CARMICHAEL COLLEGE
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1.1 // HISTORY

The story of Carmichael’s establishment as a second campus of Mueller College began in 2002 with the land being purchased in South Morayfield. Since that date, rigorous planning and funding has been undertaken to give the Narangba Valley and surrounds a school created by members of its own community. Mueller College is working closely with Interseed Ltd in the development of Carmichael College.

1.2 // MISSION

Our mission is to prepare students for life in the world and eternity by applying Biblical principles through excellent education in a distinctly Christian environment;

» Expecting students to engage in rigorous educational programs
» Encouraging students to know God and to identify and develop God-given abilities
» Equipping students to become servant leaders who transform their communities and culture

1.3 // VISION

The vision of Carmichael College is to cultivate minds through excellent education, transform hearts through a knowledge of Christ and promote service in our community.
2.1 // ADMINISTRATION

The working Directors, Mr R L Heazlewood, Mr L J Heazlewood, Mr L G Miller, and Dr A D P Sweeney, are concerned with the administration of the College formulating broad objectives, plans and policies, and overall decision-making. Mr L G Miller welcomes any enquiries regarding College Administration.

2.2 // MANAGEMENT

The responsibility for achieving College objectives, plans and policies, lies with the executives and the Principal of Carmichael College.

The Administration and Management teams integrate by way of the Management Committee that consists of Directors, Principal, Chief Financial Officer, Projects Manager, and Work Place Health and Safety Officer. The Committee meets monthly and its primary function is to manage the College consistent with its mission and vision.

2.3 // COLLEGE TO HOME COMMUNICATION

Regular communication between the College and home is of great importance. The College will communicate with home by letters/notes, newsletters, email, SMS, Facebook page or the College website.

2.4 // HOME TO COLLEGE COMMUNICATION

» Parents are encouraged to contact the school for any information about their children.

» The first point of contact for parents are the students’ teachers and then the Principal should further clarification be needed. Appointments to discuss day to day affairs of the College with the Principal should be made through the College Administration.

» Teachers are only available for calls during non-teaching periods. Appointments can be made through Administration. Please remember teachers are better contacted during lunch hours or immediately after school. The use of email for communication is encouraged.

» Please advise the College of change of address, personal and medical details. This information is important, so parents can be contacted in the event of an accident and students receive appropriate medical care.

» Student absences must be reported and explained on the first day of absence by telephoning Administration. A medical certificate is required if the student is away for 3 or more days.
3.1 // CURRICULUM

Carmichael College is a distinctly Christian school that promotes a seamless education from Prep to Year 6.

3.1.1 // PREP

Prep students bring with them a great array of learning gleaned from home, the communities they mix with, and from other settings such as day care and church. Prep seeks to both build on this prior learning and provide a foundation for the key learning areas they will encounter in Year 1. The Australian curriculum forms the basis for our learning programs, and in the early years, the general capabilities areas of literacy and numeracy are fundamental to these learning programs.

Teachers plan programs for learning and development which employ guided and free play, investigations, real-life simulations and focused teaching and learning. Christian studies are also included in our program as the teaching of the Bible is foundational to all aspects of life and learning at Carmichael College.

A child’s progress is monitored and assessed by gathering information throughout the year from everyday learning activities. An overall picture of a child’s learning and development is reported to parents through face to face Parent/Teacher Interviews and the child’s report cards.

Prep Report Card

The Prep Report Card documents teacher judgements made about learning and development in each of the early learning areas listed above. The Report Card uses 5 phases to describe learning:

» Emerging
» Developing
» Demonstrating
» Advancing
» Extending

Prep Children’s Daily Requirements

» A bag big enough to fit all your child’s belongings
» A healthy fruit break snack and morning tea and lunch
» A spare change of clothes in his/her bag – VERY IMPORTANT
» A drink bottle, water only
» A broad brimmed hat: NO HAT, NO PLAY
Important note about Prep

Try not to expect too much from your children. We all want our children to do well, but there is a fine line between high expectations and making children anxious because they feel they cannot live up to your expectations.

Keep in mind that children need time just to be children (time that is not programmed) when they can just relax, play and enjoy whatever they want to do.

The key thing for your child in the first year of school, is having a sense of wellbeing and involvement. You will know if this is happening because your child will be:

» Having fun
» Making friends
» Enjoying new experiences

Allow your child to develop responsibility. Let them carry their own bags and unpack their belongings in the classroom.

Allow your child to develop resilience. Don’t protect them from failure. Support them in learning how to deal with failure as an everyday part of life.

