



**CARMICHAEL
COLLEGE**

2024

Primary School Parent Handbook

CARMICHAEL COLLEGE
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Head of Primary: Mrs Trish Broadbent, BEd, BA, BMin, GradDipMin

Head of Secondary: Mr Michael Gilliver, BA, BEd, MA

DIRECTORS

Mr S Ginn, DipTh

Mr F Hatch, BEd

Mr B Sadler, BEd

Mrs P Hodgson, BTeach, BSc (Psychology), MEd

Mr LG Miller, MSc (Foren Chem), BAppSc, DipEd

Mr A Latter, DipYW, DipGov, JP

Mr P Neville, LLB, BAPhil, GDLPP

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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 regularly, 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 regularly 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, Sentral Parent Portal, the College website or social media sites, depending on the nature and importance of the correspondence.

School Stream is the primary means of communication concerning whole school matters. Families are encouraged to download this app to their smartphones and to check it regularly.

There are specific rules around the use of the closed Facebook groups 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 group for one month after leaving, in order to sell second hand 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 Administration Team for any information about their children. The staff there will be able to help direct your inquiry.
- > The **first** point of contact for parents is the child's class teacher. Parents may then contact the Year Level Coordinator or Head of Phase (P-2, 3-5), or Head of Primary should further clarification be needed. Appointments to meet with a member of the Primary leadership team 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 2 working days.
- > 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 through the Sentral Parent Portal or phoning College Administration. A medical certificate is required if the student is away for more than 2 consecutive days due to illness.

3. > ACADEMICS

3.1 // CURRICULUM

Carmichael College is a distinctly Christian school that promotes a seamless education from Prep through to Year 11 (2024), with Year 12 commencing in 2025.

3.1.1 // PREP

Prep students bring with them a great array of learning gleaned from home, the communities they mix with, and from other settings such as kindy, playgroups and church. Prep seeks to both build on this prior learning, and to 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, a Semester One portfolio and the child's Semester Two report card.

Prep Portfolio

As children navigate the momentous change that Semester One brings in Prep, their teachers will be monitoring and collating a Portfolio of work to demonstrate their progress in key skill areas. This will help to inform the Teaching and Learning programs for Semester Two as our staff work to help each child work towards meeting the Foundation Achievement Standard by the conclusion of their Prep Year.

Prep Report Card

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

- > Extending – independently achieves and applies a detailed understanding in a range of contexts.
- > Advancing – Independently achieves and displays a detailed understanding.
- > Demonstrating – Independently achieves and displays a basic understanding.
- > Developing – With prompts, works towards a basic understanding.
- > Emerging – With explicit prompts and step-by-step instructions, attempts to work toward a basic understanding.

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 – As a sunsmart school, we follow the "no hat, no outside play" guidelines.

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

Students are taught all learning areas of the Australian Curriculum. Additionally, students have the benefit of a specialist teacher for Physical Education, Music, Design & Digital Technologies and Library. Our Language program commences in Year 5 with Spanish lessons. All students participate in a daily devotional program, a weekly Christian Studies lesson 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 extra-curricular instrumental music program. Further information regarding this program can be obtained through College Administration.

3.1.3 // HOMEWORK AND ASSIGNMENTS

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

<i>Prep</i>	<i>Home reading and phonics revision</i>
<i>Years 1- 4</i>	<i>Up to 1 hour per week</i>
<i>Year 5</i>	<i>Up to 2 hours per week</i>

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 // CAMPS, EXCURSIONS AND INCURSIONS

Carmichael College is committed to the provision of quality incursions and 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.

Year level camps, when set are considered a compulsory part of what Carmichael College offers. Each of them have specific developmental, spiritual and cultural goals that are vital to student growth, both individually and corporately. These camps may push students out of their comfort zones, and help to teach resilience and team work as critical ingredients to a successful life. On camps students will be encouraged to engage with the Christian faith in authentic and respectful ways.

Inclusion in non-compulsory camps or excursions is by application and at the discretion of the Principal and the Finance Committee. Issues concerning up-to-date payment of school fees and continued good behaviour may impact inclusion in camps and excursions.

