



**CARMICHAEL
COLLEGE**

2024

Secondary School Parent Handbook

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SCHOOL LEADERS

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

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

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

CONTENTS

1.	HISTORY, MISSION & VISION.....	4
1.1 //	HISTORY	4
1.2 //	MISSION	4
1.3 //	VISION	4
2.	ADMINISTRATION & MANAGEMENT	5
2.1 //	ADMINISTRATION	5
2.2 //	MANAGEMENT	5
2.3 //	COLLEGE TO HOME COMMUNICATION	5
2.4 //	HOME TO COLLEGE COMMUNICATION	6
3.	ACADEMICS.....	6
3.1 //	SECONDARY SCHOOL PROGRAM	6
3.2 //	HOMEWORK AND ASSIGNMENTS	8
3.3 //	ASSESSMENT AND REPORTING	9
3.4 //	CAMPS AND EXCURSIONS.....	9
3.5 //	SCHOOL BOOKS AND CLASSROOM REQUISITES LIST	9
4.	COLLEGE UNIFORM.....	10
4.1 //	THE COLLEGE SECONDARY SCHOOL UNIFORM	10
4.2 //	PURCHASING UNIFORMS	13
5.	TUITION FEES	13
6.	THE CARMICHAEL COLLEGE DAY.....	15
6.1 //	SUPERVISION OF STUDENTS	15
6.2 //	TIMETABLE	16
6.3 //	TUCKSHOP	16
6.4 //	FOOD RESTRICTIONS	17
7.	HEALTH & SAFETY	18
7.1 //	GENERAL	18
7.2 //	PROTECTION FROM HARM	18
7.3 //	BULLYING POLICY (INCLUDING CYBERBULLYING)	20
7.4 //	SUN PROTECTION	21
7.5 //	CODE OF CONDUCT	21
7.6 //	FORMAL DETENTIONS, SUSPENSIONS AND EXPULSION	23
7.7 //	COMPLAINTS RESOLUTION POLICY	23
7.8 //	HEALTH	23
7.9 //	LATE ARRIVALS AND EARLY DEPARTURES	25
7.10 //	ATTENDANCES	26
7.11 //	FRIENDSHIPS	26
7.12 //	LOST AND FOUND	26
7.13 //	MOBILE PHONES AND ELECTRONIC DEVICES POLICY	26
7.14 //	SOCIAL NETWORKING – ELECTRONIC MEDIA POLICY	27
7.15 //	PHONE AND INTERNET SAFETY TIPS FOR PARENTS	28
7.16 //	MONEY AND VALUABLES	29
7.17 //	STUDENT TRAVEL TO AND FROM SCHOOL	29
7.18 //	VISITORS	30
7.19 //	PETS	30
8.	PRIVACY POLICY	30

2. HISTORY, MISSION & VISION

1.1 // HISTORY

For decades local church leaders have prayed for a God-centred, Christ-focused school in the Morayfield/Narangba region and in 2002 the first step to that dream was realised when a large plot of land was purchased. Since then, through prayer, planning and vision, the Carmichael College dream was finally realised in 2014.

1.2 // MISSION

Our mission is stated in Micah 6:8: And what does the LORD require of you? To act justly and to love mercy and to walk humbly with your God.

We seek to educate our 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 in order to live as disciples of Jesus Christ
- > Enabling students to identify God-given abilities and equip them to use those gifts
- > Expecting students to engage in rigorous educational programs
- > Equipping students to become servant leaders who transform culture for God's glory

1.3 // VISION

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

3. ADMINISTRATION & MANAGEMENT

3.1 // 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.

3.2 // 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, and 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-of-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.
Families leaving Carmichael College may be permitted to remain as members of the Facebook page for a short time 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.

As students mature into young adults, the students themselves often become the conduit of information. We encourage families to sit together regularly to talk about what is coming up at school so that everyone can be prepared.

2.4 // HOME TO COLLEGE COMMUNICATION

Parents are encouraged to contact the College Administration for information about their children.