3.1.2 // PRIMARY

Our Primary syllabus meets all the requirements of the Australian Curriculum (English, Mathematics, History, Science and HPE). Additionally, students study Health and Physical Education, Music, Art, Technology, Phonics, Chinese, and Christian Studies. While all subjects have been written to be consistent with the Word of God, Christian Studies particularly teaches Godly values and attitudes consistent with those espoused by our National Safe Schools Framework. All students are expected to take part in all aspects of the programme provided.

3.1.3 // HOMEWORK AND ASSIGNMENTS

All students will be expected to review all material covered during the school day and to complete tasks which may be assigned by the teacher. You can expect your child to spend the following amount of time on homework:

<table>
<thead>
<tr>
<th>Prep School</th>
<th>Year 1-4</th>
<th>Year 5-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sight words and home reading</td>
<td>Up to 1 hour per week</td>
<td>Up to 2 hours per week</td>
</tr>
</tbody>
</table>

All Primary children are expected to learn memory verses, review tables, spelling and read aloud to parents. Homework should not be an imposition, and if you have concerns, please contact your teacher.
3.1.4 // EXCURSIONS / CAMPS

Carmichael College is committed to the provision of educationally valid excursions, including camps. Excursions will be prepared, managed, supervised and monitored in a way that seeks to ensure the health, safety and security of the participating students and staff, as well as others who may be affected by the conduct of an excursion.

Inclusion in non-compulsory camps or excursions is by application and at the discretion of the Principal. Criteria for inclusion include, but is not limited to behaviour and payment of school fees.

3.2 // ASSESSMENT AND REPORTING

Assessment is ongoing for all Primary grades. There are times towards the end of terms when whole year level testing may occur, especially in the upper Primary grades. A Primary parent information evening is held in the first few weeks of Term 1. Parent/teacher interviews are held throughout the year - please refer to the Calendar for these dates.

Informal assessment is ongoing and regular throughout the year through comments and suggestions on assignments, projects or homework. Formal written reports will be issued at the end of each Semester and will provide a summary of the progress of the student. Parents are encouraged to communicate with class teachers by email if there are concerns or problems.

3.3 // SCHOOL BOOKS AND CLASSROOM REQUISITES LIST

The 2016 Book lists are outsourced to EDSCO.

Their contact details are:

EDSCO
PO Box 202, KEDRON, QLD, 4031
E: bookpacks@edsco.com.au

Website Ordering - Website ordering can be made at http://www.edsco.com.au

Booklist Home Delivery

All packs will be home delivered.

Secure on line payments via Visa or MasterCard is required when you place your order online. Alternatively you can post your booklist to EDSCO with a cheque or money order enclosed. Please see book pack requirements for further information.
4. COLLEGE UNIFORM

4.1 // THE COLLEGE UNIFORM

» The formal uniform must be worn on all days except specified sports days when it is replaced with the sports uniform.

» Predominantly white sports shoes with white or grey laces are required with the sports uniform.

» White ankle socks are compulsory.

» Formal shoes, which are part of the formal school uniform for all grades, must be plain, black leather, flat-soled, and lace-up (velcro straps are allowed in the younger grades). All shoes must be in good condition and without graffiti. Thick-soled/platform/buckled shoes or “skate” shoes are not permitted. Due to workplace health and safety requirements these and other styles of shoes will not be permitted. Please refer to incorrect footwear styles at the bottom of this page. The Principal will be the final arbitrator regarding correct footwear.

» The Primary hat is to be worn with the formal and the sport uniforms at all times while outside.

» The sports uniform is only to be worn on specified sports days. Parents please check students timetables to confirm days of wear. Students must wear hats and sunscreen for all outdoor sports and bathing caps for Primary swimming.

» Occasionally, the College has a Free Dress day for fundraising purposes. Students are to wear modest clothing for the school day. This is to include; sleeved shirts/tops/t-shirts, mid length shorts/skirts, a hat and closed in shoes. Please do not send your student to school in tank tops, singlet tops, short shorts, sandals or thongs.
### PRIMARY BOYS : Prep-Yr6

<table>
<thead>
<tr>
<th>FORMAL UNIFORM</th>
<th>SPORTS UNIFORM (Specified days only)</th>
<th>WINTER ADDITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carmichael check shirt</td>
<td>Carmichael polo</td>
<td>Carmichael sports jacket</td>
</tr>
<tr>
<td>Boys Carmichael shorts</td>
<td>Carmichael sports shorts</td>
<td>Carmichael sports track pants</td>
</tr>
<tr>
<td>Carmichael Hat</td>
<td>Carmichael hat</td>
<td>Carmichael wool jumper</td>
</tr>
<tr>
<td>Qtr crew white ankle socks</td>
<td>Qtr crew white ankle socks</td>
<td></td>
</tr>
<tr>
<td>Plain black leather shoes</td>
<td>Predominantly white sports shoes</td>
<td></td>
</tr>
</tbody>
</table>