3.2 // ASSESSMENT AND REPORTING

The Australian Curriculum operates in a way that students work towards reaching an Achievement Standard for each Key Learning Area over a set period of time. For English, Mathematics, Science, Humanities and Social Sciences (HASS), this is within one school year. For The Arts, Technologies, Health, Physical Education (HPE), and Languages, this is across a two-year band.

To help understand our students' progress and plan quality learning experiences, assessment is ongoing for all grades. This includes both formative and summative tasks. At present, communication regarding students' progress is reported to parents through two formal reports twice a year (Year 1 – Year 5).

Formal Parent/Teacher interviews to discuss student progress are held twice a year (end of Term 1 and the start of Term 3), however teachers can be contacted via email at any point if you have questions or concerns outside of those times.

3.3 // SCHOOL BOOKS AND CLASSROOM REQUISITES LIST

Annual stationery booklists are outsourced to EDSCO. Their contact details are listed on the booklist.

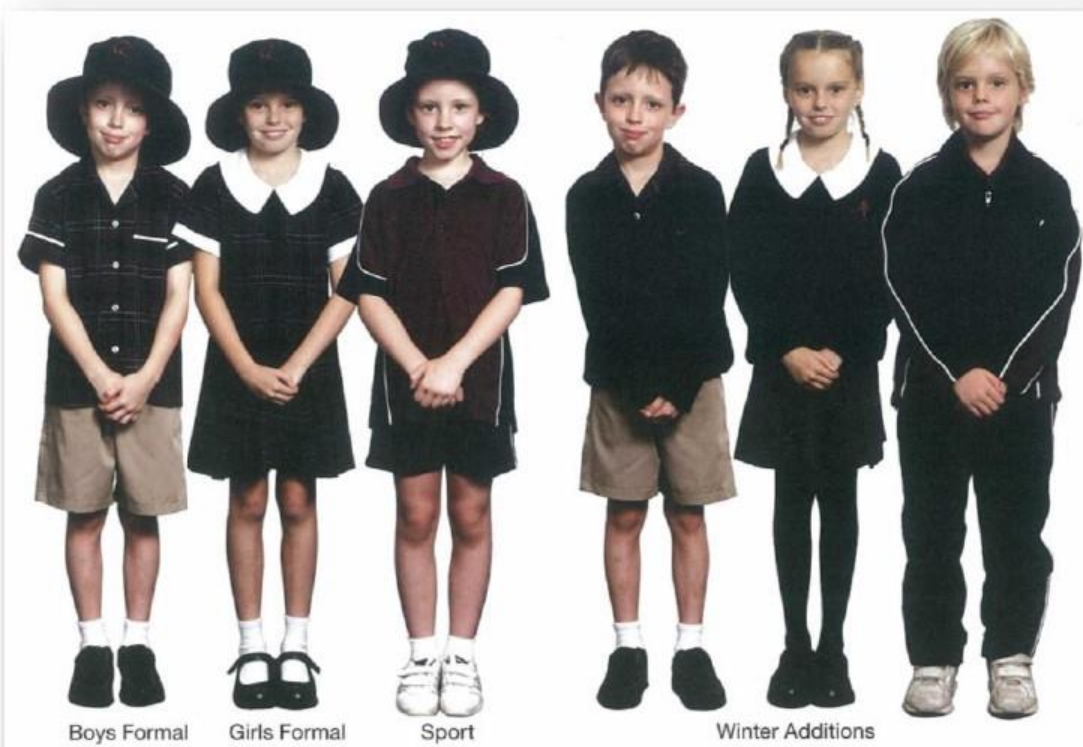
Website Ordering - Website ordering can be placed at <http://www.edsco.com.au>

