



Bundaberg Christian College
Education with Wisdom

JUNIOR SCHOOL HANDBOOK



Table of Contents

WELCOME	5
INTRODUCTION.....	5
Mission.....	5
Vision.....	5
Motto	5
Values.....	5
Philosophy and Aims.....	6
STAFFING STRUCTURE	9
STUDENT WELLBEING	10
A Philosophy of Wellbeing.....	10
Sustaining and Growing Positive School Culture through Role Modelling & Relationship	10
BEHAVIOUR MANAGEMENT POLICY.....	11
Principles.....	11
Rights	11
DAILY ROUTINES	13
Session Times.....	13
Assembly and Chapel	13
Office Hours	13
Traffic Flow.....	13
Drop Off/Pick Up Zones	14
COLLEGE MAP	15
STUDENT SYSTEMS.....	16
Attendance and Procedures	16
Medication	16
Code of Conduct	17
College Uniform Guidelines	18
Non-Uniform Guidelines	19
House System.....	21
COMMUNICATION SYSTEMS.....	22
Communicating with Teachers	22
College Website and Parent Portal.....	22
Parent Volunteers	22
EDUCATION SYSTEMS	23
Homework.....	23
Reporting	23
Digital Technology.....	23
CURRICULUM SYSTEMS	24
Core Curriculum	24

Centre for Differentiated Learning	24
GATEway – Gifted, Advanced, Talented and Extension.....	25
The Hub – The Library Research and Collaboration Centre.....	26
CO-CURRICULAR OPPORTUNITIES	27
Instrumental Music.....	27
Sport.....	28
Excursions / Camps	28
SCHOOL-BASED ACTIVITIES.....	29
Chess Club	29
Robotics	29
SERVICES	29
RISE Café	29
OSHC – Outside School Hours Care	29
Bus Travel.....	30
Uniform and Secondhand Uniform Shop.....	30
Lost Property.....	30
SCHOOL POLICIES.....	31
Digital Technology Policy	31
Anti-Bullying Policy	36

WELCOME



Welcome to the Junior School of Bundaberg Christian College, a learning environment of opportunity, safety, engagement, passion and excellence. We are delighted that you have chosen BCC to provide an education for your child. Our desire is to partner with families to prepare children for the diverse nature of contemporary society and shape them into the leaders of society of the future. Our focus is on developing each child's personal faith, their understanding of God's purpose for their life and a deep appreciation for lifelong learning.

We pray this Handbook will be a valuable resource for you as we work together to raise the future of our nation.

Brendan Hosking
Head of Junior School

INTRODUCTION

Mission

To provide a Christ-centred education within a caring environment equipping students to make a positive impact on the world around them.

Vision

We are committed to developing vibrant young people of Christ-like character, equipped to be transformational within their sphere of influence; by providing excellence through a dynamic and innovative learning environment.

Motto

"Education with Wisdom"

Values

Respect

- Respect is putting God's love into action.
- An attitude of love towards all people, including those in authority over you.
- An attitude of thankfulness to God for His blessing.
- An attitude of respect for God by
- Respect for other people's things.

Integrity

- Integrity is what God wants to see in all of us.
- A way of living, a lifestyle.
- Tell the truth always.
- Persist with your morals.
- Have real strength of character

Servanthood

- Show Christ to others by serving them.
- Put others before ourselves in all that we do.
- Use our skills and talents to serve God.
- Serve others out of love, without complaint.
- Serve like Jesus did.

Excellence

- Strive for excellence to honour.
- Whatever you do, try with all your heart.
- Do everything for the Lord.
- It isn't about winning; it's about striving for new personal bests.

Philosophy and Aims

Bundaberg Christian College is a non-denominational Christian School seeking to provide excellence in education within the context of a genuine Biblical framework. The College aims to encourage students to reach their highest academic potential, to fully develop their God-given gifts, to know Jesus Christ as Lord in every aspect of their lives, and to love others as themselves.

Our College aims to partner with parents as the primary educators of their children to provide excellence in education, inspire Christian Character and empower students to discover their God-given gifts and realise the purpose God has for their lives. Our motto: "Education with Wisdom" highlights the importance we place on combining an excellent academic education with the quality of Godly wisdom.

Biblical foundations

The College aims to provide holistic education through the integration of spiritual, academic, social and physical aspects from a Biblical perspective. The educational philosophy of the College is based on the recognition that each child is unique and created in the image of God and gifted by God with different abilities. Discovering and developing these abilities in order to use them to honour God and serve Him purposefully is fundamental to our approach at Bundaberg Christian College.

Discipleship

The RISE values of the College are built on the Bundaberg Christian College Statement of Faith. Our College programs seek to integrate true Christian faith into every day, contemporary life. We are committed to providing the opportunity for students to develop their understanding of Jesus Christ as described by the Bible whilst assisting them to explore what it means to be disciples of Christ and to understand God's purpose for their lives.

We seek to value each child as a special and unique person, fostering a culture which supports the intellectual, physical, social, moral, spiritual and aesthetic development of each individual. In order to support each child, we aim to come alongside them to identify and encourage the development of their intellect, talents, skills and passions. Bundaberg Christian College seeks to be an agent of change through supporting young peoples' values, attitudes and beliefs, helping them to build their self-worth and equipping them to develop a sense of social responsibility, stewardship, coupled with a desire to be transformational within their sphere of influence.

The Role of the Teacher

At Bundaberg Christian College, we believe that each staff member plays a significant role in establishing the culture within the College. The 'BCC Way' is a set of values and guiding principles which articulates the culture we wish to maintain as a staff team. It is critical that every staff member understands the missionary calling of God to lead and disciple the students of the College. We believe the attitudes, values, beliefs, lifestyle choices and character of our staff is a powerful example for all students.

Our teachers are expected to exemplify Christian character and teach from a Christian worldview seeking to implement research-based best practice in teaching and learning in order to prepare students for life beyond school. Teaching staff at the College are committed to life-long learning. They are provided with ongoing professional development, coaching and mentoring which aligns with AITSL standards. Staff are required to develop curriculum, assessment and implement moderation processes in order to promote quality outcomes for students.

Christian Community

The development of community at Bundaberg Christian College is key to our philosophy. Working with local Churches, the College Board, College staff, parents and friends of the College and students in order to create a harmonious and stimulating atmosphere enables students to feel safe and secure as they engage in their learning. The College aims to foster positive relationships with members of the local community, businesses, education and training providers and industry, which in turn assists students to develop an understanding and appreciation of our community, our nation and global citizenship.

At Bundaberg Christian College we value mutual respect, diversity in culture, ethnicity and socio-economic background and believe that students achieve their potential when learning in a strong community that is free of discrimination, bullying, criticism, abuse, and negativity. We are committed to encouraging students in the national values of democracy, equity and justice as well as participating in Australia's civic life.

Curriculum and Worldview

Fundamentally, the curriculum at Bundaberg Christian College is established within the framework of a Christian worldview and based on the Queensland Curriculum Assessment Authority (QCAA) requirements.

A worldview is ultimately the framework through which we look at our universe, our world and our lives and make meaning of the world in which we live. At Bundaberg Christian College we have adopted a Biblical worldview and this is based on the infallible word of God. We seek to diligently apply God's truths into every aspect of our lives: to equip students to recognize the worldviews and philosophical underpinnings of various disciplines of study and compare and contrast these with their own Christian worldview. As a result, they will be equipped to make sense of these philosophies and disciplinary knowledge within a scriptural framework. Christianity is considered more than simply a relationship with Jesus Christ. It must also be a way of looking at our lives, making decisions in our lives and making meaning of the world around us.