### PRIMARY GIRLS : Prep-Yr6

<table>
<thead>
<tr>
<th>FORMAL UNIFORM</th>
<th>SPORTS UNIFORM (Specified days only)</th>
<th>WINTER ADDITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carmichael check dress</td>
<td>Carmichael polo</td>
<td>Carmichael sports jacket</td>
</tr>
<tr>
<td>Qtr crew white ankle socks</td>
<td>Carmichael sports shorts</td>
<td>Carmichael sports track pants</td>
</tr>
<tr>
<td>Carmichael hat</td>
<td>Carmichael hat</td>
<td>Carmichael wool jumper</td>
</tr>
<tr>
<td>Plain black leather shoes</td>
<td>Qtr crew white ankle socks</td>
<td>Navy tights</td>
</tr>
<tr>
<td></td>
<td>Predominantly white sports shoes</td>
<td></td>
</tr>
</tbody>
</table>

1. *All clothing and belongings must be clearly marked with the child’s name.*
2. *Prep are allowed to wear sandals through out the year.*
4.2 // THE UNIFORM SHOP

The Uniform Shop will operate through the Administration Block.

Payments for the UNIFORM SHOP may be made by cash, eftpos or credit card. No cheques allowed.

5. FEES 2016

The fee schedule below is for domestic students. Fees for overseas students may be obtained from the Registrar.

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>ANNUAL</th>
<th>TERM 1</th>
<th>TERM 2</th>
<th>TERM 3</th>
<th>TERM 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>$3660</td>
<td>$915</td>
<td>$915</td>
<td>$915</td>
<td>$915</td>
</tr>
<tr>
<td>Year 1</td>
<td>$3660</td>
<td>$915</td>
<td>$915</td>
<td>$915</td>
<td>$915</td>
</tr>
<tr>
<td>Year 2</td>
<td>$3660</td>
<td>$915</td>
<td>$915</td>
<td>$915</td>
<td>$915</td>
</tr>
<tr>
<td>Year 3</td>
<td>$3660</td>
<td>$915</td>
<td>$915</td>
<td>$915</td>
<td>$915</td>
</tr>
<tr>
<td>Year 4</td>
<td>$3660</td>
<td>$915</td>
<td>$915</td>
<td>$915</td>
<td>$915</td>
</tr>
<tr>
<td>Year 5</td>
<td>$3660</td>
<td>$915</td>
<td>$915</td>
<td>$915</td>
<td>$915</td>
</tr>
<tr>
<td>Year 6</td>
<td>$3660</td>
<td>$915</td>
<td>$915</td>
<td>$915</td>
<td>$915</td>
</tr>
</tbody>
</table>

FEES FOR EXCURSIONS, CAMPS & OTHER ACTIVITIES

» Excursions are beneficial learning activities and are encouraged. The cost of most of these excursions is relatively small and included in the fees for tuition.

» Where the cost of an excursion, camp, or other activity is significant, an amount will be charged separately in the term in which the event occurs. Teachers are required to consider the interests of students and the cost impact on families for these activities and justify them to College management.

» The cost of these separate excursions or camps must be paid in full prior to the event. Where tuition fees are outstanding, parents are expected to bring their account up to date before students will be permitted to attend.

5.1 // TUITION FEE POLICIES

1. Carmichael College’s strategic plan identifies that the College is to conduct its relationships, programs and business dealings in a way that demonstrates Christian values and ethics. Parents are likewise accountable to the College for prompt and full payment of invoiced fees according to the terms of enrolment.

2. Fees are due on the first day of each term unless an alternate schedule has been agreed to in writing with the Accounts Manager. An invoice notifying parents of the amount due will be sent out at least 21 days prior to each due date.
3. The following reduction in tuition fees is applied when more than one student per family attends the College in Prep to Year 6:

   - **2 Students** – 10% reduction on tuition only
   - **3 Students** – 15% reduction on tuition only
   - **4 Students** – 20% reduction on tuition only

4. An early payment discount of 5% off the tuition fees applies if the full year tuition fee is paid prior to **25th January 2016**.

5. The preferred method of communication with the Accounts Manager is via e-mail ([accounts@mueller.qld.edu.au](mailto:accounts@mueller.qld.edu.au)). This is especially important if you are making requests to the Accounts Manager so that the two-way communication can be fully documented for future reference. Parents are also strongly encouraged to provide a current email address to ensure that important financial information such as invoices, payment plans and other notifications are received in a timely manner.