The first point of contact for parents is the teacher of the subject you would like to discuss and the student's Pastoral Care (PC) teacher – preferably both at the same time. Parents may then contact the relevant Head should further clarification be needed. Appointments to meet with a member of the Secondary 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 parent and emergency contacts, 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 by first school bell at 8:30am 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.

4. > ACADEMICS

3.1 // SECONDARY SCHOOL PROGRAM

Carmichael College is a distinctly Christian school that promotes a seamless education from Prep to Year 11 (and to Year 12 by 2025). All students receive accredited curriculum lessons from teachers and participate in a range of Christian education experiences both in regular classes and in Chapel, Christian Studies, personal/career development programs, school assemblies, and/or daily devotions. Students are expected to respectfully participate in all aspects of the program provided.

The Secondary School educational program at Carmichael College is designed to support the development of all our students so they can reach their academic and social potential, as well as grow in terms of their personal and spiritual identity. This is achieved by teachers and support staff: engaging our students, using research-based educational programs designed to meet student needs, and fostering environments that nurture growth and community.

Year 6

All Year 6 students are considered part of the Secondary School at Carmichael College. They are placed with a Pastoral Care class and a Pastoral Care teacher who works with the students for the majority of their timetable, with a range of specialist subjects, like a second language, physical education or technology, being taught by subject-matter experts. Students are provided with an iPad which must be left at school. The Year 6 program is designed to help students experience the 'high school way', while retaining the safety net of a home teacher.

Year 7

All Year 7 students are placed with a Pastoral Care class and a Pastoral Care teacher. This teacher works with the students for some of their timetable and is their 'familiar face' to continue to help them navigate the shift into the rigours of Secondary School. Students study subjects such as English, Mathematics, Humanities, Science, Health and Physical Education (HPE), Language/s and Christian Studies. They will also participate in Technology and Arts rotations. Students move between different classrooms for different subjects, and so are assigned a locker to hold their belongings. An iPad is provided to each Year 7 student and may be taken home for use on assignments and homework.

Years 8-10

The format of the Year 8-10 timetable is one where students enjoy greater autonomy and independence in fitting with their development. In Year 8 students continue to work through the Australian Curriculum, but with many different teachers who are experts in their fields. In Year 9 and Year 10, students complete some core subjects (Mathematics, Science, English, HPE and Humanities) and select elective subjects. In this, students are encouraged to choose subjects that meet their interests, gifts and ambitions. Some subjects may have prerequisites that must be met. Year 8 and 9 students continue to use school-issued iPads, whereas from Year 10 students transition to a BYOD laptop.

Years 11-12

In the final years of schooling, students are able to select a school pathway best suiting their interests, gifts and ambitions. Both pathways are excellent choices that ensure a successful post-school experience. For many, this will be a university-preparation pathway where they aim to gain an ATAR (Australian Tertiary Admission Rank) and seek to study the traditional (called 'General') high school subjects. For many others, the focus will be on work-readiness where they seek to embark on a career pathway, often incorporating a traineeship or certificate course as well as school subjects. Some students do both paths simultaneously. It's an exciting period in a student's life, and one that is done with assistance of many staff who care a great deal about ensuring students achieve to their potential.

3.2 // HOMEWORK AND ASSIGNMENTS

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

Year 6

Homework in Year 6 may resemble homework similar to the Primary School. Students will be explicitly taught to make good use of time, to organise themselves, and to set aside a study time to complete tasks by due dates.

Years 7-10

Homework in Years 7-10 often takes the form of reviewing material covered during the school day, completing set homework tasks, and working on assignments set by teachers.

Families should expect a few hours of homework being needed every week, with some periods of greater intensity needed around assessment due dates. Up to 1 hour per day is unexceptional.

Years 11-12

The successful completion of Years 11 and 12 will require significant time spent studying, revising and preparing assessment at home. It is worthwhile that families negotiate ways to effectively support their students in managing their home study time, particularly given the additional pressures of part-time jobs and other commitments or social pursuits. In Year 12 especially, students will be expected to revise over the holiday intervals.