Each worldview is characterised by the way it answers three questions:

1. *Where do we come from and who are we?*
2. *What has gone wrong with the world?*
3. *What can we do to fix it?*

The Bible provides three answers to these questions:

1. *Creation*
2. *The Fall*
3. *Redemption*

Our College is committed to the successful transitions from Kindergarten to Prep, Junior School (Prep – Year 6) to our Middle Years Program, (Year 7 – Year 9) to our Senior Years Program (Years 10 – Year 12) and finally to further education, training or work beyond school. In each phase of learning, our goal is to tailor our approach considering the specific needs of each age and stage in order to ensure student engagement and motivation.

From Prep to Year 12, the College aims to implement programs which develop skills for all students in the areas of numeracy and English literacy. Our goal is that every student will be numerate, able to read, write, spell and communicate at an appropriate level at the completion of their schooling. Students have access to an education necessary to enable the completion of school education to Year 12 or its vocational equivalent providing clear pathways to employment or further education or training.

Bundaberg Christian College aims to be effective in providing an innovative and dynamic learning environment for students from Prep to Year 12. Students are provided with opportunities to integrate and increase effectiveness in the use of information and communication technologies in order to enhance their learning and prepare them for the future and its complex environmental and social challenges. Assisting them to develop a disposition towards life-long learning is key to our approach at the College.

Statement of Faith

The Doctrinal basis of the College is as follows:

The School accepts, adapts and adheres to the following Doctrinal basis:

We believe that the Bible is God's written word, divinely inspired and infallible in the original autographs of the thirty-nine books of the Old Testament and the twenty-seven books of the New Testament in their entirety, and we therefore believe that the Holy Spirit supernaturally guided the human authors to write authoritative statements of truth that are the supreme basis for Christian belief and conduct.

We believe there is one God in whom there are three co-equal and co-eternal Persons, revealed as the Father, the Son and the Holy Spirit, and we believe that God, of His own Sovereign Will, created the Universe and all that is contained within it.

We believe that the Lord Jesus Christ is the uncreated, eternally-existing, only begotten Son of the Father, and that He became a man, conceived by the Holy Spirit, born of the virgin Mary, lived a sinless human life, offered Himself as the perfect atoning sacrifice upon the cross, was raised bodily from the dead, and ascended to Heaven where He is now seated at the Father's right hand.

We believe that the Holy Spirit, co-equal with the Father and the Son, is present in the world to convince people of their sin and their need for the saviour, to lead them to repentance, and to regenerate and indwell those who believe in Jesus Christ as Lord. We also believe that the indwelling Holy Spirit seeks to enable each believer to live in a manner worthy of his or her calling in Christ by manifesting the fruit of the Spirit in his or her life, and bestows at least one spiritual gift upon each believer to prepare him or her for Christian service.

We believe that human beings, both male and female, are in the spiritual image of God and the supreme creatures within His Creation. We also believe that, through the rebellion of disobedience of the first human beings, this image was marred and that all people are now in a fallen sinful and lost condition which has separated them from God and caused disharmony between themselves.

We believe that human beings can never make up for their sin by self-improvement or good works, and that salvation from the penalty of the consequences of sin is offered as a free gift of God and is found only through a personal acceptance of this substitutionary atoning death and bodily resurrection of the Lord Jesus Christ.

We believe that human beings were created to live forever, either existing eternally separated from God in Hell because of sin, or living eternally with God because of personal faith in the Lord Jesus Christ.

We believe in the actual existence of the Devil, originally created by God in a perfect state, but he chose to rebel against God's authority and is now the father of all evil and opposed to God and God's purposes and seeks to tempt God's people away from the ways of God. We also believe that Satan was defeated through the bodily resurrection of the Lord Jesus Christ, and that he is ultimately subject to the purposes of God and will be confined forever to Hell.

We believe that the Church is composed of all believers in the Lord Jesus Christ, and finds visible manifestation in each of the local churches.

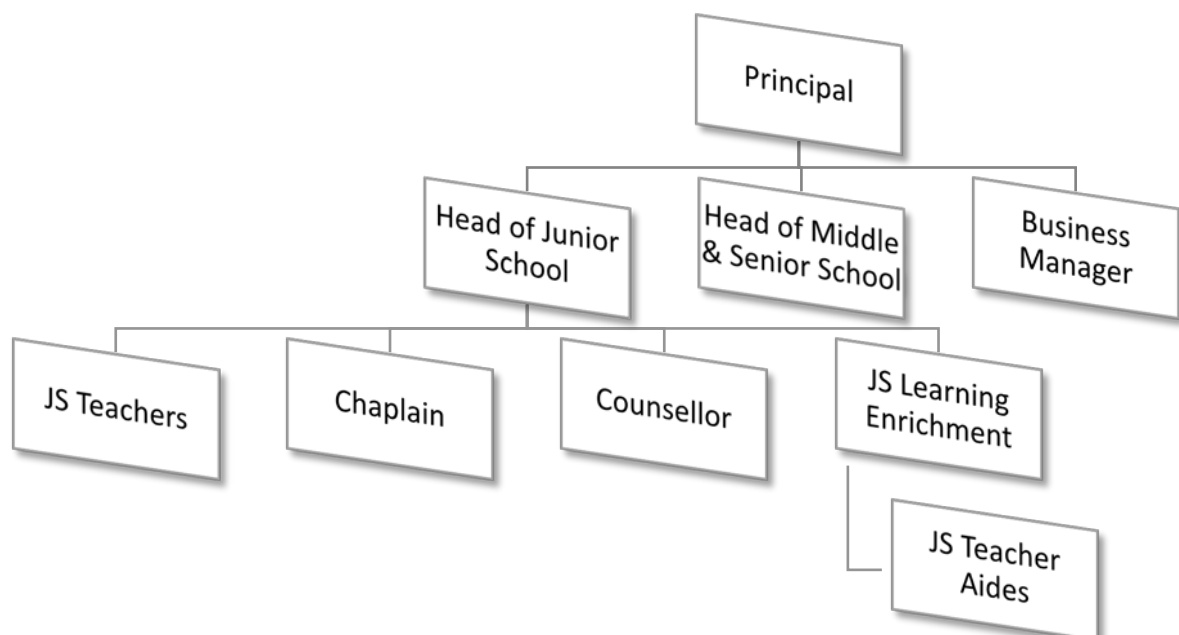
We believe in the future, personal return to earth of the Lord Jesus Christ, at which time will commence the glorious reign of Christ, and then the full realisation of the Eternal Kingdom of God.

STAFFING STRUCTURE

BCC has approximately 280 students from Prep to Year 6, represented by 15 class teachers who are supported by specialist staff in Physical Education, Music, Japanese, Gifted Education and Learning Support. Teacher aides are assigned to assist teachers with teaching/learning.

Prep to Year 3 classes are housed in the P-3 Precinct along with the Junior School Reception. Years 4 to 6 are located in the Junior School Precinct of the Main College.

Teachers on the same Year level work closely together in planning, implementing and assessing the teaching/learning program. As well, teachers provide pastoral care for students in their particular class and are responsible for close and effective communication with parents.