6. Our preferred method of payment is **BPAY**.

7. **On-Time Payment of Fees** - The College has a strict policy that fees are to be kept current in order for the College to remain sustainable and affordable for everyone. You may want to consider implementing a regular payment plan in cooperation with the Accounts Manager to spread the cost of your fees over the course of the year. Failure to pay fees will result in your child’s enrolment being cancelled. Communication with the Accounts Manager is vital if you experience a sudden or unexpected financial difficulty. All parents or guardians who have signed a Confirmation of Enrolment are jointly and severally liable for the payment of fees. The College reserves the right to make an overdue charge of 10% of the outstanding balance if fees remain unpaid at the end of the year.

8. Notification of withdrawal of enrolment from the College must be in writing (letter or email), giving one full term’s notice. Otherwise, fees for the following term become due and payable.

9. The confirmation of enrolment fee of $300 is payable immediately after the student enrolment position is confirmed. The confirmation of enrolment fee is non-refundable if the student does not start at the College on the agreed starting date. The confirmation of enrolment fee paid will be transferred to the student school fee account on commencement of the student at the College.

10. Exclusion of students from the College will entitle parents to have the fees owing adjusted up to the date of exclusion.

11. **Building Fund / Library Fund Contributions** (Tax Deductible):
Suggested contribution is $250 per year per family. Cheques are to be made payable to the **Carmichael College Building Fund**.

12. Instrumental Music Tuition fees are invoiced directly from the instrumental teacher.
6.1 // STAFF SUPERVISION

» Staff members are not rostered for duty until 8am each morning. Teacher supervision before this time is limited.

» Students are not to be on the grounds before 8am unless they are part of an excursion, field exercise, camp group, sporting activity or Outside School Hours Care.

» Staff members are rostered to undertake supervision until 3:15pm each day. Parents are requested to ensure that their children have been collected or have left the school grounds by this time.

» Parents wishing their children to be at school outside the hours of teacher supervision provided may avail themselves of the fee-for-service arrangement of after or before-school care provided by Outside School Hours Care.

6.2 // TIMETABLE

<table>
<thead>
<tr>
<th>Session 1</th>
<th>8.30-11.00am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Tea</td>
<td>11.00-11.40am</td>
</tr>
<tr>
<td>Session 2</td>
<td>11.40-1.10pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>1.10-1.50pm</td>
</tr>
<tr>
<td>Session 3</td>
<td>1.50-3.00pm</td>
</tr>
</tbody>
</table>

6.3 // TUCKSHOP

» The Tuckshop is open two days a week and will operate through Narangba Valley Coffee Shop.

» Purchases can only be made in cash.

» Tuckshop is **NOT** available for Prep students.

» Primary school children are to order their morning tea and lunch on separate brown paper bags before 9am. Please write orders on each bag and place money inside the bag. Fold bag over several times. **DO NOT STAPLE OR TAPE BAGS.** If one amount of money is enclosed for both breaks, please put money in lunch bag and state on the bag that it is for both meals. When printed bags are not used, please add .10 cents for each bag required. If your child writes out his/her own bag, please ensure they use a ballpoint pen and that their writing is clearly legible. Correct money is appreciated but change will always be given, taped to front of order bag. If insufficient money is tendered, a substitute will be placed in the order.

» All prices are subject to change without notice.

**FRUIT BREAK**

Each morning at 9.30am there will be a mandatory fruit or vegetable break. Parents are asked to provide only **FRESH FRUIT** and/or **VEGETABLES** in a separate container clearly marked with your child’s name.
7.1 // GENERAL

Carmichael 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 your children will always be our primary consideration.

Carmichael College is strongly committed to the care and well-being of students and staff and this section describes policies on Child Protection, Bullying and Harassment, Emergency Procedures, Crisis Care and Counselling, Drugs, Workplace Health and Safety and Privacy. Detailed policies may be accessed on the College website.

The interests of the students are best served when home and school are united in their approach. Parents are therefore required to support the Policies and Guidelines of the College. Policies may be varied at any time, and will be communicated either by announcement at school assembly, or publication in the school’s newsletter, or through daily notices to students, or on the College website.

6.4 // FOOD ALLERGIES

CARMICHAEL COLLEGE IS A NO NUT AND NO EGG COLLEGE

Information on Food Allergies

A food allergy is an immune system response to a normally harmless food protein that the body believes is harmful. When the individual eats food containing that protein, the immune system releases massive amounts of chemicals, triggering symptoms that can affect a person’s breathing, gastrointestinal tract, skin, and/or heart. Anaphylaxis is the most severe form of allergic reaction and is potentially life-threatening. It must be treated as a medical emergency, requiring immediate treatment and urgent medical attention.

It is estimated that up to 400,000 (2%) Australians, including 1 in 20 children suffer from food allergies and some of them will experience a life-threatening (anaphylactic) reaction.