3.3 // ASSESSMENT AND REPORTING

In the Secondary School families receive formal progress reports twice a year.

Formal Parent-Teacher Interview days are made available to discuss progress, though subject teachers can be contacted directly for more regular updates where necessary.

Students must complete all assessment on the date it is due, and the work must be their own. Where this cannot be done, students must follow the assessment policies of the school and the Queensland Curriculum and Assessment Authority. It is an expectation that families be proactive in working with the school to ensure assessment is completed on time or, where there is reasonable justification, requesting of an extension is done in a timely manner using the appropriate forms or processes. A student's PC teacher is the first point of call when seeking guidance on assessment timelines.

4.4 // CAMPS AND EXCURSIONS

Carmichael College is committed to the provision of quality excursions, including camps. Camps and excursions are 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.

Year level camps, when set, are considered a compulsory part of what Carmichael College offers. Each camp has specific developmental, spiritual and cultural goals that are vital to student growth both individually and corporately. Often these camps push students out of their comfort zones and 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.

Issues concerning up-to-date payment of school fees and continued good behaviour may impact inclusion in camps and excursions.

3.5 // 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 made at <http://www.edsco.com.au>

4.1 // THE COLLEGE SECONDARY SCHOOL UNIFORM

- > It is the responsibility of the parents/guardians to ensure that students come to school, each day, in the correct uniform.
- > Students who contravene the school uniform rules will be issued consequences that may include being excluded from some or all of the school program until the uniform issue is rectified.
- > Where unintended problems arise that impact a student's ability to be uniform compliant, families must be in active communication with the school so that fair and equitable solutions can be devised.
- > Students in incorrect uniform, depending on the item, may be required to temporarily wear community uniform items for the day that are borrowed from Student Services.
- > The formal uniform must be worn on all days except specified sports days when it is replaced with the sports uniform.
- > Students cannot mix-and-match formal and sports uniform items.
- > Formal shoes must be black leather, lace up with a raised heel and completely enclosed. No other shoes are permitted.
- > Sports shoes should be primarily white, navy or black. No fluorescent colours, high tops, skate, fashion, canvas, or platform shoes are acceptable.
- > The Principal or Principal's Delegate will be the final arbitrator regarding correct footwear.
- > Carmichael College branded socks are compulsory and are to be worn as intended (not modified) with both the formal and sports uniforms.
- > Hat options available for Secondary School include the College bucket hat and cap.
- > The College hat/cap is to be worn with the formal and the sport uniform at all times whilst outside, including between classes. A student should never be without their hat.
- > Students must wear hats and sunscreen for all outdoor sports.
- > All school uniform items are to be worn as intended and manufactured. Modifications are not permitted without advanced permission from the Principal or Principal's Delegate. As a general guide, school skirts/shorts are designed to fall past or close to the knee.
- > Occasionally, the College has a Free Dress Day or similar day for fundraising purposes. Students are expected to wear appropriate, modest and workplace-safe clothing when this takes place.

- > Natural hair colour only for boys and girls.
- > Boys' hair – Hair should be above ears, off eyebrows and not touching the collar. Faddish styles, 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 students wear 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 small 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.
- > No other 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. In particular, eyeliner, mascara and fake eyelashes are not permitted.

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

SECONDARY SCHOOL BOYS: Year 6 – Year 11		
FORMAL UNIFORM	SPORTS UNIFORM (Specified days only)	WINTER ADDITIONS (as per Primary School)
Carmichael blue senior shirt	Carmichael senior polo shirt	Carmichael track jacket
Carmichael senior shorts	Carmichael sport shorts	Carmichael track pants (sports uniform only)
Carmichael bucket hat or cap	Carmichael bucket hat or cap	Carmichael cotton jumper
Navy Carmichael branded socks	Navy Carmichael branded socks	
Plain black leather shoes	Predominantly white, navy or black sports shoes	

Carmichael tie		
Black leather belt		

SECONDARY SCHOOL GIRLS: Year 6 – Year 11

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

Boys Formal (with cap option)