STUDENT WELLBEING

A Philosophy of Wellbeing

The physical, spiritual, emotional and academic wellbeing of students at Bundaberg Christian College is of paramount importance. Research is clear, students who feel valued, safe and included are more intrinsically motivated and accelerate in their learning. Therefore, student wellbeing must be prioritised and intentionally embedded within the structures, processes and values of the College and its staff. BCC boasts a strong student wellbeing philosophy that is underpinned by a biblical worldview. The learning environment is intended to reflect and compliment the high expectations and Godly values of the family home. Students are understood to be made in the image of God and having infinite potential. For this reason, the College is continually striving to implement initiatives that will allow students to explore and express their potential and encourage them to become the very best they can be.

BCC's philosophical approach to pastoral care is based on a pro-active, strategic model that is specifically woven into the fabric of College culture and daily routines. Learning activities are engaging and tailored to individual needs. The development of a strong connection between the student and their teacher is of great importance for the College. Each student is allocated a specific pastoral carer. In the Junior School, this carer is their classroom teacher. All Junior School teachers and staff take great responsibility for the wellbeing of our Junior School students. Junior School teachers, and the Head of Junior School, are responsible for the development, implementation and review of all wellbeing programs. The BCC program boasts dedicated support services and personnel, together with special events and speakers which advocate wellbeing in all aspects of life. These support services and personnel make up the Student Wellbeing Network.

All classes at BCC are taught within the framework of a Christian Worldview and teachers pride themselves on teaching "Christianly". Opportunities are provided at every year level to explore rich biblical understandings and to relate them to contemporary day-to-day experiences.

Students at Bundaberg Christian College are expected to behave respectfully towards all members of the school community. As such, Bundaberg Christian College considers bullying to be unacceptable and maintains a zero-tolerance policy towards bullying behaviour under all circumstances.

Sustaining and Growing Positive School Culture through Role Modelling & Relationship

Student wellbeing is encouraged through passive and active means. Through the fostering of high quality relationships, teachers set the tone by their witness and example. Teachers nurture quality relationships with students and peers and seek to exemplify Godly attitudes and behaviour. Equally, student wellbeing is encouraged through explicit strategies designed to minimise and discourage the occurrence of inappropriate behaviour.

BEHAVIOUR MANAGEMENT POLICY

The Behaviour Management Policy is designed to discourage inappropriate behaviour and provide appropriate discipline and guidance to those students who illicit behaviour contrary to the policies and guidelines of the College. Due consideration will be given to the age, behavioural history and severity of the inappropriate behaviour when considering consequences.

Principles

- 1 Discipline is a God-given responsibility of parents and carers and is an essential part of developing the whole child. It is understood to encapsulate all that acts to train a child in what is acceptable and preferable behaviour.
- 2 All discipline is intended to promote an understanding of wrong-doing, repentance and reconciliation.
- 3 Discipline is focussed upon dealing with behaviour that is harmful to self or to others or that is unhelpful to the development of Christian community. Harmful or unacceptable behaviour will be identified by the guidelines and policies of the College which have been developed from a Christian worldview on community and relationships.
- 4 Discipline will be implemented by teachers and members of the College staff in the interests of the wellbeing of the student and his or her peers.
- 5 Discipline of children at the College is implemented under the delegated authority of parents.
- 6 The Code of Conduct and R.I.S.E. values at Bundaberg Christian College will be maintained by all members of the community.
- 7 Discipline is directed towards the goal of self-regulation with the development of mutual respect, consideration of others and compassion.
- 8 Discipline may involve exhortation, guidance, instruction, training and the implementation of consequences.

Rights

Students at BCC have the right to:

Be honoured as image bearers of God: Each individual is held in high esteem, respected by others and treated equally.

Learn: without interference, to the best of their ability in a conducive learning environment

Move: freedom of movement about the classroom and school in safety

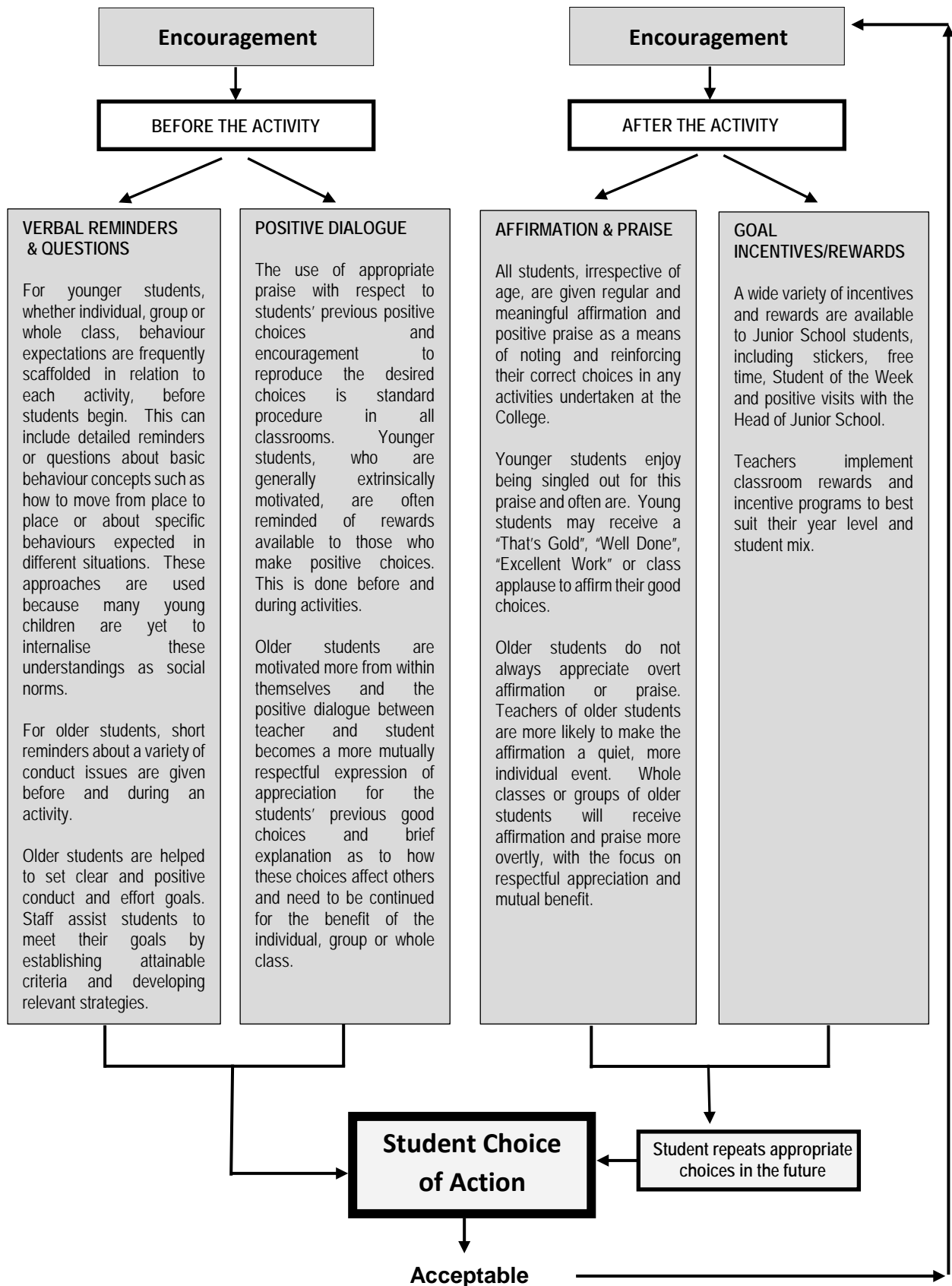
Communicate: express themselves and their individuality, share ideas and ask questions, appropriately challenge the status quo.