Peanuts are the leading cause of severe allergic reactions, while egg is the most common allergen. Adrenaline is the first line treatment for severe allergic reactions and can be administered via auto-injector, called the EpiPen®/Anapen®.

To learn more about anaphylaxis and food allergies, you can visit the following websites.

   www.allergyfacts.org.au
   www.allergy.org.au

As the only way to manage a food allergy is avoidance, the College has implemented several strategies to help prevent a severe allergic reaction. We can never totally eliminate the risk of anaphylaxis but we can do all things that will help lessen the risk. **We have a no nuts and no egg policy at our College.**

This means that no nut products are to be brought in lunchboxes. This includes nut spreads such as Nutella. Eggs and egg products are more complex. We ask that you refrain from sending egg based products such as quiches, frittatas and egg sandwiches. There are many alternatives for lunchboxes.
We expect our students to show respect to our staff, volunteers, and their peers, and comply with safe practices. Employees must ensure that their behaviour towards, and relationships with students, reflect proper standards of care for students and are not unlawful. The College will respond diligently to a report of suspected or actual harm, or risk of harm to a student.

7.2 // PROTECTION FROM HARM

a) What is harm?
Queensland legislation defines harm as any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing. Harm can be caused by:

» Physical, psychological or emotional abuse or neglect;
» Sexual abuse or exploitation; or
» Domestic or family violence.

b) How does the College try to prevent harm?
The Principal, and the Workplace Health & Safety Officer ensure that:

» Staff understand and fulfil their obligations under the policies of the College.
» New staff provide an acceptable reference from their previous employer.
» Non-teaching staff and non-parent volunteers who have contact with children have a current positive suitability notice issued by the Commissioner for Children and Young People and Child Guardian.

c) How will the College help my child?
If the Principal receives a report of harm to your child, they will support the child by:

» Responding rapidly and diligently to the report;
» Reassuring the student;
» Protecting the child’s confidentiality as much as possible;
» Offering continuous support; and
» Providing counselling if requested.

d) What should you do if you become aware or reasonably suspect that harm has been caused to a student of the College by a member of staff, someone outside of the College or by other students?
You should report your concerns to the Principal or to any other College staff member.

e) What will happen next?
If you report your concerns to staff other than the Principal, staff will report it immediately to the Principal and the Executive Director. If the complaint concerns the Principal then staff will report it to the Executive Director who is Chairman of the College Management
Committee. Any action that needs to be taken under staff disciplinary procedures as a result of an allegation not requiring police intervention will be handled confidentially within the College.

It will be reported to police immediately if the harm relates to sexual abuse; or to the Department of Families if appropriate; or it may be dealt with internally if the matter does not require mandatory reporting to an outside authority.

f) What about confidentiality?

It is our policy that confidentiality between the College and parents will be respected and any concerns raised by parents will not rebound adversely on their children. Thus knowledge of it will be limited to the Principal, the Executive Director and those directly involved.

Each person who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality. However, the College is unable to promise absolute confidentiality since the steps of the Policy will require disclosing, internally and externally, certain details involved in responding to the report. State authorities can compel people to give evidence about actions under the Policy and to produce documents. You would be fully informed if information you provided were to be passed on to a third party.

g) What should I do if I require more information?

The College’s complete Child Protection Policy is available at Reception. Parents and students may access this policy at any time. You may also make an appointment to discuss the policy with the Principal if you wish to clarify any matters.

7.3 // BULLYING (INCLUDING CYBERBULLYING)

a) Definition

By definition, bullying is repeated oppression, psychological or physical, of a less powerful person or group by a more powerful person or group. It may be manifested in many ways e.g. harassment (verbal, sexual or psychological), victimisation, alienation, coercion, intimidation, exclusion, ostracism, discrimination. Bullying results in hurt, fear, loss of self-esteem and decreased social effectiveness for the victim.

In any form, bullying is not acceptable behaviour within Carmichael College because it is entirely contrary to the ideals of the school. In accordance with the school’s behaviour plan, Carmichael College seeks to eradicate bullying by developing in the classroom and publicly in assemblies:

» Student respect and concern for others, of all races and creeds;
» Student responsibility for their own behaviour;
» Critical and effective thinking and problem solving skills in students;
» Life skills related to healthy life styles; and
» An environment that nurtures and promotes student self-esteem and self confidence.
b) Dealing with reports of bullying

The following steps are a guide to dealing with reports of bullying.

1. It is never acceptable to the College to turn a blind eye to bullying. If bullying is reported, staff will act immediately to ensure student safety.
2. A clear account of the incident will be recorded and given to the Principal or delegate.
3. The Principal or delegate will then work through the school’s Bullying Prevention Policy.

c) Help for students

Students who have been bullied will be helped and supported by:

» offering an immediate opportunity to discuss the experience with staff of their choice;
» reassuring the student;
» offering support; and
» providing encouragement to form and maintain friendships with non-bullying students.
» discovering why the student became involved;
» establishing the wrong doing and the need to change; and
» enlisting the support of parents/caregivers to help change the behaviour and the attitude of the bullied student, and the bully, where appropriate.

