



CARMICHAEL COLLEGE

2022

Middle School Parent Handbook

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CARMICHAEL COLLEGE

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1. HISTORY, MISSION & VISION

1.1 // HISTORY

The story of Carmichael College's establishment 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.

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;

- > Encouraging students to know God
- > Engaging students in meaningful teaching and learning relationships
- > Enabling students to identify God-given abilities
- > Expecting students to participate in rigorous educational programs
- > Equipping students to become servant leaders

1.3 // VISION

The vision of Carmichael College is to enrich minds through excellent education, transform hearts for Christ and serve in our community.

2. ADMINISTRATION & MANAGEMENT

2.1// ADMINISTRATION

The working Directors, listed on page 2, are tasked with the administration of the College, formulating broad objectives, plans and policies, and overall decision-making. Mr S Ginn welcomes any enquiries regarding College Administration.

2.2// MANAGEMENT

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

The Board meets bi-monthly, and its primary function is to manage the College consistent with its mission and vision. A mixture of Board and management personnel form the Executive Committee which meets monthly in between the Board meetings.

2.3 // COLLEGE TO HOME COMMUNICATION

Regular communication between the College and home is of great importance. The College will communicate with families via the closed School Stream app, email, SMS, and the College website. Carmichael College also operates a Carmichael College Secondhand Uniforms Facebook page; a closed group for families with children enrolled at Carmichael College to buy and sell uniforms.

There are specific rules around the use of the Facebook page and the School Stream app.

- > Approval for membership is only given by Carmichael College Admin.
- > Only parents/care providers directly listed on a current student's enrolment form will be given membership approval.
- > Membership will not be approved for extended family members.
- > Parents and care providers of students enrolled to commence Prep the following year, will be eligible for access to the app from Term 3. This will allow them to be advised of upcoming transition and information events.
- > Families leaving Carmichael College will be able to remain as members of the Facebook page for one month after leaving, in order to sell secondhand uniforms. After this time, membership will be automatically removed.
- > The parents and care providers of any student who no longer attends Carmichael College will have their access to the School Stream app revoked.

2.4 // HOME TO COLLEGE COMMUNICATION

- > Parents are encouraged to contact the College for any information about their children.
- > The first point of contact for parents is the teacher of the subject you would like to discuss. Parents may then contact their relevant sub-school leader should further clarification be needed. Appointments to meet with a Co-ordinator or Head of Department should be made through the College Administration.

- > Appointments for teachers can be made by emailing them directly. The use of email for communication is encouraged as long as it is written in a respectful and considerate manner. Teachers will respond to your email within 48 hours.
- > Please advise the College of any changes to contact, personal and/or medical details. This is vital so parents can be contacted in the event of an accident at school, ensuring students receive appropriate medical care.
- > Student absences must be reported and explained on the first day of absence before 9am by submitting a School Stream notification or emailing Administration. A medical certificate is required if the student is away for more than 2 days due to illness.

3. ACADEMICS

3.1 // MIDDLE SCHOOL PROGRAM

Carmichael College is a distinctly Christian school that promotes a seamless education from Prep to Year 9. All students participate in a daily devotional program and Chapel on a Friday. All students are expected to take part in all aspects of the program provided.

The Middle School program at Carmichael College is designed to provide support and structure within an engaging environment with dedicated spaces, so students reach their academic, social and developmental goals in a nurturing environment. Middle School is a significant time of growth, change, challenges and intense learning for students.

At Carmichael College, Middle School encompasses Year 6, Year 7 and Year 8 to create a learning culture and community that is based upon the foundations of the Primary School but is tailored to meet the needs of growing adolescents.

Year 6

All Year 6 students are placed with a Pastoral Care class and a Pastoral Care teacher. This teacher will work with the students for a significant portion of their timetable, teaching subjects such as English, Mathematics, Humanities, Science and devotions. In addition to those core subjects, students will study Design Technology, Chinese, and a rotation of Arts activities with specialist teachers. Students are provided with an iPad in a keyboard case, which must be left at school.

