



# CARMICHAEL COLLEGE

# 2022

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## Primary School Parent Handbook

**CARMICHAEL COLLEGE**

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## 1. HISTORY, MISSION & VISION

### 1.1 // HISTORY

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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

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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

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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

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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**

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

The Board meets quarterly, 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**

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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**

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- > Parents are encouraged to contact the College for any information about their children.
- > The first point of contact for parents is the child's teacher. 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 // CURRICULUM**

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Carmichael College is a distinctly Christian school that promotes a seamless education from Prep to Year 9.

#### **3.1.1 // PREP**

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Prep students bring with them a great array of learning gleaned from home, the communities they mix with, and from other settings such as kindy, playgroups and church. Prep seeks to both build on this prior learning, and provide a foundation for the key learning areas students will encounter in Year 1. The Australian curriculum forms the basis for Carmichael College learning programs. In Lower Primary, the general capability 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 Parent/Teacher Interviews and the child's report card.

## **Prep Report Card**

The Prep report card documents teacher judgements made about learning and development in each of the key learning areas. The report card uses 5 phrases to describe learning:

- > Emerging
- > Developing
- > Demonstrating
- > Advancing
- > Extending

## **Prep Children's Daily Requirements**

- > A bag big enough to fit all of the child's belongings
- > A healthy fruit or vegetable "brain break" snack – packed separately
- > Morning tea and lunch (please ensure this is NOT pre-packed sugary food)
- > A spare change of clothes – VERY IMPORTANT
- > A drink bottle containing water only – No cordial or poppers please
- > A broad brimmed school hat – NO HAT, NO PLAY

## **Important Note about Prep**

Please avoid placing unrealistic expectations upon your children. We all want our children to do well, but there is a fine line between healthy expectations and making children anxious because they feel they cannot live up to those expectations.

Keep in mind that children need time just to be children (time that is not programmed) when they can relax, play and enjoy whatever activity they want to do. Your child will come home having argued with a friend at some point. Please try not to solve all of their problems for them; talk with them and pray with them about it. They will likely be friends again tomorrow.

Of key importance in the first year of school, is that your child has a sense of wellbeing and involvement. You will know if this is happening because your child will be:

- > Having fun and making friends
- > Becoming more independent
- > Enjoying new learning experiences
- > Developing their content knowledge

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 or making mistakes as an everyday part of life.

### **3.1.2 // PRIMARY**

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Students are taught all learning areas of the Australian Curriculum. Additionally, students have the benefit of a specialist teacher for HPE, Chinese, Music and Library. 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. From Year 4, students may elect to join the instrumental music program which incurs an instrument hire fee.

### **3.1.3 // HOMEWORK AND ASSIGNMENTS**

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Students will be expected to review all material covered during the school day and to complete tasks assigned by the teacher. Students can expect to spend the following amount of time on homework:

<b><i>Prep</i></b>	<b><i>Sight words, home reading and phonics revision</i></b>
<b><i>Years 1- 4</i></b>	<b><i>Up to 1 hour per week</i></b>
<b><i>Year 5</i></b>	<b><i>Up to 2 hours per week</i></b>

All Primary students are expected to learn memory verses and spelling, review times tables, and read aloud to parents. If you have concerns, please contact your child's teacher.

### **3.1.4 // EXCURSIONS / CAMPS**

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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.



### 3.2 // ASSESSMENT AND REPORTING

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Assessment is ongoing for all grades. There are times towards the end of terms when whole year level testing occurs, especially in the upper primary grades. 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. 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.

### 3.3 // SCHOOL BOOKS AND CLASSROOM REQUISITES LIST

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

**Website Ordering** - Website ordering can be placed 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 PRIMARY SCHOOL UNIFORM

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- > The formal uniform must be worn on all days except specified sports days when it is replaced with the sports uniform.
- > **Formal shoes**, which are part of the formal school uniform for all grades, must be full, plain, black leather, flat-soled, and lace-up (velcro straps are allowed). **No mesh inserts are allowed**. All shoes must be in good condition and without graffiti.
- > Predominantly white or black sports shoes with white or black laces are required with the sports uniform.
- > Thick-soled/platform/buckled shoes, "vans" 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 correct and incorrect footwear styles identified in this handbook. The Principal will be the final arbitrator regarding correct footwear.
- > White ankle socks are compulsory for both uniforms. **These socks must cover the ankle.**