Be Safe: free from intimidation, persecution or bullying, confident of their personal safety, assured of the safety of all that belongs to them.

Know the boundaries: expectations and boundaries are clearly articulated, and role modelled. Consequence for intentionally breaching the boundaries or expectations are evident and unambiguous.

Ongoing Strategies to Encourage Positive Student Achievement

Behaviour Flow Chart



DAILY ROUTINES

Session Times

8:35am – 11:00am	Session 1
11:00am – 11:40am	1 st Break
11:40am – 1:40pm	Session 2
1:40pm – 2:00pm	2 nd Break
2:00pm – 3:00pm	Session 3

School commences at 8:35am and finishes at 3:00pm. It is very important for students to be punctual, arriving at school by 8:25am.

Assembly and Chapel

Junior School Assembly and Chapel are held, alternately, in the Hall from 8:45am until 9:15am each Friday morning. Parents and family are very welcome to attend. Student of the Week Certificates are presented at Assembly.

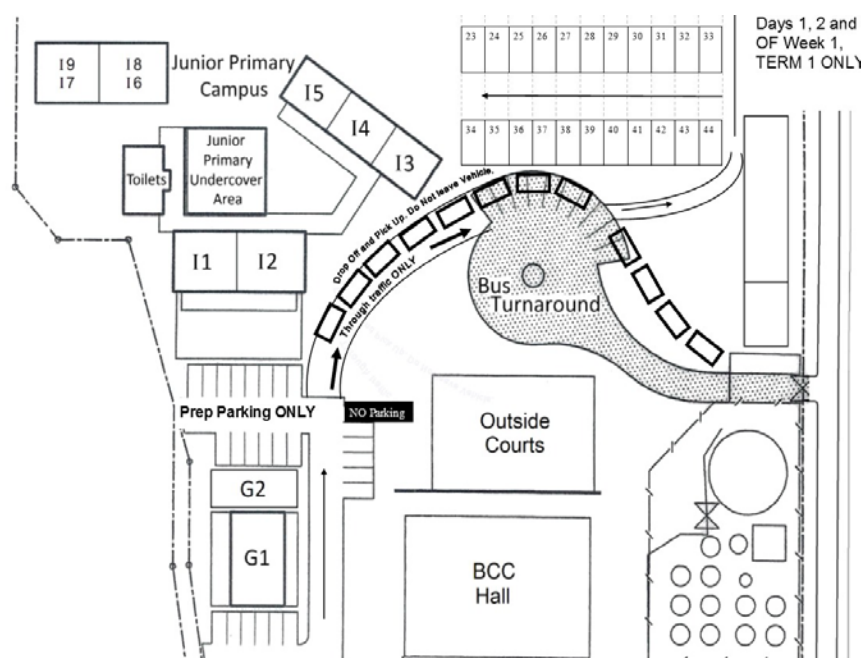
Office Hours

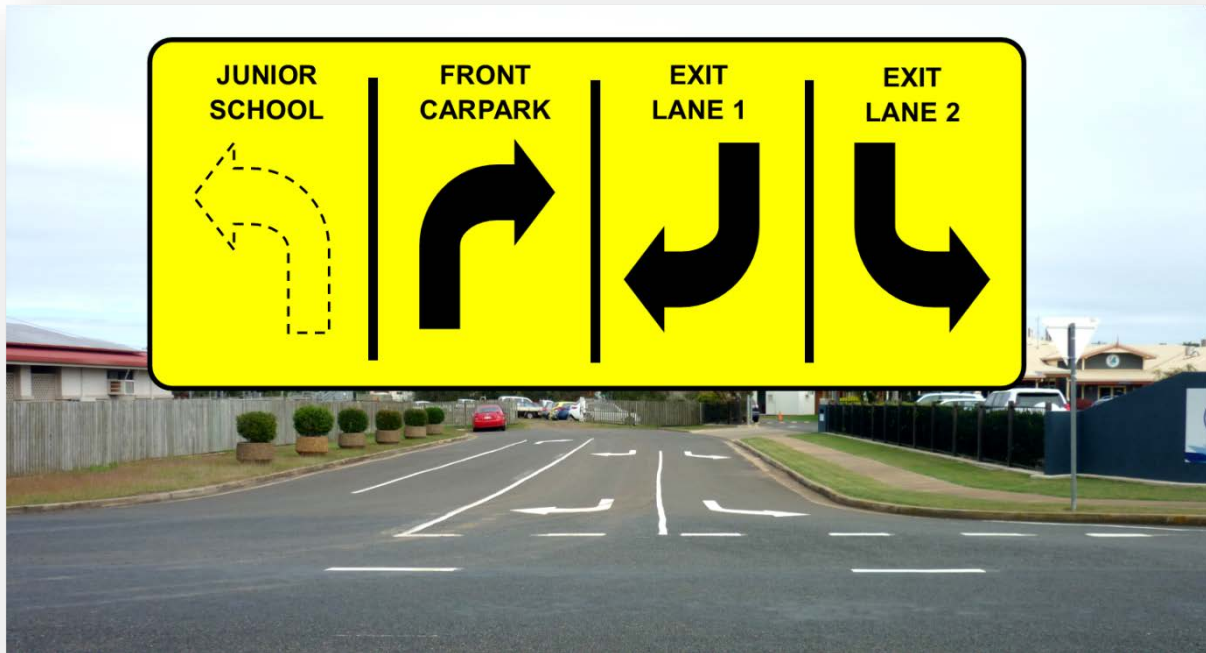
Junior School Reception hours are 8:00am – 3:30pm during the school term and closed during school holidays. College Main Reception hours are 8:00am – 4:00pm during the school term and 8:30am – 3:00pm during school holidays.

Traffic Flow

Traffic flow through the College is ONE WAY, so please enter only through the front gates of the College. There is no access via the rear bus gates.

Please be aware as you enter Kirchner Drive, there are two lanes into the College. The left hand lane must turn left and continue down the southern side of the College towards the Junior School Prep-3 Precinct. The right hand lane must turn right into the front carpark. Please give way to cars exiting the Agricultural Precinct into Kirchner Drive.





Drop Off/Pick Up Zones

Both zones, in the main carpark and at the Prep-3 Precinct, are for dropping and picking up only. We ask that drivers do not leave their vehicle when using these zones. Some helpful points:

- Please remain in your car unless helping a child to strap in or put bags in the car.
- Always move to the farthest empty space in the zone. Your children will walk to the car.
- Be ready to move your car around the zone as the line moves, so as not to block others from entering the zone.
- When ready to leave the zone, please indicate early and check carefully for other cars.
- In the Prep-3 Precinct zone, please tell the teacher on duty at the zone the name of your child. The teacher will come to your car.