7.4 // SUN PROTECTION

All students are required to wear suitable sun protective hats (see section on Uniforms) and sunscreen for all outdoor activities for all seasons, including winter. Sunscreen is provided by the College and kept in classrooms, sports kits and buses.

Where possible, events are organised outside peak UV radiation periods. Swimming carnivals are held either in the evening or in covered venues. Sun protection issues are included in the health curricula. Students are expected to wear hats to and from school.

7.5 // CODE OF CONDUCT

The purpose of the Carmichael College Behaviour Management Plan is to facilitate an environment which equips students for life in the world and eternity, by applying Biblical principles through excellent education in a distinctly Christian environment.

» The Christian orientation of the College means that the responsibility of the students is to respect authority, be responsible and care for others.
» Students are encouraged to participate in and contribute to the broader life of the College.
» Students are expected to represent the College and its high standards of
behaviour and dress at all times, including travel to and from school and when in public. Students must understand that their behaviour at all times impacts the reputation of the College and the Carmichael community. Behaviours that adversely affect the well being of the community will be investigated and dealt with according to the behaviour management plan.

» Standards of honesty, courtesy, modesty, and moral purity in word, action and language are to be maintained.

» Students must remain in the grounds unless prior permission has been obtained from an approved College Officer. Primary students must be signed out by a parent or guardian when leaving before 3.00pm.

» Students are expected to wear their uniforms consistent with the uniform policy.

» Only clear nail polish and lip balm are permitted.

» Boys’ hair. Faddish hairstyles including afro-style or untidy/unkept appearance are not acceptable. Ponytails are unacceptable. Generally hair should be evenly layered and neatly groomed. No cut below a number 3 blade is acceptable. Hair length should be no longer than the collar, above the eyes if combed forward and cut above the ears. Hair should be of the student’s own natural colour.

» Girls’ hair. Faddish hairstyles and colours are unacceptable. Hair is to be well groomed and cut in a moderate style. Shoulder length and longer hair should be tied back using white, navy or maroon hair ties. Hair needs to be tied back neatly off the face and eyes. Hair should be of the student’s own natural hair colour.

» Girls with pierced ears may wear only one plain sleeper or stud in each ear lobe and one dress ring only. Other visible body piercing or tattoos are unacceptable.

» The appropriateness of uniforms and appearance is determined by the Principal and Staff.

» Each student is expected to respect the property rights of the school and every member of the school. All breakages and damage must be reported to the Principal or Staff immediately by the person responsible. All breakages and damage caused by irresponsible or malicious actions of a student must be paid for by the student, parents or guardian of the student. Payment for breakages and damage will be in addition to any disciplinary measures or other appropriate action deemed necessary by the College.

» Clear contact lenses only are to be worn at school or at school events.

» It is a criminal offence to use mobile phones to menace, harass or offend another person. Students who use their phones to engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking or sending photos or objectionable images or bullying other students, or who use vulgar, derogatory or obscene language while using a mobile phone will have their phones confiscated for a period decided by the Principal. Students should note that, in extreme cases, the school will involve the police.

7.6 // DETENTIONS AND SUSPENSIONS

» The College will encourage students to respect the behaviour code.

» Students who disrupt classes, breach school rules and/or display disrespectful behaviour will be dealt with according to the behaviour management plan.
» Students will be transitioned through progressive levels of consequences if wrong behaviours continue, which may include detention, suspension, or in the case of incidents involving serious breaches of behaviour may require immediate removal of students by parents or guardians.

» Any process involving suspension or exclusion will involve interaction with parents.

» The Principal is the final arbiter on matters of behaviour management.

7.7 // GRIEVANCE POLICY

Carmichael College takes seriously complaints and concerns that may be raised by parents, and they will be dealt with promptly. If a parent has a grievance concerning a student or the child’s teacher, please discuss the issue in the first instance, with the teacher. If the problem is not resolved then please contact the Principal.

7.8 // HEALTH

a) Sick students

If students are sick it is advisable to keep them at home. Parents will be contacted by the school to collect students who exhibit signs of illness during the day.

b) First aid

First Aid may be provided at school. In the cases of serious injury or illness parents will be requested to take students to a doctor or to hospital by ambulance if necessary. Where there is an emergency, the school will arrange for an ambulance to attend the scene, and if necessary the ambulance will take the student to hospital.

c) Infectious diseases

Please be considerate of your child’s friends and teachers. Illnesses in the following table spread quickly and easily through whole classes and families. Parents should ensure that children are appropriately vaccinated. This table should be read in conjunction with the ‘time out’ poster published by Qld Health (http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf).