Year 7

All Year 7 students are placed with a Pastoral Care class and a Pastoral Care teacher. This teacher will work with the students for some of their timetable, teaching core subjects such as English, Mathematics, and devotions. In addition, students will study subjects such as Humanities, Science, Health and Physical Education (HPE), Design Technology, Chinese, Christian Studies, and the continuation of the Arts rotation with specialist teachers. Students begin to move between classrooms for subjects so are assigned a locker to hold their belongings. An iPad in a keyboard case is provided to each Year 7 student, and may be taken home for use on assignments and homework. Work is done on apps such as OneNote and Pages.

Year 8

The format of the Year 8 timetable is similar to that of Year 7, with a Pastoral Care teacher for some core subjects as well as specialist teachers for subjects such as The Arts, Design Technology, HPE, Chinese, Science, and Digital Technologies. Year 8 students are assigned a locker for their belongings and an iPad in a keyboard case which may be taken home.

Additional Subjects

Across Middle School, students experience lessons in “design-centred learning”, which creates opportunities for students to apply all areas of learning across the Australian Curriculum to real-world design solutions.

Middle School students also spend time in developing “Study Skills” to support their transition to Senior School and prepare them for the rigours of the Senior Years. Topics include Locker Use, Diary Organisation and Management, Homework Planning and Completion, Assessment Strategies, Identification of Learning Styles, Online Resources and Research, Referencing, and Assessment Policy and Expectations.

3.2 // HOMEWORK AND ASSIGNMENTS

Homework in Middle School is distinctively different to Primary School. Students receive homework from multiple teachers/subjects and begin to quickly learn the need to be organised and to set aside time most afternoons/evenings to ensure they are keeping up with the requirements of the subject.

Year 6

Homework in Year 6 may resemble homework similar to the Primary School in the first semester. In second semester, homework changes as students are provided with homework with deadlines across a number of subjects. Students will be explicitly taught

to make good use of time, to organise themselves, and to set aside a study time to complete tasks by due dates.

Years 7 and 8

Homework in Years 7 and 8 takes the form of reviewing material covered during the school day and completing tasks and assessment items set by teachers. It is an expectation that homework is completed by the due date. If it is not done, students will be required to complete this at school during break times and parents will be contacted if it is not consistently completed. Students can expect to spend up to 3 – 4 hrs per week on homework.

3.3 // ASSESSMENT AND REPORTING

Assessment is ongoing for all grades. There are times towards the end of terms when whole year level testing occurs. A Parent Information Evening is held in the first few weeks of Term 1. Parent/Teacher Interviews are held at the end of Term 1 - please refer to the College Calendar for specific dates.

Middle School

In Middle School, assessment is more formal and is implemented according to an assessment schedule. Students may be required to submit drafts in certain subjects prior to due dates, for feedback purposes. Formal report cards 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 any concerns or problems.

3.4// CAMPS AND EXCURSIONS

Carmichael College is committed to the provision of quality 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. See Section 5.1 point 13 for information about costs.

Inclusion in non-compulsory camps or excursions is by application and at the discretion of the Principal and the Finance Committee. Up-to-date payment of school fees and continued good behaviour are among the minimum requirements considered upon application.

3.5 // SCHOOL BOOKS AND CLASSROOM REQUISITES LIST

Booklists are outsourced to EDSCO. Their contact details are listed on the booklist.

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

Secure online payment via Visa or MasterCard is required when you place your order online. Please refer to the booklist for further information.

4. COLLEGE UNIFORM

4.1 // THE COLLEGE MIDDLE SCHOOL UNIFORM

- > The formal uniform must be worn on all days except specified sports days when it is replaced with the sports uniform.
- > Formal shoes must be black leather, lace up with a raised heel and completely enclosed. No other shoes are permitted.
- > Sports shoes should be white, navy or black. No fluorescent colours, high tops, skate, fashion, canvas, platform, or "vans" shoes are acceptable.
- > The Principal will be the final arbitrator regarding correct footwear.
- > Carmichael College branded socks are compulsory and are to be worn with both the formal and sports uniforms.
- > Hat options available for Middle School include the College bucket hat and cap.
- > The College hat/cap is to be worn with the formal and the sport uniform at all times whilst outside.
- > Students must wear hats and sunscreen for all outdoor sports
- > Occasionally, the College has a Free Dress Day for fundraising purposes. Students are to wear modest clothing for the school day. No short shorts and low-cut tops or midriiffs are allowed. Only sun safe shirts and/or dresses are to be worn, without graphic images on them. No thongs.
- > Natural hair colour only for boys and girls.
- > Boys' hair - Faddish hairstyles including afro-style, tracks or untidy/unkept appearance are not acceptable. Ponytails and beards 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.
- > 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 up. Clips and ribbons for girls' hair should be College colours only – burgundy, navy and white.

