this voting, students are invited to apply for positions and undergo an interview process.

Senior Years and Middle Years House Captains and House Vice Captains mobilise and inspire the student body towards House activities and competitions.

House leaders and the Chair of the Year Level Delegate Committee are appointed by senior staff.

Students receiving such honour are those who have demonstrated leadership and organisational qualities suitable for guiding students toward a proper relationship with other students, staff and God. Student leaders have various duties to perform.

The Secondary Year Level Delegate Committee has a two-fold purpose. Firstly, it is a voice for the students of the College in Years 7-12, provided by up to three representatives elected from each year level. These representatives provide ideas and issues concerning college life that are highlighted throughout the relevant student body. Secondly, the YLDC acts to be of practical assistance service to the College community concerning service and operational matters as required by the Head of Secondary.

Through students' opinions, innovations and ideas that are contributed through the YLDC, the school becomes a more interactive and intertwined environment, uniting the entire Secondary community and restoring credibility and faith towards institutions within the school.

Student Parking

Students who drive to school may park their cars in the staff area of the College carpark via the Schubert Road entrance. Once at school the vehicle is not to be used during the school day. This covers lunch breaks, study sessions and other out-of-class times. The vehicle is a means of transport to and from school only; it is not to be used for any other purpose.

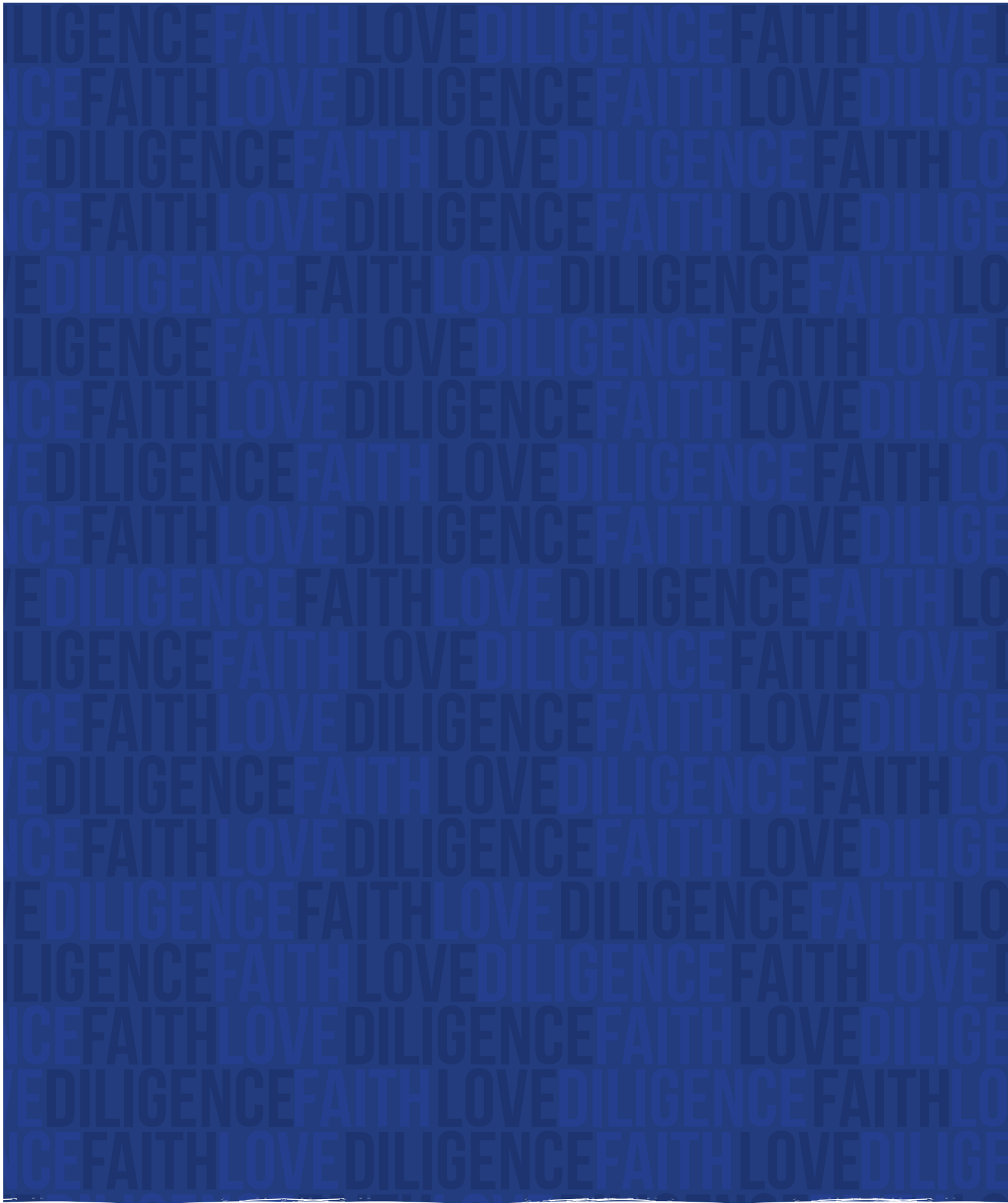
Please refer to 'Road Safety in the Carpark' in the General College Procedures section of the Handbook. These rules are to be strictly adhered to in order to ensure safety of all students.

Student Reports

Secondary student reports are posted at the end of each semester (June and December). Interim reports are posted at the end of Terms 1 and 3 (March/April and September). To prevent the loss of reports the Enrolment Officer is to be contacted if postal details change.

Textbooks and CDs

All textbooks and CDs are owned by the College and issued for either a term, a semester or the whole year with the hiring charge included in the College fees. The average cost of a set of textbooks and CDs for one student is between \$300 and \$500. The books and CDs are to be returned to the Library at the end of each term, semester or year in good condition. A non-refundable handling fee of \$5 will be imposed on each book/CD brought in after the due dates. If a book/CD is not returned, willfully damaged or lost, then the parents/guardians are required to pay the full replacement cost plus an administration fee.



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