Girls Formal (with skirt and bucket hat options)



Unisex Sport



Acceptable Formal Footwear



Unacceptable Formal Footwear

4.2 // PURCHASING UNIFORMS

All new uniform items are available at The School Locker, 4-6 Burke Crescent, North Lakes or online at www.theschoollocker.com.au. 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 8am each morning. Supervision before this time is not provided.
- > Students are **not** to be on the grounds **before** 8am unless they are part of an arranged excursion, field exercise, camp group, or sporting activity and are accompanied by an allocated staff member.
- > 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

	SECONDARY SCHOOL
PC Class	8:30am-8:45am
Period 1	8:45am-9:30am
Period 2	9:30am-10:15am
First Break / Morning Tea	10:15am-10:40am
Period 3	10:45am-11:30am
Period 4	11:30am-12:15pm
Period 5	12:15pm-1:00pm
Second Break / Lunch	1:00pm-1:35pm
Period 6	1:40pm-2:25pm
Period 7	2:25pm-3:10pm

6.3 // TUCKSHOP

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

Secondary School students may use their own debit card or cash but are not permitted to purchase with a digital device (e.g. Apple Pay).

Students are not permitted to use Creekside Café during school hours. On regular school days, such as before or after school, students should only be in the café area when accompanied by a parent/caregiver.

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. **Therefore, students are not permitted to bring nuts, shellfish, or eggs to the College.** This includes nut spreads such as peanut butter and Nutella. Egg-based products such as quiches, frittatas and egg sandwiches are similarly not allowed to be brought to school.

There are many other alternatives for lunchboxes that keep school safer for everyone.

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 will be communicated, when needed, either by announcement at a school assembly, publication on the College's School Stream app, through daily notices to students, and/or on the College website.

We expect our students to show respect to our staff, volunteers, and their peers, and comply with safe practices. Employees must ensure that their behaviour towards, and relationships with students, reflect proper standards of care for students and are not unlawful. The College will respond diligently to a report of suspected or actual harm, or risk of harm to a student.

7.2 // PROTECTION FROM HARM

a) What is harm?

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

- > Physical, psychological, or emotional abuse or neglect
- > Sexual abuse or exploitation
- > Domestic or family violence

b) How does the College try to prevent harm?

The Principal, and the Workplace Health & Safety Officer ensure that:

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

c) How will the College help my child?

If the Principal receives a report of harm to your child, they will support the child by:

- > Responding rapidly and diligently to the report
- > Reassuring the student
- > Protecting the child's confidentiality as much as possible
- > Offering continuous support
- > Providing counselling if requested

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

You should report your concerns to the Principal or to any other College staff member.

e) What will happen next?

If you report your concerns to staff other than the Principal, staff will report it immediately to the Principal. If the complaint concerns the Principal, then staff will report it to the Chair of the Carmichael Board. Any action that needs to be taken under staff disciplinary procedures as a result of an allegation not requiring police intervention will be handled confidentially within the College.

If the harm relates to sexual abuse, it will be reported to police immediately and 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 the issue will be limited to the Principal, the Executive Director and those directly involved.

Each person who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality. However, the College is unable to

promise absolute confidentiality since the steps of the policy will require disclosing, internally and externally, certain details involved in responding to the report. State authorities can compel people to give evidence about actions under the policy and to produce documents. You would be fully informed if information you provided were to be passed on to a third party.

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

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

7.3 // BULLYING 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
- > Student respect and concern for every student enrolled at Carmichael College
- > Student responsibility for their own behaviour
- > Critical and effective thinking and problem-solving skills in students
- > An environment that nurtures and promotes student self-worth and self-reflection.

b) Dealing with reports of bullying

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

1. It is never acceptable to the College to turn a blind eye to bullying. If bullying is reported, staff will act immediately to ensure student safety.
2. A clear account of the incident will be recorded and given to the Principal or delegate.