COLLEGE MAP

- I1: Junior School Classroom
- I2: Junior School Classroom
- I3: Junior School Reception
- I4: Junior School Classroom
- I5: OSHC Room
- I6: Junior School Classroom
- I7: Junior School Classroom
- I8: Junior School Classroom
- I9: Junior School Classroom
- P2: Junior School Classroom
- P3: Junior School Classroom
- P4: Junior School Classroom
- P5: Junior School Classroom
- P6: Junior School Classroom
- P7: Junior School Classroom
- PS: Staff Room
- P1: College Main Reception
- B1: Middle/Senior School Classroom
- B2: Middle/Senior School Classroom
- B3: Middle/Senior School Classroom

D1/D2: Learning Enrichment Centre

- C1: Music Classroom
- IT: IT Services Office

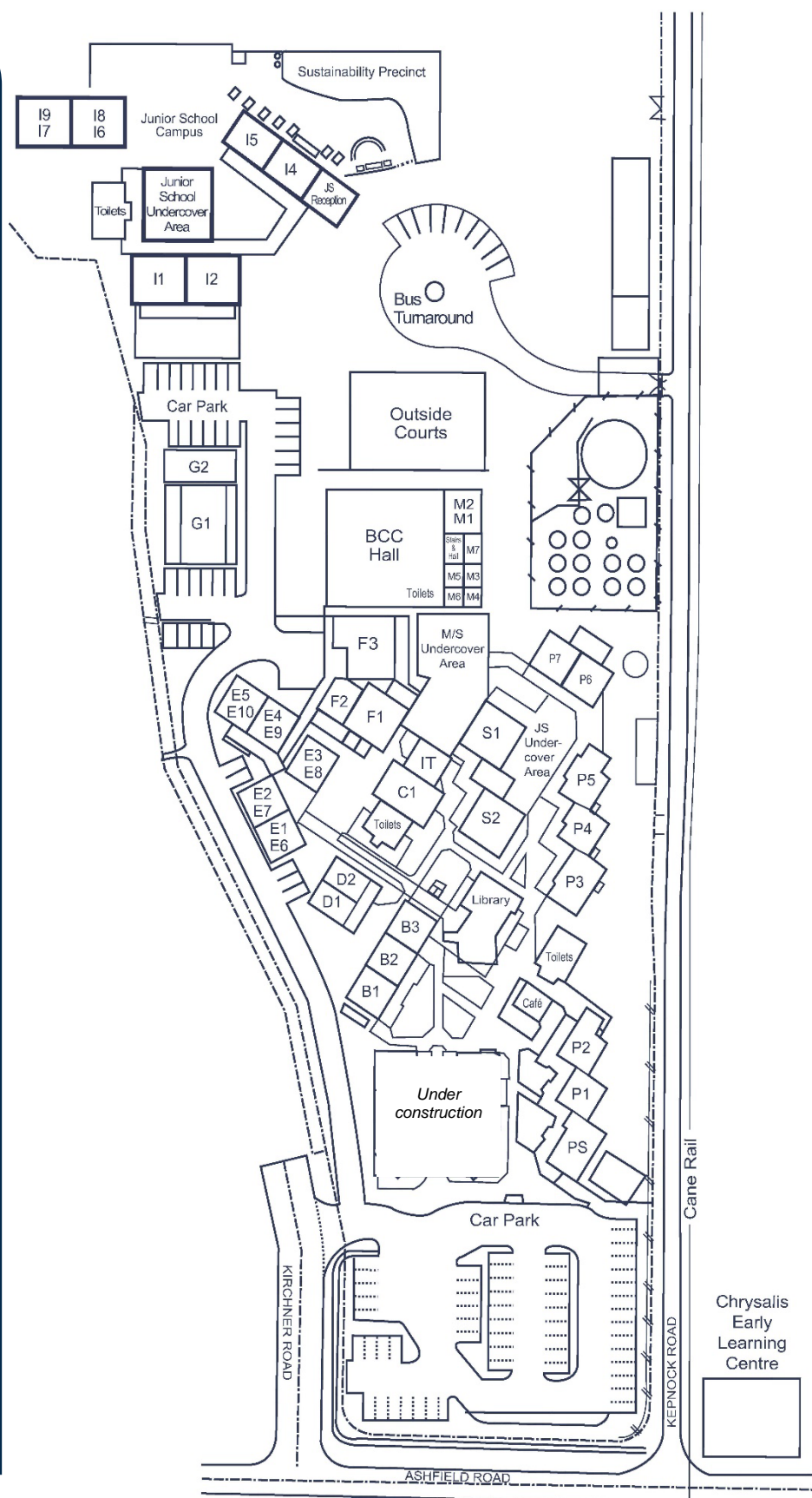
- S1: Science Lab
- S2: Science Lab

- E1: Middle/Senior School Classroom
- E2: Middle/Senior School Classroom
- E3: Middle/Senior School Classroom
- E4: Middle/Senior School Classroom
- E5: Middle/Senior School Classroom
- E6: Middle/Senior School Classroom
- E7: Middle/Senior School Classroom
- E8: Middle/Senior School Classroom
- E9: Middle/Senior School Classroom
- E10: Middle/Senior School Classroom
- F1: Art Classroom
- F2: Home Economics & Hospitality
- F3: Home Economics & Hospitality

BCC Multipurpose Hall

- M1: Gym
- M2: Performing Arts
- M3: Instrumental Music
- M4: Instrumental Music
- M5: Instrumental Music
- M6: Instrumental Music
- M7: Board Room

G1 & G2: Design & Technology Centre



STUDENT SYSTEMS

Attendance and Procedures

Teachers come on supervision duty at 8:15am.

Prep-Year 3

Students arriving prior to 8:15am are required to remain seated in the P-3 undercover area until the duty teacher arrives. The playground is out of bounds until this time. After school, teachers are on supervision duty until 3:20pm.

After 3:20pm, remaining children will be taken to the College Main Reception where they can be picked up. If you are going to be later than 3:20pm, please contact the Junior School Reception on 4132 5841 so we can inform your child. For safety reasons, we ask that parents do not allow their children (school-age or younger) to play on the playground after school. If you do allow them to play on the playground, please assume full responsibility for their supervision and safety.

Year 4-6

Students arriving prior to 8:15am are required to remain in the Year 4-6 undercover area where they are able to play. After school, students are required to move quickly to their buses or car pickup areas. There are no teachers on duty in the Year 4-6 areas and students should not be there after school.

Late Students

Students who arrive after 8:40am must report to the Junior School Reception (Prep–Year 3) or the Library (Year 4-6) to obtain a late note.

Leaving the College Grounds

Students are not allowed to leave the College grounds without parental permission. If parents are collecting students for appointments etc during school hours, students **must** be signed out at either the Junior School Reception or the Main College Reception.

Absences

If a student is absent, notification must be received from parents via either of the following:

- Phone the Junior School Reception on 4132 5841
- Email attendance@bcc.net.au

If a student has not arrived at school by 10:00am and there has not been contact from the family, a courtesy text message will be sent to request a reason for the absence and to ensure the safety of the student.

A medical certificate must be provided for a student absence of 4 or more consecutive days due to illness.

Medication

Prep-Year 3

If a student is given Panadol, parents will be notified via a phone call.

Year 4-6

Students will have a 'Panadol administered' note stamped in their diary.

If your child is to have medication administered at school, please see the Junior School Receptionist. You are required to complete a 'Permission to Administer Medication' form. The completed form and the pharmacist-labelled medication can then be handed in at the Junior School Reception.