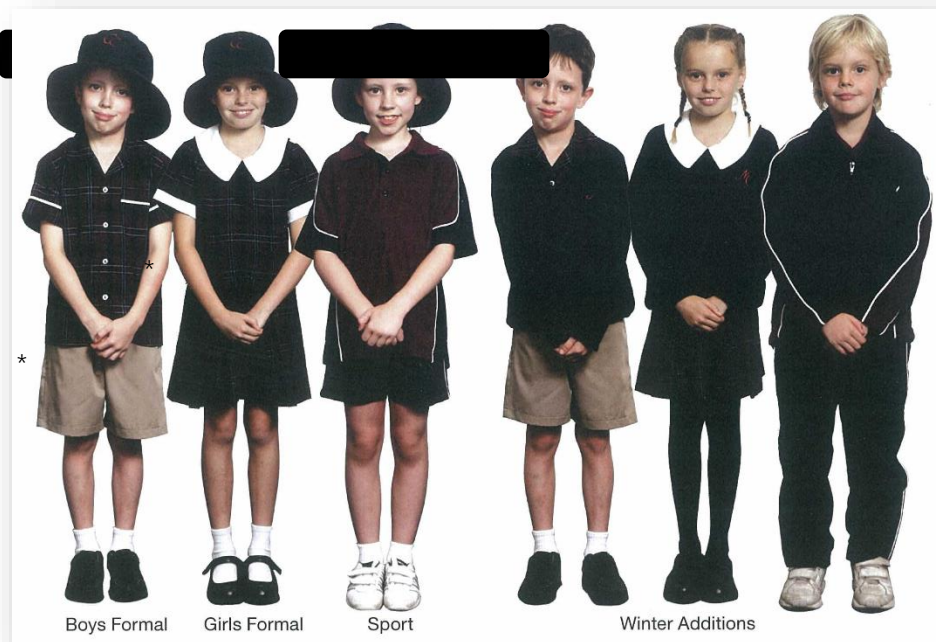
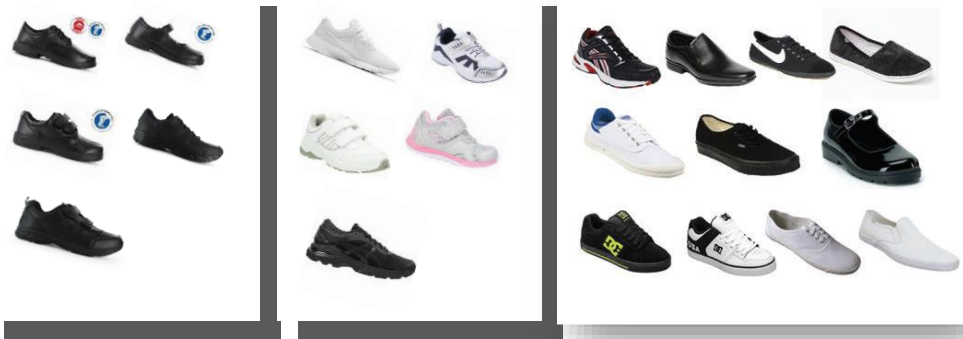
- > The sports uniform is only to be worn on specified sports days. Parents should check student's timetables to confirm days of wear. Students must wear hats and sunscreen for all outdoor sports and swimming caps for swimming.
- > The College hat is to be worn with the formal and the sport uniforms at all times whilst outside.
- > Clips and ribbons for girls hair should be College colours only – burgundy, navy and white.
- > Weekly uniform inspections will be conducted.
- > 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 sun-safe sleeved shirts/tops/t-shirts, mid length shorts/skirts, a hat and closed in shoes. Please do not allow your student to wear tank tops, singlet tops (or dresses), short shorts or 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 your child's name.**

**PRIMARY BOYS: Prep – Year 5**

<b>FORMAL UNIFORM</b>	<b>SPORTS UNIFORM (Specified days only)</b>	<b>WINTER ADDITIONS</b>
Carmichael check shirt junior	Carmichael junior polo shirt	Carmichael track jacket
Carmichael shorts junior	Carmichael sport shorts	Carmichael track pants
Carmichael bucket hat	Carmichael bucket hat	Carmichael cotton jumper
Quarter crew white ankle socks	Quarter crew white ankle socks	
Plain black leather shoes	Predominantly white/black sports shoes	

**PRIMARY GIRLS: Prep – Year 5**

<b>FORMAL UNIFORM</b>	<b>SPORTS UNIFORM (Specified days only)</b>	<b>WINTER ADDITIONS</b>
Carmichael check dress junior	Carmichael polo shirt	Carmichael sports jacket
Quarter crew white ankle socks	Carmichael sport shorts	Carmichael sports track pants
Carmichael bucket hat	Carmichael bucket hat	Carmichael cotton jumper
Plain black leather shoes	Quarter crew white ankle socks	Navy tights
	Predominantly white/black sports shoes	



\*This shoe can be used with the formal and sports uniform as it is completely leather with no mesh.