- > If a student wears contact lenses, only clear lenses are allowed.
- > One signet ring is allowed for girls only.
- > One only pair of sleepers or studs for girls – one in each ear lobe. No earrings for boys.
- > No visible body piercing or tattoos are permitted.
- > Only clear nail polish and lip balm are permitted to be worn by female students. Girls only are allowed light natural foundation. No other make-up is allowed.

All clothing and belongings must be clearly marked with the student’s name.

MIDDLE SCHOOL BOYS: Year 6 – Year 8

FORMAL UNIFORM	SPORTS UNIFORM (Specified days only)	WINTER ADDITIONS (as per Primary School)
Carmichael blue senior shirt	Carmichael senior polo shirt	Carmichael track jacket
Carmichael senior shorts	Carmichael sport shorts	Carmichael track pants
Carmichael bucket hat or cap	Carmichael bucket hat or cap	Carmichael cotton jumper
Navy Carmichael branded socks	Navy Carmichael branded socks	
Plain black leather shoes	Predominantly white, navy or black sports shoes	
Carmichael zip tie		
Black leather belt		

MIDDLE SCHOOL GIRLS: Year 6 – Year 8

FORMAL UNIFORM	SPORTS UNIFORM (Specified days only)	WINTER ADDITIONS (as per Primary School)
Carmichael blue senior blouse	Carmichael senior polo shirt	Carmichael track jacket
Carmichael checked senior skirt	Carmichael sport shorts	Carmichael track pants
Approved navy formal shorts	Navy Carmichael branded socks	Carmichael cotton jumper
Navy Carmichael branded socks	Carmichael bucket hat or cap	Navy tights
Carmichael bucket hat or cap	Predominantly white, navy or black sports shoes	
Plain black leather shoes		
Carmichael navy crossover tie		

Boys Formal (with cap option)



Girls Formal (with skirt and bucket hat options)



Unisex Sport



Acceptable Formal Footwear



Unacceptable Formal Footwear

4.2 // PURCHASING UNIFORMS

All new uniform items are available at The School Locker, 4-6 Burke Crescent, North Lakes or online at www.theschoollocker.com.au.

Secondhand uniforms are listed when they become available on our Carmichael Second Hand Uniforms Facebook page.

5. FEES 2022

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

TUITION FEES FOR MIDDLE SCHOOL IN 2022

LEVEL	ANNUAL	THE ANNUAL FEE IS SPLIT ACROSS 4 TERM PAYMENTS			
		TERM 1	TERM 2	TERM 3	TERM 4
Year 6	\$4,280	\$1,070	\$1,070	\$1,070	\$1,070
Year 7	\$5,560	\$1,390	\$1,390	\$1,390	\$1,390
Year 8	\$5,560	\$1,390	\$1,390	\$1,390	\$1,390
Year 9	\$5,860	\$1,465	\$1,465	\$1,465	\$1,465

5.1 // TUITION FEES

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.

We have a one-fee policy. Costs for all compulsory curriculum and class-based activities and excursions are included in the tuition fees. Optional extra-curricular activities will be charged separately where applicable and must be paid for prior to the event. The one-fee policy does not cover consumable items such as stationery, booklists or uniforms.

1. **Due Dates** - Fees are due on the **first day of each term** unless an alternate schedule has been agreed to in writing with the Accounts Manager. Fee invoices will generally be issued 21 days prior to the commencement of the school term. If fees are not paid by the due date, and a current payment plan has not been signed, the account will be listed as overdue and placed under review by the Finance Committee.

2. **Early Payment Discount** – An early payment discount of 5% off the tuition fees applies if the full year's tuition fees are paid prior to the first day of the school year.

3. **Family Discount** - The following reduction in tuition fees is applied when more than one student per family attends the College in Prep to Year 9:

- 2 Students** – 10% reduction on tuition only
- 3 Students** – 15% reduction on tuition only
- 4 Students** – 25% reduction on tuition only
- 5 Students** – 30% reduction on tuition only
- 6 Students** – 40% reduction on tuition only

This discount is applied to each child in the family (i.e. a family of 3 students at Carmichael College would attract 15% off each child’s tuition fees).