Code of Conduct

1. RESPECT GOD	In all you do seek to honour and obey God. The Great Commandment. <i>"Love the Lord your God with all your heart, with all your soul and with all your mind." Matthew 22:34-39</i>
2. RESPECT THE STAFF	Follow their instructions, address them politely, seek their help in learning. <i>"Remind your people to submit to rulers and authorities, to obey them and to be ready to do good in every way." Titus 3:1</i>
3. RESPECT YOUR FELLOW PUPILS	Be helpful whenever you can. Don't cause fights and don't do anything that might cause injury. Seek to build up and encourage each other. <i>"Therefore encourage one another and build one another up, just as you are doing." 1 Thessalonians 5:11</i>
4. RESPECT THE PROPERTY OF OTHERS	Don't steal or damage it, and be sure to hand in lost property. <i>"You shall not steal." Exodus 20:15</i>
5. RESPECT THE TRUTH	Be honest in all situations and never make up lies about others. <i>"Rid yourselves, then, of all evil; no more lying or hypocrisy or jealousy or insulting language." 1 Peter 2:1</i>
6. LEARN ALL YOU CAN	Make up your mind to pay attention to your work, join in College activities and develop your skills during your school years. <i>"Pay attention to your teacher and learn all you can." Proverbs 23:12</i>
7. LOOK AFTER THE COLLEGE	Take care of the buildings, furniture, grounds and all the property your parents and the State pay for. Keep everything clean and tidy. <i>"Do what is right and fair; that pleases the Lord more than bringing Him sacrifices." Proverbs 21:3</i>
8. EARN THE COLLEGE A GOOD NAME	Dress properly, behave well, respect visitors, play sport fairly, do your best in all College activities. <i>"Do not let anyone look down on you because you are young, but be an example for the believers in your speech, your conduct, your love, faith and purity." 1 Timothy 4:12</i>
9. BE IN THE RIGHT PLACE AT THE RIGHT TIME WITH THE RIGHT EQUIPMENT	Never miss school or any lesson without proper permission and always be in bounds. Always bring the right equipment to each lesson. <i>"Whoever knows what is right to do and fails to do it, for him it is sin." James 4:17</i>
10. HAVE THE RIGHT ATTITUDE	In all you do be gracious and loving, showing Christian qualities. <i>"Your attitude should be the same as that of Christ Jesus." Philippians 2:5</i>

College Uniform Guidelines

It is the desire of the College to honour and bring glory to God. We believe that we can contribute to this in our personal presentation, dress and behaviour. Students wear uniforms to build unity and to identify themselves with the College. There are also issues of personal safety, peer group pressure, social background and job preparation since many workplaces require their employees to wear uniforms.

Students are to be in full and correct uniform when on the College grounds, travelling to and from the College and at all College-organised activities unless informed otherwise by the staff responsible for the activity.

If your child is out of uniform, a note should be sent to the class teacher explaining the circumstances.

College Uniforms

New College uniforms are ONLY available for purchase through Shawline Embroidery/Bundaberg Clothing Factory at 17 Walker Street, Bundaberg. Their phone number is 4153 1505.



Second-hand uniforms are ONLY available through the P&F Association of the College. The Second-hand Uniform shop is open on Wednesday mornings from 7:30am to 8:30am in PS.

College Colours

The College colours are Pacific Aqua, Teal, Navy Blue and White.

Details of the uniform are included in the Appendix.

Hair Standards

Girls

- Hair is to be well-groomed and cut in a moderate style as determined by the College
- Extreme hairstyles incorporating shaved or undercut sections or dreadlocks are not considered moderate
- Hair that falls over the eyes should be tied back
- Collar length and longer hair should be completely tied back
- Hair accessories should be black, white, aqua or navy blue and functional for the purpose of holding the hair in place with NO adornments. Hair bands should be worn off the forehead.
- Hair should be student's own natural hair colour

Boys

- Hair is to be well-groomed and cut in a moderate style as determined by the College
- Extreme hairstyles incorporating undercuts, ponytails, significant length variations, tracks or hairstyles requiring hair accessories are not considered moderate
- Hair should be maintained above the collar, ears and eyebrows
- Hair is not to be shorter than #2 cut
- Hair should be student's own natural hair colour

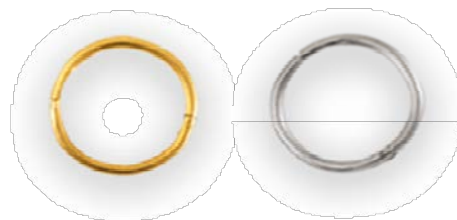
Style variations of concern will be addressed at the discretion of the College.

Jewellery, Makeup and Fingernails

- No jewellery, other than a watch and earrings (girls only), is permitted
- Earrings (girls only) are limited to one plain gold or silver sleeper or stud in the earlobe
- Sleepers – maximum size 14mm; Studs – maximum size 4mm
- No other piercing is permitted
- No rings are to be worn
- Makeup is not permitted
- Fingernail polish and false fingernails are not permitted



Maximum size 4m



Maximum size 14mm

Non-Uniform Guidelines

For occasions when the College uniform is not worn, including free dress days, camps, special performances etc, students are expected to wear neat and modest clothing appropriate to the occasion.

- No exposed mid-riffs
- No shoestring straps
- No inappropriate slogans
- Closed in footwear
- Shorts are to be mid-thigh in length

Swimwear

- No white swimwear
- Girls – one-piece swimwear, optional board shorts, rash shirt

BCC Student Uniform *Prep – Boys / Girls*

Shoes

Black Leather Jogger
(lace up or Velcro)

Socks

BCC Sport Socks
(white with navy blue trim and BCC branding)

Hat

(navy blue with BCC logo)



Years 1-6 – Boys / Girls Formal

Shoes

Black Polishable Leather – Traditional or Jogger
(lace up only)

Socks

Navy Blue for boys

Plain White for girls

(must have at least 7cm of sock showing at all times)

Hat

(navy blue with BCC logo)

Dress Length to knees

Shorts Length to mid thigh



Years 1-6 – Boys / Girls Sport

Shoes

Black Leather Jogger

(lace up only)

**Specialised sports shoes can be brought and worn during special events eg: spikes for track and field*

Socks

BCC Sport Socks

(white with navy blue trim and BCC branding)

Hat

(navy blue with BCC logo)



Prep-Year 6 – Boys / Girls Winter

(to be worn with the formal or sport uniform)

Jumper

Polar Fleece Jumper – Front Zip (half length)

Stockings

Navy Stockings / Tights (girls)

Sports Tracksuit

Tracksuit Pants and Jacket available



Junior School Formal Shoes

Boys – Formal (Years 1-6)



Girls – Formal (Years 1-6)



**Boys / Girls – Formal or Sport
(Prep-Year 6)**



Prep only



House System

BCC has three Sport Houses, Bola, Kirio and Fonu. With our close ties to Polynesia, these House names are the Solomon Islander names for Dove, Dolphin and Turtle respectively. Students are allocated to a House based on the number of students enrolled at the College in each House. It is College policy to allocate any immediate family members to the same house as their siblings. House points are awarded throughout the year and the winning House is announced at our Sports Awards Evening at the end of the year.

COMMUNICATION SYSTEMS

Communicating with Teachers

Face to face

One thing that keeps our relationships working well is great communication. The first point of contact is always your classroom teacher, for all academic, relationship, behavioural and pastoral questions. Teachers are available for appointments to discuss issues. Please phone the Junior School Reception on 4132 5841 to make an appointment. Brief discussions may be possible at the end of the school day if the teacher does not have duty, an appointment or meeting. Please avoid detaining teachers before school, as this interrupts the important start of the school day.

Class DOJO

The Class DOJO is designed as a professional communication tool for teachers to enhance communication between home and school.

DOJO should be used by:

- Teachers for communicating upcoming event information, reminders about homework, photos of classroom activities, strategies to support your child;
- Parents for general questions about homework or class routines or to inform teachers of minor issues which may affect a child that day including friendship issues, tiredness, uniform irregularities.