3. The Principal or delegate will then work through the procedure in the College's Bullying Prevention Policy.

c) Help for students

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

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

7.4 // SUN PROTECTION

Students in Secondary School must wear either the College hat or cap (see section on Uniforms) and sunscreen for all outdoor activities for all seasons, including winter. Sunscreen is provided at the College should students need to use it.

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

7.5 // CODE OF CONDUCT

- > *"He has shown you, O mortal, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God."* Micah 6:8." A Christian community must reflect the nature of its God, Creator and Saviour. 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 use the following Code of Conduct statements to promote and summarise our high standards: Be safe. Be responsible. Be respectful.
- > Breaching the College Code of Conduct will result in consequences being applied. The severity of these consequences depends on frequency, seriousness and other factors.
- > Students must treat others with kindness and respect at all times. This includes fellow students, staff, community members, grounds crew or office workers.
- > Carmichael College Secondary has a 'hands and feet to yourself' rule. This includes behaviours that might be considered physically aggressive (such as

pushing) and behaviours that might be considered intimate (such as hand holding). In both instances, these are not permitted at school.

- > Students are expected to 'own' their behaviour. This means, even when an incident involves multiple parties, a student is expected to recognise what part they played in the misdemeanour.
- > It is Carmichael practice to ask students to reflect on negative incidents and to consider both how amends can be made with the affected parties and how future problems can be avoided. Sometimes this may involve participating in a reconciliation meeting.
- > 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, when in public, and when online. 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 or good name of the community will be investigated and dealt with according to the Behaviour Management Policy.
- > Standards of honesty, integrity, and courtesy in action and language are to be maintained. This means, for example, swearing is not permitted and will be treated as a breach of the Code of Conduct.
- > Students must remain in the grounds, and in the appropriate places, unless prior permission has been obtained from an approved College Officer. Students must be signed out by a parent or guardian when leaving before 3.10pm.
- > Each student is expected to respect the property rights of the school and every member of the school. All breakages and damage must be reported to the Principal or Staff immediately by the person responsible, 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 guardian of the student. Payment for breakages and damage will be in addition to any disciplinary measures or other appropriate action deemed necessary by the College. Where there are multiple offenders, costs may be proportionally distributed.
- > It is a criminal offence to use mobile phones and other devices to menace, harass or offend another person. Students who use their phones/devices to engage in personal attacks, harass another person, or post private information about another person using digital messages, taking or sending photos or objectionable images or bullying other students, or who use vulgar, derogatory or obscene language while using a device will receive significant consequences at school. Students should note that, where appropriate, the school 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, without permission from the Principal. This includes apps that present as private.

7.6 // FORMAL DETENTIONS, SUSPENSIONS AND EXPULSION

- > Students who breach school rules will be dealt with according to the school's behaviour management policy.
- > Low level behaviour problems, at least initially, are dealt with by the classroom teacher. That teacher may contact home where the problem is serious and/or ongoing.
- > Students will be transitioned through progressive levels of consequences if wrong behaviours continue, or serious behaviour incidents arise. Consequences may include formal detention, suspension or exclusion.
- > Formal Detentions are conducted during lunch time and supervised by the school leadership. They are recorded on student records, and typically involve contacting home. The issuing of a Formal Detention indicates a serious misbehaviour has occurred.
- > Any process involving suspension or exclusion will involve interaction with parents or care providers.
- > The Principal is the final arbiter on matters of behaviour management.

7.7 // COMPLAINTS RESOLUTION POLICY

Carmichael College takes seriously sincere complaints and concerns that may be raised by parents, and they will be dealt with promptly. If a parent has a grievance concerning a student or their child's teacher, please discuss the issue in the first instance, with the teacher. If the problem is not resolved then please contact the Heads of Department, and/or the Principal if required. The full complaints resolution 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 school to collect students who exhibit signs of illness during the day.

b) 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](#)

c) 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.

d) Infectious Diseases

Please be considerate of your child's friends and teachers, and those students who are immuno-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

e) 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 // 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, or at school events.