<table>
<thead>
<tr>
<th>ILLNESS</th>
<th>EXCLUSION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>At least 5 days after last eruption when all blisters have crusted</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>At least 24 hours without symptoms</td>
</tr>
<tr>
<td>German Measles (Rubella)</td>
<td>At least 4 days from when rash appears</td>
</tr>
<tr>
<td>Measles</td>
<td>At least 4 days from when rash appears</td>
</tr>
<tr>
<td>Mumps</td>
<td>At least 9 days after onset of swelling</td>
</tr>
<tr>
<td>School Sores (Impetigo)</td>
<td>At least 24 hours on antibiotics</td>
</tr>
<tr>
<td>Whooping cough (Pertussis)</td>
<td>At least 5 days on antibiotics or 21 days from the onset of coughing</td>
</tr>
</tbody>
</table>
d) Medication

If children are ill enough to require medication, they should remain at home. If, however, a child is well enough to attend school but needs medication, then prescribed medication will only be administered by Carmichael College staff if:

1. Written authorisation is received from the child’s parent and medical practitioner. Please complete the Student Medication Request Form available from the College website or Administration.

2. The medication is supplied in its original container clearly labelled by a pharmacist with the child’s name.

Treatment for long-term conditions such as asthma, epilepsy, diabetes and mental health requires a medical plan from the child’s medical practitioner or specialist detailing the medical condition of the child and how the condition is to be managed. This is an addition to the written authorisation for the administration of medication.

7.9 // LATE SLIPS AND EARLY DEPARTURES

When a student arrives late or leaves early:

Students report to Administration. The student will be given a late slip and must hand it to their class teacher. If a student is being collected early, parents must sign their child out at administration prior to collecting the student from their classroom.

7.10 // FRIENDSHIPS

Students are encouraged to make friends and be friendly to others. However, we have a “hands-off”, “lips-off” policy that precludes outward displays of affection between students while at school or travelling to and from school and at school events.

7.11 // LOST AND FOUND

The lost property box is located outside Prep Green classroom.

7.12 // MOBILE PHONES AND ELECTRONIC DEVICES

1. All student mobile phones are expected to be handed in to Administration. Students found in possession of a mobile phone during school hours can expect to face disciplinary action and confiscation of the device.

2. Students should not phone parents or guardians requesting to go home or be picked up from school.

3. The school accepts no responsibility for replacing lost, stolen or damaged electronic devices.

4. The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

5. Phones should be clearly marked with the name of the owner.

7.13 // SOCIAL NETWORKING – ELECTRONIC MEDIA

It is a condition of enrolment or continued enrolment at Carmichael College that
students adhere to the following boundaries in regard to social networking sites and electronic media:

» Students must demonstrate respect for others and their school.

» Students must not make any comment on social networking sites (whether the profile or user-generated content is identifiably theirs or belonging to someone else) or any other digital media including email that targets any Carmichael College student or staff with perceived negative intent, or undermines the name and/or good work of the school.

» Students must not upload to the Web photos or videos taken on the College campus, or which identify the College in any way without the permission of the Principal.

7.14 // INTERNET SAFETY TIPS FOR PARENTS

Here are some safety tips from www.cybersmartkids.com.au:

» Spend time online with your kids. Check out good sites together.

» Help your kids use the Internet as an effective research tool.

» Be aware of online stranger danger, particularly in chat rooms. Set house rules about what information your children can give to others and where they can go online.

» Put the Internet computer in a visible area of the home, such as the living room, rather than a child’s bedroom.

» Talk to your kids about their Internet experiences, the good and the bad. Let them know it is okay to tell you if they come across something that worries them. (It doesn’t mean that they’re going to get into trouble.)

» Teach your kids that there are ways they can deal with disturbing material – they should not respond if someone says something inappropriate and they should immediately exit any site if they feel uncomfortable or worried.

» Teach children that information on the Internet is not always reliable.

» Encourage children to treat others in the same way they should in real life by giving them understanding of netiquette.

» Know the best ways of avoiding SPAM.

» Consider using filters, labels and safe zones.

7.15 // MONEY AND VALUABLES

» Students must not bring large sums of money or other items of value to school. If, however, it is necessary, any money or valuable item(s) should be left in safekeeping with Administration. They can be collected at the end of the school day. The school accepts no responsibility for loss of money and/or valuables or damage to same. Wallets should not be left in school bags or lockers.