FAMILY DISCOUNT EXAMPLES				
Year Level	Gross Tuition	Discount (%)	Discount (\$)	Net Tuition Fees
Example 1 - Family with 2 students enrolled at Carmichael College				
Child 1 (Yr4)	\$4,280	10%	\$428	\$3,852
Child 2 (Yr8)	\$5,560	10%	\$556	\$5,004
TOTAL	\$9,840		\$984	\$8,856
Example 2 - Family with 3 students enrolled at Carmichael College				
Child 1 (Prep)	\$4,280	15%	\$642	\$3,638
Child 2 (Yr4)	\$4,280	15%	\$642	\$3,638
Child 3 (Yr8)	\$5,560	15%	\$834	\$4,726
TOTAL	\$14,120		\$2,118	\$12,002

5. Contacting Accounts - The preferred method of communication with the Accounts Manager is via email (accounts@carmichael.qld.edu.au). This is especially important if you are making requests to the Accounts Manager so that 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. Payment Method - 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 co-operation with the Accounts Manager to spread the cost of your fees over the course of the year. Failure to pay fees may 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 care providers who have signed a Confirmation of Enrolment and/or Enrolment Contract are jointly and severally liable for the payment of fees. The College reserves the right to add an overdue charge of 10% of the outstanding balance if fees remain unpaid at the end of the year.

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

9. Confirmation of Enrolment Fee - The Confirmation of Enrolment fee of \$300 is payable immediately when 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 paid Confirmation of Enrolment fee will be transferred to the student's school fee account when the student commences at the College.

10. Remission of Fees – No remission of fees, either in whole or in part, will be made should the student be absent for any reason whatsoever, including circumstances where the student is suspended or expelled from the College.

11. Building Fund/Library Fund Contributions (tax deductible): The suggested contribution is \$250 per year per family. If you would like to make a donation, please contact Accounts for further information.

12. Instrumental Music - Private music lessons are invoiced directly by the instrumental teacher. Instrument hire, for those students who require it, of \$50 per term will be invoiced at the start of each term with a once off instrument bond of \$50. The bond is refunded in full when the student ceases lessons and returns the instrument in good condition. Parents are expected to pay all invoices before students will be permitted to participate in lessons.

13. Excursions, Camps and Extra-Curricular Activities - Excursions and camps are beneficial learning activities and are encouraged. The cost of these activities is usually included in the tuition fees. Where the cost of an excursion, camp, or other activity is significant, an amount will be **charged separately** during the term in which the event occurs. Before implementing these activities, teachers are required to consider the interests of students and the cost impact upon families, and justify the need for 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 the compulsory excursion or camp.

6. THE CARMICHAEL COLLEGE DAY

6.1 // SUPERVISION OF STUDENTS

- > Staff members are rostered for student supervision from 8am each morning. Supervision before this time is limited.
- > Students are **not** to be on the grounds **before** 8am unless they are part of an arranged excursion, field exercise, camp group, or sporting activity.
- > Parents are requested to ensure that their children have been collected and have left the school grounds by 3:20pm. This is a Workplace Health and Safety requirement. The College Admin must be contacted by parents and alternate arrangements made for students not collected by this time.

6.2 // TIMETABLE

	MIDDLE SCHOOL
PC Class	8:30am-8:50am
Period 1	8:50am-9:45am
Period 2	9:45am-10:40am
First Break	10:40am-11:10am
Period 3	11:10am-12:05pm
Period 4	12:05pm-1:00pm
Second Break	1:00pm-1:50pm
Period 5	1:50pm-3:00pm

6.3 // TUCKSHOP

Tuckshop is available from the Creekside Café from Monday to Friday at both lunch breaks. Middle School students may purchase food from the tuckshop and pay by credit loaded onto their student ID card (go to www.flexischools.com.au for more information about how to set up an account and load credit onto an ID card).

6.4 // FOOD ALLERGIES

CARMICHAEL COLLEGE IS A NUT AND EGG-FREE ZONE

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.

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 to lessen the risk.

Therefore, we have a no nuts and no egg policy at the College.