Romantic relationships between students are not permitted to be displayed at Carmichael College or related College activities.

7.12 // LOST AND FOUND

The lost property table is located outside the Student Services window at Admin. Please ensure all of your child's belongings are NAMED.

7.13 // MOBILE PHONES AND ELECTRONIC DEVICES POLICY

Carmichael College does not permit the use of mobile phones by students during school hours.

If absolutely needed, phones may be brought to school where the phone stays in the student's locker or bag in the classroom (Year 6 only) from 8.00am to 3.10pm. Students should not 'check' their phone throughout the day.

At the end of the school day, once students are waiting in the pick-up zone, ready for collection, students may use their mobile phones. They are not permitted to check their phones during break times or while walking through school grounds.

Students found to be on their phones during the day, or walking/standing with their phone out on school grounds, can expect to have their phone confiscated and potentially further consequences applied depending on the nature of the offence.

Should students continue to be in breach of the mobile phone use policy, more serious consequences will be applied. This may include suspension or expulsion.

Students should not be contacted via a student's personal email or mobile phone while at school as this encourages breaching of our school rules. Should parents or caregivers need to reach their student between 8:00am and 3:10pm, then the School Office is to be contacted or an email sent to the relevant teacher. Where a conversation between a parent and student needs to take place, this can be facilitated by Student Services.

The College accepts no responsibility for students who lose or have their phone stolen while at or in transit to/from school. Phones may be left at Administration in the morning and collected in the afternoon if safety is a concern.

Students are strongly discouraged from using smart watches. Where smart watches are brought to school, the expectation is that these devices are only used as time devices. Students found to be using smart watches for other purposes (such as communication) can expect to have their watch confiscated and further consequences applied. The College reserves the right to ban particular smart watches, or other devices, that function as a mobile phone. Students cannot use smart watches to pay for food at the tuckshop.

Students are not to use any private devices to take photos or film. School iPads or BYOD laptops may be used where classroom activities require it. Student device use must adhere to the Student Acceptable Use Policy. This policy is reviewed by students at the beginning of each year.

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. Students should only access the internet at school using our wi-fi network. Students must not connect to the internet using hot spotting or similar.

7.14 // SOCIAL NETWORKING – ELECTRONIC MEDIA POLICY

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.

More information about school policies in this space can be found in the Acceptable Use Agreement signed by students early in the school year. Parents wishing to review this agreement should reach out to their student's PC teacher.

7.15 // PHONE AND INTERNET SAFETY TIPS FOR PARENTS

Poor use of mobile phones and other electronic devices can be highly damaging to student development. It is the College's recommendation that:

- > Parents talk to their students regularly about device usage – and have that discussion openly and without judgment
- > Parents avoid giving mobile devices to their students until it is age appropriate
- > Parents avoid permitting access to social media applications until it is age appropriate, and when they do, that the parent retain full access to all applications
- > Parents periodically check their students mobile phone usage (open the phone, go into the apps, see what is happening)
- > Parents do not permit mobile phones in bedrooms at any time, especially not at nighttime. Parents are encouraged to model this for their children.

Sadly, the more one learns about the content being driven into our students, the less one wants students to be freely accessing content on phones. There is certainly a healthy way for us to be connected digitally, but early adolescence is not the time to give full freedom and zero surveillance.

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

- > Spend time online with your kids. Check out good sites together.
- > Help your kids use the Internet as an effective research tool.
- > Be aware of online stranger danger, particularly in chat rooms. Set house rules about what information your children can give to others and where they can go online.

- > Put the 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.
- > Be unafraid in blocking or reporting other users. It is up to everyday people to keep the online world safe and kind.

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 Administration. This 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. While Carmichael College is a safe environment, wallets and other private valuables should not be left in school bags or lockers.
- > Only College-requested items should come 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 in the 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

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.

7.18 // 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).

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. Photo permissions are given on enrolment.

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

PHONE: (07) 5431 1200

EMAIL: admin@carmichael.qld.edu.au

WEBSITE: www.carmichael.qld.edu.au



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