4. COLLEGE UNIFORM

4.1 // THE COLLEGE PRIMARY SCHOOL UNIFORM

- > It is the responsibility of the parents / care providers to ensure that students come to school each day in the correct uniform.
- > 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 for Prep students). **No mesh panels 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. Please refer to correct and incorrect footwear styles identified in this handbook. The Principal or Principal's delegate 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.
- > 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 – Hair should be above ears, off eyebrows and not touching the collar. Faddish hairstyles, excessive wax/gel, and stark tracks or lines are not permitted. Hair should be evenly layered and neatly groomed. No cut below a number 2 blade is acceptable. Boys are not permitted to tie hair back or have facial hair.
- > 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 must be tied up. Clips, ties, and ribbons for girls' hair should be College colours only – burgundy, navy and white. Hair that does not touch the shoulders can be worn out.
- > The Principal or Principal's delegate is the final arbiter for all matters of hair. Families considering haircuts or styles that could be considered 'faddish' should reach out to the school for clarification before undertaking a new look.
- > If a student wears contact lenses, only clear lenses are allowed. Students who have been prescribed assistive eyewear are expected to wear them.
- > One simple, flat and plain ring is allowed.
- > **One only** pair of sleepers or studs for girls – one in each ear lobe. **No earrings for boys.**
- > Students may wear a simple, plain, and thin necklace beneath their blouse/shirt. Visible necklaces are not permitted and will be confiscated. Students must remove necklaces before participating in some activities due to Workplace Health and Safety guidelines.
- > No visible body piercing or tattoos are permitted.
- > Only clear nail polish and lip balm are permitted.
- > 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		
FORMAL UNIFORM	SPORTS UNIFORM (Specified days only)	WINTER ADDITIONS
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	Soft shell jacket
Plain black leather shoes	Predominantly white/black sports shoes	
PRIMARY GIRLS: Prep – Year 5		
FORMAL UNIFORM	SPORTS UNIFORM (Specified days only)	WINTER ADDITIONS
Carmichael check dress junior OR Carmichael check blouse and Carmichael navy skirt	Carmichael polo shirt	Carmichael sports jacket
	Carmichael sport shorts	Carmichael sports track pants
Quarter crew white ankle socks	Carmichael bucket hat	Carmichael cotton jumper
Carmichael bucket hat	Quarter crew white ankle socks	Navy tights
Plain black leather shoes	Predominantly white/black sports shoes	Soft shell jacket

FORMAL FOOTWEAR**SPORTS FOOTWEAR****INCORRECT FOOTWEAR**

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

Prep students are allowed to wear sandals with Velcro straps throughout the year.

All clothing and belongings must be clearly marked with your child's name.

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. Carmichael College also operates a Carmichael College Second-hand Uniforms Facebook page; a closed group for families with children enrolled at Carmichael College to buy and sell uniforms.

5. ➤ TUITION FEES

The fee schedule for domestic students is found on the website.

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.

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 10:

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.

4. 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.

5. Payment Method - Our preferred method of payment is **BPAY**.

6. 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.

7. 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.

8. 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.

9. Remission of Fees – 50% remission of fees is available for Students who are sick for a period longer than 4 weeks upon the presentation of a valid medical certificate. The 50% remission will be calculated pro-rata based on the number of weeks the student is absent.

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

11. Building 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 – Carmichael College provides some instrumental lessons. Individual tutors should be contacted to determine payment requirements.

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, camps or extra-curricular activities 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 8.00am each morning. Supervision before this time is limited.
- > Students are **not** to be on the grounds **before** 8.00am 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 3:30pm. **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

	PREP & PRIMARY	FRUIT BREAK
Session 1	8:30am-11:00am	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.
First Break	11:00am-11:40am	
Session 2	11:40am-1:10pm	
Second Break	1:10pm-1:50pm	
Session 3	1:50pm-3:00pm*	

*Prep and Year 1 students finish school at 2:45pm

6.3 // TUCKSHOP

Tuckshop is available 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 **8.00am**. Go to 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 RESTRICTIONS

CARMICHAEL COLLEGE IS A NUT, SHELLFISH AND EGG-AWARE 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.

Students are not permitted to bring nut products to school. This includes nut spreads such as peanut butter and Nutella as well as shellfish. Eggs and egg products are more complex. No egg-based products such as quiches, frittatas and egg sandwiches are to be brought to school. Shellfish products, including anything containing clams, mussels, oysters, scallops, prawns, lobsters, or crayfish are also to be kept out of lunch boxes as well. There are many other alternatives for lunchboxes.

7. > HEALTH & SAFETY

7.1 // GENERAL

The Bible tells us that our children are fearfully and wonderfully made by God (Psalm 139:14). Every hair on their heads is 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

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 in accordance with legislative and Carmichael College policy requirements.
- > 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, as per our mandatory reporting requirements.

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 on the College website. Parents and students may access this policy at any time. Parents may make an appointment to discuss the policy with the Principal to clarify any matters.