This means that no nut products are to be brought to school. This includes nut spreads such as peanut paste and nutella. Eggs and egg products are more complex. No egg-based products such as quiches, frittatas and egg sandwiches are to be brought to school. There are many other alternatives for lunchboxes.

7.1 // GENERAL

The Bible tells us that our children are fearfully and wonderfully made by God (Psalm 139:14). Every hair on their little heads are numbered (Luke 12:7). Carmichael College recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For these reasons 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, Sun Protection and Code of Conduct.

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 a school assembly, publication on the College's School Stream app, through daily notices to students, or on the College website.

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
- > 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
- > 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. If the complaint concerns the Principal, then staff will report it to the Chair of the Carmichael Board. 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.

If the harm relates to sexual abuse, it will be reported to police immediately; or to Child Safety 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 College. In accordance with the College's behaviour plan, Carmichael College seeks to eradicate bullying by developing in the classroom and publicly in assemblies:

- > The belief that all students belong here (Resilience Rule 1)
- > Student respect and concern for every student enrolled at Carmichael College
- > Student responsibility for their own behaviour
- > Critical and effective thinking and problem-solving skills in students
- > An environment that nurtures and promotes student self-worth and self reflection.

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 procedure in the College's Bullying Prevention Policy.

c) Help for students

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

- > supporting the student
- > providing encouragement to form and maintain healthy relationships with other students
- > ensuring an investigation is carried out and actions followed
- > enlisting the support of parents/care providers to help change the behaviour and support the bullied student, as well as the bully.

7.4 // SUN PROTECTION

Students in middle school must wear either the College hat or cap (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, and sports kits.

Where possible, events are organised outside peak UV radiation periods. Sun protection issues are included in the health curricula.

7.5 // CODE OF CONDUCT

- > *"He has shown you, O mortal, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God."* Micah 6:8." A Christian community must reflect the nature of its God, Creator and Saviour. Just as there is a balance between God's love and His justice in His dealing with us, so there needs to be a balance between justice (righteousness), mercy (love) and service in a Christian community. Carmichael staff, as Pastoral Educators need to ensure there is a balance between keeping rules based on God's standards, and showing mercy, love and forgiveness. God requires all three – not an emphasis on just one of these.
- > Carmichael College has identified the following school rules to teach and promote our high standards of responsible behaviour:
 - Be safe
 - Be responsible
 - Be respectful.

- > Students are expected to represent the College and its high standards of behaviour and dress at all times, including during 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 Policy.
- > Standards of honesty, integrity, and courtesy in action and language are to be maintained.
- > Students must remain in the grounds unless prior permission has been obtained from an approved College Officer. 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.
- > 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.
- > It is a criminal offence to use mobile phones and other devices to menace, harass or offend another person. Students who use their phones/devices to engage in personal attacks, harass another person, or post private information about another person using digital messages, taking or sending photos or objectionable images or bullying other students, or who use vulgar, derogatory or obscene language while using a device will have their devices confiscated for a period decided by the Principal. Students should note that, in extreme cases, the school will involve the police.
- > Students are not permitted to upload any media to the web which identifies the College in any way without permission from the Principal.

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 exclusion.

- > Any process involving suspension or exclusion will involve interaction with parents or care providers.
- > The Principal is the final arbiter on matters of behaviour management.

7.7 // COMPLAINTS RESOLUTION POLICY

Carmichael College takes seriously sincere 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 their child's teacher, please discuss the issue in the first instance, with the teacher. If the problem is not resolved then please contact the Heads of Department, and/or the Principal if required.

7.8 // HEALTH

a) Sick Students

It is paramount that if your child is sick to please 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 case of a serious injury or illness, parents will be requested to take their child to a doctor or hospital. Where there is an emergency, the College will call for an ambulance to attend the scene and determine if it is necessary for the student to be transported to hospital.

c) Infectious Diseases

Please be considerate of your child's friends and teachers, and those students who are immune-compromised. The illnesses shown below 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 the Queensland Department of Health.