» Electronic devices such as portable cd players, ipods, mp3’s and mp4’s, cameras etc. should not be brought to school and if found will be confiscated and returned at a later date.
Cameras are not to be brought to school. Where students are required to take photographs for field reports the school will supply one of its own cameras for student use and will be used under teacher supervision.

### 7.16 // STUDENT TRAVEL TO AND FROM SCHOOL

#### a) Internal road safety

Parents are asked to observe the speed limits (15KPH) posted on the College internal roads.

- Special care is required where pedestrians and vehicles may use the same area or where children may cross internal roads.
- Children accessing on site car parks, must remain with parents/careproviders at all times. There are no median strips available apart from the Drop and Go zone.

#### b) Student cycling

Students may cycle to school provided they are competent riders, their bicycles are in safe working condition, and they wear appropriate bicycle helmets. Students should dismount when crossing all roads. Students must abide by road rules, and dismount once in the school grounds.

#### d) Bus transport

Carmichael College operates a shuttle bus for siblings that attend Mueller College.

**SAFE BUS CODE OF CONDUCT**

(based on Qld Department of Transport directives to all bus operators)

<table>
<thead>
<tr>
<th>BEHAVIOUR</th>
<th>ACTIONS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respect other people and property</td>
<td>» Treat other people and their possessions with respect.</td>
</tr>
<tr>
<td></td>
<td>» Follow the teacher &amp; driver’s directions without argument.</td>
</tr>
<tr>
<td></td>
<td>» Do not cause damage to the bus in any way.</td>
</tr>
<tr>
<td>Wait for the bus in an orderly manner</td>
<td>» Wait well back from the bus (2m+) until it stops.</td>
</tr>
<tr>
<td></td>
<td>» Stand quietly without calling out or shouting.</td>
</tr>
<tr>
<td></td>
<td>» Do not play with balls on footpaths.</td>
</tr>
<tr>
<td></td>
<td>» Do not push other people in the line.</td>
</tr>
<tr>
<td>While on the bus, students should:</td>
<td>» Always follow instructions from the teacher/driver about safety on the bus.</td>
</tr>
<tr>
<td></td>
<td>» Sit properly on a seat if one is available (in an allocated seat if directed).</td>
</tr>
<tr>
<td></td>
<td>» Always wear a seat belt if bus fitted with seat belts.</td>
</tr>
<tr>
<td></td>
<td>» Store bags under the seat or in appropriate luggage areas.</td>
</tr>
<tr>
<td></td>
<td>» Speak quietly and not create unnecessary noise.</td>
</tr>
</tbody>
</table>
While on the bus, students should not:

» Bully other students.
» Place feet on the seat.
» Fight, spit or use offensive language.
» Throw any article around or from the bus.
» Consume food or drink (except water).
» Allow any part of their body to protrude out of the bus windows.
» Stand forward of the front seat.

Use designated stops

» Get on and get off the bus at the correct designated stop.

When getting off the bus, do so in an orderly manner

» Wait until the bus stops before standing to get off.
» Get off the bus in a quiet and orderly fashion.
» When you get off the bus, take two (2) big steps away from the bus.
» If an article is dropped under the bus DO NOT retrieve it.
» Never cross the road in front of or behind the bus; wait until the bus has moved away and it is safe to cross the road.

In case of an emergency or a breakdown, follow the driver’s directions

» Wait until the bus stops before standing to get off.
» Leave the bus in a quiet and orderly fashion.
» Wait in the area indicated by the driver.

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### 7.17 // VISITORS

For security and Workplace Health and Safety reasons, all visitors to the school must first report to the College Administration. After permission is obtained, a register detailing the name and reason for the visit must be signed. A visitor badge will be issued and returned to Reception before leaving the school.

### 7.18 // DOGS

No dogs are permitted on the campus other than registered assistance dogs.
8. PRIVACY POLICY

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil’s enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the pupil and to enable them to take part in all the activities of the School.

2. Some of the information we collect is to satisfy the School’s legal obligations, particularly to enable the School to discharge its duty of care.

3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.

4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.

5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.

6. Personal information collected from pupils is regularly disclosed to their parents or guardians.

7. Generally the School does not store personal information in the ‘cloud’ – which means that it resides on off-site servers. There are limited occasions when cloud storage may involve servers situated outside Australia, in which case appropriate data handling and security arrangements are in place – as required in Australia.

8. The School’s Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School’s duty of care to the pupil, or where pupils have provided information in confidence.

9. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.

10. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School’s fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent. Provision is also made for individuals to opt-out from direct marketing.

11. On occasions information such as academic and sporting achievements, pupil activities such as school camps and excursions and similar news is published in School newsletters, magazines and through our online media channels. This may include photographs and video clips.

12. We may include pupils’ and pupils’ parents’ contact details in a class list and School directory.

13. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.