7.3 // BULLYING POLICY (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

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

- > *“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.
God requires us to act with justice – doing the right thing and enforcing standards. God also invites us to show mercy when opportunities for this are available. And God expects us to exercise humility by willingly following directives, processes and procedures given to us.
- > Carmichael College has identified the following code of conduct 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, and in appropriate places, 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 (or 2:45pm if in Prep or Year 1)
- > 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 or by a person who has witnessed it. 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, where appropriate, the College will involve the police.**
- > Students are not permitted to upload or create content of any kind on social media that identifies the College in any way or disparages staff/students in any way. This includes apps that present as private.

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 complaints and concerns that may be raised by parents, and they will be dealt with promptly. If a parent has a grievance concerning another 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 Phase (P-2 / 3-5) and/or the Head of Primary or the Principal if required. The full complaints resolutions policy is available on the Carmichael College website.

7.8 // HEALTH

a) Sick Students

If your child is sick, it is extremely important to 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 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 Health Room 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 conditions require 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.

e) Concussion

Concussion is a serious medical injury that requires management by the school and families.

Where a concussion, or suspected or potential concussion, has occurred, relevant persons are expected to follow the Concussion Policy as located on the Carmichael College website.

Importantly, where students have suffered a concussion, or a suspected or potential concussion, outside of school (such as at a weekend sporting match), it is the duty of the parents and/or caregivers to inform the school so that the relevant safety processes can be enacted.

Please be aware that students with a concussion, or suspected concussion, are not permitted to return to regular or sporting activity without clearance from a medical professional. There are also steps to follow concerning a student's return to learning where a concussion has taken place. Parents and/or caregivers are advised to refer to the College policy and to be in direct contact with the school to ensure student safety is maintained throughout the recovery period.

[Carmichael College Concussion Policy.pdf](#)

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 and wait for their child to be called to the office for collection.

7.10 // ATTENDANCES

The biggest single predictor of a student's success, engagement, and ability to form positive relationships at school is their attendance. We would like to partner with you to increase your son or daughter's attendance wherever we can. To that end, our pastoral teams will be very proactive in letting you know if there are any concerns about attendance. Where a student is absent for more than two days or their attendance drops below 90% at any stage, we will be in touch to try and support an improvement.

We take regular measures to address unauthorised absences, as we are required to do by the Education Department. These include instances where students are away from school for activities such as shopping or birthdays during the school term. Our aim is to ensure our school attendance is the highest it can be for every student. Our administration staff will also be very proactive in that space and where an absence is unaccounted for, we will be in touch as soon as possible to find out the reason and, where appropriate, offer support.

7.11 // 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.

7.12 // LOST AND FOUND

Lost property is located outside the Student Services window at College Administration. **Please ensure all of your child’s belongings are NAMED.**

7.13 // MOBILE PHONES AND ELECTRONIC DEVICES POLICY

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. Primary students with phones and devices may leave them at College Administration in the morning and collect them 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.

7.14 // SOCIAL NETWORKING – ELECTRONIC MEDIA POLICY

Carmichael College acknowledges and endorses the age restrictions applied to all social media apps and sites. 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.

7.15 // INTERNET SAFETY TIPS FOR PARENTS

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

- > Spend time online with your child. Check out good sites together.
- > Help your child 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 any web-accessible devices in a visible area of the home, such as the living room, rather than a child’s bedroom.
- > Talk to your child 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 child 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.

7.16 // 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 College 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.

7.17 // 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 operating their car at the College.
- > Special care is required where pedestrians and vehicles use the same area or where children 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 and Walking

Students may walk or cycle to school provided they are able to demonstrate awareness of their surroundings, and if cycling, are competent riders, wear appropriate helmets and their bicycles are in safe working condition. Younger students must be accompanied by an adult or competent older sibling. Oakey Flat Road is a 70/40kph zone outside the College. Students must use the staffed crossing, and should dismount bikes when crossing all roads. Students must abide by road rules. Students must dismount once they reach the crossing 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.

7.18 // 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.

7.19 // PETS

No pets are permitted on the campus other than registered assistance animals (in consultation with the Principal). Requests to bring pets onsite for a specified class activity must be made through classroom teachers first so that Workplace Health and Safety processes can be followed prior to approval being granted.

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 students 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 magazines and through our online media platforms. This may include photographs and video clips.
12. 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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