ILLNESS	EXCLUSION PERIOD
Chicken pox	At least 5 days after last eruption when all blisters have crusted
Diarrhoea and/or Vomiting	At least 24 hours without symptoms (unless otherwise specified by doctor or Qld Health) i.e. 24 hours from the last loose bowel motion or vomit
German measles (rubella)	At least 4 days from when rash appears
Measles	At least 4 days from when rash appears
Mumps	At least 5 days after onset of swelling
School sores (impetigo)	At least 24 hours on antibiotics
Whooping cough (pertussis)	At least 5 days on antibiotics or 21 days from the onset of coughing

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 or care provider. Please complete the Student Medication Request Form available from the College 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 anaphylaxis, 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 in addition to the written authorisation for the administration of medication.

7.9 // LATE ARRIVALS AND EARLY DEPARTURES

For late arrivals, students and their parent/care provider must first 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/care providers 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” 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 table is located outside Room C2. Please ensure all of your child’s belongings are NAMED.

7.12 // MOBILE PHONES AND ELECTRONIC DEVICES

Students may bring mobile phones to school if it is a requirement of their parents. Phones must stay in the student’s locker from 8.00am to 3.20pm. Should students be found on their phones during the day, their phone will be confiscated and returned at the end of the day. Should students continue to be in breach of the mobile phone use policy, students will then be required to hand their phones in to Admin every morning, alternatively they will be confiscated until the end of term. The College accepts no responsibility for students who lose or have their phone stolen while at or in transit to/from school. Phones may be left at Administration in the morning and collected in the afternoon if preferred.

Students are not to use any devices to take photos or film, without the teacher’s permission. Student device use must adhere to the Student Acceptable Use Policy, whereby device use is strictly for teacher-specified educational purposes only.

Access to the school network (i.e. wi-fi, internet, printers, etc.) is through the school firewall on school-owned devices, to maintain a safe environment for students.

7.13 // SOCIAL NETWORKING – ELECTRONIC MEDIA

It is a condition of enrolment and 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 the College.
- > 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 member with perceived negative intent, or undermines the name and/or good work of the College.

- > 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 College accepts no responsibility for loss of money and/or valuables or damage to same. Wallets should not be left in school bags or lockers.
- > Personal electronic devices should not be brought to school.

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.
- > Parents are not to be touching their phones at any time while they are in the car at the College.
- > 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/care providers 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, students wear appropriate bicycle helmets and are accompanied by an adult. Oakey Flat Road is a 70/40kph zone outside the College. Students should dismount when crossing all roads. Students must abide by road rules, and dismount once in the school grounds.

c) Bus Transport

Kangaroo Bus Lines operates combined bus runs for schools within the local area. Timetables and bus routes are available on the [KBL website](#) and typing "Carmichael" into the search bar. Parents or care providers with further questions about the bus services available should call KBL on 1300 287 525, Monday to Friday between 8am and 4pm. Students will require a [Translink go-card](#) or a [STAS \(Student Transport Assistance Scheme\) bus pass](#) (if eligible) in order to use these bus services.

7.17 // VISITORS

For security and Workplace Health & Safety reasons, all visitors to the school must first report to the College Administration. After permission is obtained, visitors will be required to sign in. A visitor badge will be issued, which must be returned to Admin while signing out before departure.

7.18 // DOGS

No dogs are permitted on the campus other than registered assistance dogs (in consultation with the Principal and Board Chair).

8. > PRIVACY POLICY

1. The College collects personal information, including sensitive information about students and parents or care providers before and during the course of a student's enrolment at the College. This may be in writing or during the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the student and to enable them to take part in all the activities of the College.
2. Some of the information collected is to satisfy the College's legal obligations, particularly to enable the College 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 students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about your child/ren from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or care providers.
7. Generally the College 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 College's Privacy Policy sets out how parents or students 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 College's duty of care to the student, or where student's have provided information in confidence.

9. The College Privacy Policy also sets out how complaints may be made about a breach of privacy and how the College will deal with such a complaint.
10. The College from time to time engages in fundraising activities. Information received from parents and care providers may be used to make an appeal. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. The College will not disclose personal information to third parties for marketing purposes without your consent. Provision is also made for individuals to opt-out from direct marketing.
11. On occasion, information such as academic and sporting achievements, activities such as school camps and excursions, and similar news is published in College newsletters, magazines and through our online media channels. This may include photographs and video clips.
12. The College may include student's and student's parents contact details in a class list and/or College Directory
13. If the College is provided 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 College and why, that they can access that information if they wish, and that the College does not usually disclose this information to third parties.

CONTACT DETAILS

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