Please do not use DOJO to inform teachers of lateness, illness or absences as these need to be communicated directly to the Junior School Reception.

Diaries

Our Prep to Year 3 classes do not have a paper diary. Parents and teachers have access to a messaging system called Class Dojo. Teachers in Year 4-6 use Class Dojo along with the Collage Diary. These tools facilitate daily exchanges as needed between home and school.

College Website and Parent Portal

The BCC website www.bcc.net.au is an excellent source of information and the point of access to the Parent Portal.

The Parent Portal provides exclusive access to all College communication and information pertaining to the College and your child. This includes the school calendar, letters, family contact details, academic reports and student medical details.



Bundaberg Christian College
Education with Wisdom

Parent Portal

Parent Volunteers

Parents contribute much to College life and there are many opportunities to assist. Parents are welcome to help in class, on excursions, on sports days, in Rise Café and with sausage sizzles. We greatly value your assistance and interest. Please liaise with class teachers regarding volunteering.

EDUCATION SYSTEMS

Homework

Homework benefits students by complementing, reinforcing and enriching classroom learning, fostering good study habits and providing an opportunity for students to be responsible for their own learning.

Homework will mainly consist of:

- Reading activities to, with and by parents (Prep – Year 3)
- Independent reading on a daily basis (Year 3 – Year 6)
- Extension tasks associated with classroom activities
- Gathering of additional information or materials (Prep – Year 3)
- Projects and assignments, essays and basic research (Year 3 – Year 6)
- Unfinished classroom activities

Homework will generally not exceed the maximum recommended times below and will not be set on Fridays, weekends or during holiday periods. Please note the times below do not include reading each night.

Modification to homework can be made where relevant.

Prep	5 to 10 min each night
Year 1	Up to 10 min each night (40 min/wk)
Year 2 & 3	Up to 15 min each night (60min/wk)
Year 4 & 5	Up to 20 min each night (80min/wk)
Year 6	Up to 30 min each night (120 min/wk)

Reporting

All schools are required to report student progress to families at least twice per year. BCC prepares comprehensive summaries of learning activities undertaken during the Semester, levels of achievement, effort and conduct and a pastoral care comment that refers to the development of the whole child. In addition to preparing written reports at the end of each Semester, BCC conducts Parent/Teacher/Student conferences twice each year. Parents or teachers may request appointments at other times should the need arise.

Digital Technology

At BCC, we acknowledge that contemporary communities and workplaces are changing rapidly. Therefore, the modern learning environment is required to provide rich and diverse educational experiences to allow our students to engage with the world meaningfully whilst at school and into their future places of study or work.

We believe that the integration of digital technology into the classroom is key to transforming education and better equipping students to succeed in a highly digitized global world. By no means should, or will, digital devices diminish the value and need for quality teaching. However modern information, communication and learning technologies provide an additional environment within which exist rich opportunities for students to generate creative solutions to current and future real world problems. Digital devices therefore provide an additional platform upon which educational experiences and activities can be conducted. Significantly; digital devices provide opportunities to collaborate in class, locally and across the globe and access information-rich resources like no other time in history. Students can engage, create, communicate and learn anywhere and anytime.

The foundational principles guiding the Digital Technology program at Bundaberg Christian College are to:

1. Prepare and equip positive, proactive and discerning digital citizens
2. Provide increased access to rich, authentic learning experiences
3. Develop global citizens
4. Enhance collaborative learning opportunities
5. Enhance creativity through skill development
6. Develop new, and enhance current, pathways for connecting with families



CURRICULUM SYSTEMS

Core Curriculum

Our Junior School curriculum consists of study in the following areas: English, Mathematics, Science, Christian Living, Health and Physical Education, History and Geography, Technology and The Arts.

The major focus is on the acquisition of necessary skills in literacy and numeracy for all students. Sequential teaching/learning of reading, writing and spelling are emphasised. In Mathematics, there is an emphasis on activity-based learning, leading to understanding of concepts and skills.

Centre for Differentiated Learning

Learning Enrichment

Students are identified for Learning Enrichment for a variety of reasons through a number of different channels. These may include teacher identification, parental concerns, outside agency assessment, a review of the results from the end of last year or through testing conducted early in the year. Identified students are assisted by:

- Classroom Volunteers who have been given training in the task required,
- Teacher Aides,
- Classroom Teachers,
- Learning Enrichment Teachers and
- Advisory Visiting Teachers.

Some students will receive on-going support whereas others may require short-term support to gain mastery of particular concepts. The parents of each child receiving support are notified.

The vision of the Learning Enrichment staff at BCC is to partner with classroom teachers to provide students from Prep to Year 12 with outstanding support and encouragement to meet the individual needs of each child, equipping them to be confident individuals and to achieve their personal goals and dreams.

The Learning Enrichment Teacher works closely with the class teachers to develop individual programs for students with a Disability, and for students with a significant Learning Difficulty.

The Learning Enrichment Department offers the following programs:

- Modified or adjusted activities and/or assessment tasks for students who require support (those students with an Individual Education Plan or an Individual Learning Plan)
- A team of outstanding Teacher Aides with specific skills in assisting students in the classroom on an academic and pastoral care level Individual or small group withdrawal sessions with the Learning Enrichment Teacher for students who require significant educational interventions
- Support programs for students with extra needs, such as a weekly social skills program
- Interactive computer programs, targeted at improving Literacy and Numeracy skills, including Mathletics, Spelling City and Reading Eggs.
- A calm, supportive environment in the Learning Enrichment rooms where students can come at any time, if they need to debrief, or if they need a 'time out' from their class.

GATEway – Gifted, Advanced, Talented and Extension

GATEway is an extension program offered to students across the College who exhibit advanced aptitude in one or more domains. The program aims to support students who desire further academic challenge in a rigorous learning environment. Groups of students are withdrawn from their regular classes each week to engage with like-minded peers in challenging activities.



Learning in GATEway is designed to deepen their knowledge, application of skills, meta-cognition and pursuit of excellence. Students are encouraged to reflect on how the development of their gifts and talents can be used to serve and bring glory to our Creator.

The Hub – The Library Research and Collaboration Centre

The BCC Library provides a stimulating, productive and supportive centre of learning, in harmony with the Christ-centred mission of the College.

The role of the Library is to facilitate learning in accordance with our Christian philosophy of education. The Library aims to support the College curriculum by functioning centrally in all disciplines, directing students beyond their immediate and present insights, skills and knowledge, and helping them to learn how to learn, thus equipping them for lifelong learning.

We aim to foster reading for enjoyment, taking into account the needs and interests of users. Students are encouraged to borrow regularly from the College Library. Junior School classes have a weekly scheduled library lesson.

Library Hours

Monday – Friday
8:00am – 4:00pm

Library Collections

The Library houses a large collection of hardcopy and electronic resources which can be found in the online catalogue which is accessible via the Parent Portal and Student Café. Resources are available to parents, staff and students of the College Community.