## 4.2 // PURCHASING UNIFORMS

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All new uniform items are available at The School Locker, 4-6 Burke Crescent, North Lakes or online at [www.theschoollocker.com.au](http://www.theschoollocker.com.au).

Second hand 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 PRIMARY SCHOOL IN 2022

LEVEL	ANNUAL	THE ANNUAL FEE IS SPLIT ACROSS 4 TERM PAYMENTS			
		TERM 1	TERM 2	TERM 3	TERM 4
Prep	\$4,280	\$1,070	\$1,070	\$1,070	\$1,070
Year 1	\$4,280	\$1,070	\$1,070	\$1,070	\$1,070
Year 2	\$4,280	\$1,070	\$1,070	\$1,070	\$1,070
Year 3	\$4,280	\$1,070	\$1,070	\$1,070	\$1,070
Year 4	\$4,280	\$1,070	\$1,070	\$1,070	\$1,070
Year 5	\$4,280	\$1,070	\$1,070	\$1,070	\$1,070

## 5.1 // TUITION FEES

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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 8:

**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
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##### Example 1 - Family with 2 students enrolled at Carmichael College in 2022

Child 1 (Prep)	\$4,280	10%	\$428	\$3,852
Child 2 (Yr4)	\$4,280	10%	\$428	\$3,852
<b>TOTAL</b>	<b>\$8,560</b>		<b>\$856</b>	<b>\$7,704</b>

##### Example 2 - Family with 3 students enrolled at Carmichael College in 2022

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
<b>TOTAL</b>	<b>\$14,120</b>		<b>\$2,118</b>	<b>\$12,002</b>

**5. Contacting Accounts** - The preferred method of communication with the Accounts Manager is via email ([accounts@carmichael.qld.edu.au](mailto: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

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- > 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, sporting activity or Outside School Hours Care.
- > 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

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	PREP & PRIMARY
<b>Session 1</b>	8:30am-11:00am
<b>First Break</b>	11:00am-11:40am
<b>Session 2</b>	11:40am-1:10pm
<b>Second Break</b>	1:10pm-1:50pm
<b>Session 3</b>	1:50pm-3:00pm

#### FRUIT BREAK

Each morning at approx. 9.30am, classes will have a Munch & Crunch “brain break”. Parents are asked to provide their child with FRESH FRUIT OR VEGETABLES ONLY in a separate container clearly marked with the child’s name. No yoghurt or other snacks please.



### 6.3 // TUCKSHOP

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Tuckshop is available from the Creekside Cafe from Monday to Friday at both lunch breaks. Ordering is only available through the Flexischools app and the cut-off each day for placing orders is 8am. Go to [www.flexischools.com.au](http://www.flexischools.com.au) for more information and to set up an account. Please note, tuckshop is only available to Prep students from Semester 2.

### 6.4 // FOOD ALLERGIES

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#### 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](http://www.allergyfacts.org.au)

[www.allergy.org.au](http://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**

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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 changes will be communicated by any of the following: announcement at a school assembly, publication on the College's School Stream app, emails or notes to parents, through daily notices to students, or on the College website.

We expect our students to show respect to our staff, volunteers and other students, 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**

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**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 (Blue Card) 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 upon request. Parents may make an appointment to discuss the policy with the Principal to clarify any matters.

### **7.3 // BULLYING (INCLUDING CYBERBULLYING)**

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#### **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**

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When on College grounds, all students are required to wear College hats (see section on Uniforms) and sunscreen for all outdoor activities during 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 or are held in shaded areas. Sun protection issues are included in the health curricula. The College has a NO HAT, NO PLAY policy.

## **7.5 // CODE OF CONDUCT**

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- > *"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 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 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, 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. Students must be signed out by a parent or care provider 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 College and every member of the College. 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 care providers 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, post private information about another person using digital messages, take or send photos or objectionable images, bully 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 College 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**

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- > 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**

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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 Heads of Department, and/or the Principal if required.

## **7.8 // HEALTH**

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### **a) Sick Students**

It is paramount that if your child is sick to please keep them at home. Parents will be contacted by the College 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 <b>24 hours without symptoms</b> (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**

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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**

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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**

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Students should not bring mobile phones or other personal electronic devices (i.e. iPads or other tablets etc) to school. The College accepts no responsibility for students who lose or have their phone or device stolen while at or in transit to/from school. Phones and devices may be left at Admin in the morning and collected in the afternoon.

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**

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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**

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Here are some safety tips from [www.cybersmartkids.com.au](http://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**

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- > 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**

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### **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**

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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**

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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

**PHONE:** (07) 5431 1200

**EMAIL:** [admin@carmichael.qld.edu.au](mailto:admin@carmichael.qld.edu.au)

**WEBSITE:** [www.carmichael.qld.edu.au](http://www.carmichael.qld.edu.au)



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