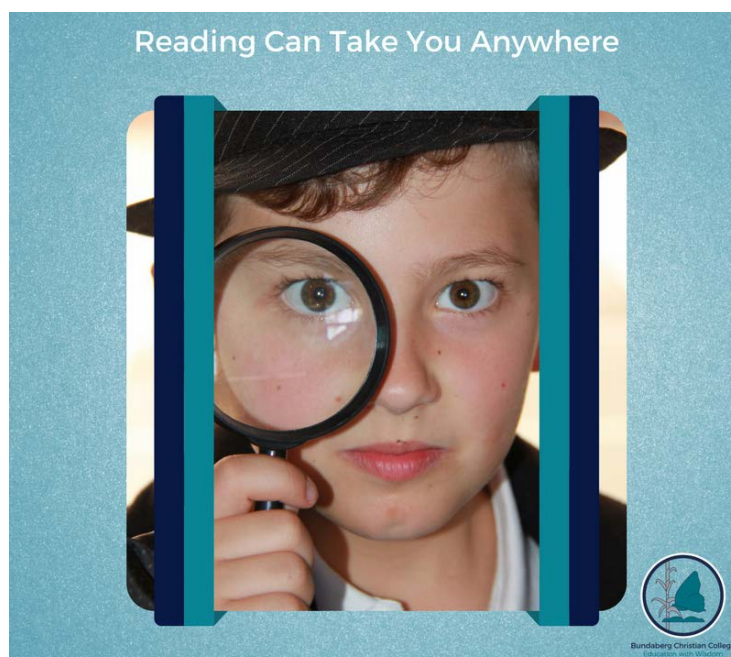
Library Visiting

- Junior School students visit the library every week with their classes
- 4-6 students have access to the library at lunch and before school

Annual Events

Reading is continually encouraged through a variety of activities including:

- Readers' Cup Challenge: A fast paced race to answer questions about books for Prep to Year 8 students!
- Premiers' Reading Challenge: Prep to Year 9.
- Book Parade and Activity Morning: Prep to Year 6 classes – over 35 fun activities on offer!



CO-CURRICULAR OPPORTUNITIES

Instrumental Music

In addition to Music as a compulsory subject for students in Prep through to Year 8; our formal Year 3 and Year 5 Programs and an elective subject for students in Years 9 to 12, BCC has an extensive Instrumental Music Program.

The Beginner Music Programs:

All Year 3 students study a string instrument (violin, cello, double-base) for 12 months under the tutelage of our accomplished music staff and tutors and are welcome to continue that instrument throughout the remainder of their schooling, should they so desire.

A corresponding program operates for Year 5 students, providing the opportunity for them to study a wind instrument (trumpet, trombone, euphonium, clarinet, saxophone, flute) for 12 months. Students wishing to pursue further studies in any of these instrument are welcome to do so throughout the remainder of their schooling

Group lessons, large ensembles and private lessons are available in this exciting program. Private and group lessons are available for:

- Strings
- Guitar
- Brass
- Woodwind
- Piano
- Voice
- Percussion

Fees are payable directly to music tutors, in advance.



The College has an array of musical groups including: Junior Choir, Voiceworks Middle and Senior Years Choir, Concert Band, Symphonic Band and String Ensembles. Students will be invited into the relevant ensembles by the Music Co-ordinator and the conductor of the group, when they are deemed eligible. In these groups, students learn the art of playing and working together, following a conductor, and performance etiquette. Our students are being trained to think and act as musicians.



Sport

All year levels participate in a Health and Physical Education lesson each week. Prep to Year 5 also have a swimming program and Year 6 have gymnastics.

Interschool Sport

Students in Years 4 to 6 are involved in Friday Afternoon Sport. Various sports are played under the direction of the Sports Coordinator. Teachers in these year levels are required to take and train teams. Students not participating in Interschool Sport can join the Options program, a fantastic opportunity to engage in a variety of creative activities including Robotics, Drama and Dance.

BCC Sports Academy

The BCC Academy of Sporting Development offers specific Sport Development programs in Touch Football, Rugby Union, Running, Cricket, Soccer and Netball. Students are provided specific training and skill development as part of this program.



Excursions / Camps

All classes participate in excursions into the local community. Excursions are chosen to extend and enrich the students' understanding of studies undertaken in the classroom. Parents have opportunity to accompany classes on some excursions and camps.

The camping program is designed to give students challenges and experiences not available through the regular school-based curriculum. At BCC, the camping program involves students from Years 4 to 12.

Year 4	Turtle-focused camp at local beach (one night)
Year 5	Character-building camp at Sunshine Coast (two nights)
Year 6	Leadership-focused camp at Sunshine Coast hinterland (two nights)

The costs for all excursions and camps are covered within the fee structure



SCHOOL-BASED ACTIVITIES

Chess Club

Chess club is held once per week during lunch time, under the supervision and guidance of a teacher and sometimes visiting Bundaberg Chess Club members. Students are taught various techniques to improve their strategic game play.

Robotics

Students in Years 4 to 6 have the opportunity to participate in our Robotics program over two terms. In robotics, the students get to have fun and learn through hands-on sessions. They start off learning about programming through computer games, and then use this knowledge to program and free-play with drones, BB-8, Ollie and other fun, educational toys. The end goal is for students to build their own robots using Lego Mindstorms, then program the robots to compete in different challenges.

SERVICES

RISE Café

At Bundaberg Christian college we understand that a healthy diet plays an important part in the learning process. We aim to provide healthy diverse options to encourage healthy bodies and healthy minds.

Hours of Operation

Monday, Wednesday and Friday

8:15am

1st Break and 2nd Break

- over the counter purchases only
- Bag orders submitted before 9:00am
- FlexiSchools online ordering

Bag Orders

All bag orders need to be written up on a bag large enough for your child's lunch. A separate bag must be written for each child and for each lunch break. Clearly mark your child's name, class, the order required and the total enclosed. No staples or sticky tape please.

FlexiSchools

Rise Café now offers online ordering through FlexiSchools. Detailed instructions on using FlexiSchools can be found on the Parent Portal.

OSHC – Outside School Hours Care

Our Outside School Hours Care Program (OSHC) is a licenced program which provides a fun, energetic play-based environment for our BCC students. Operating from an OSHC designated room within our Junior Primary precinct, we offer both Morning and Afternoon care sessions, providing peace of mind for parents who need to start work prior to 8:00am or who are unable to finish by 3pm. Our OSHC program follows the "My Time, Our Place" curriculum, which is specifically designed for the OSHC environment.

We also offer Vacation Care to primary age students during the school holidays, and on Pupil Free days. Vacation Care does not operate on Public Holidays, and is closed for a 2 week period over the Christmas/New Year break.

Hours of Operation

Morning Session: 7:00am to 8:15am.
Afternoon Session: 3:00pm to 5:30pm
Vacation Care: 7:00am to 5:30pm

Fees and Charges

Morning Session: \$9.40 per session
Casual Morning Session: \$11.40
Afternoon Session: \$19.80 (includes afternoon tea)
Casual Afternoon Session: \$22.80 (includes afternoon tea)

Vacation Care fees: \$49.00 per day (plus excursion costs)

Late Collection Fee: \$20.00 per 15 minute interval, or part thereof, after closing time.

Child Care Subsidy

BCC OSHC is registered and approved Child Care Subsidy (CCS), should you be eligible. For more information please contact the Family Assistance Office (FAO) on 13 61 50, or visit their [website](#).

Enrolling Your Child in OSHC

To enrol your child/ren, please contact our OSHC Director, Tina James, on (07) 4132 5870 or via tina.james@bcc.net.au

Bus Travel

Stewart's and Sons, Duffy's Buses, Coast and Country and Scifleet provide bus transport to the College from designated routes surrounding Bundaberg.

Each Bus Contractor fee varies, however, families are, in most cases, not charged more than the threshold amount set by the Non-Government Schools Bus Fare Assistance Scheme. Claim forms are sent out to qualifying families in February and August each year. For further clarification, please contact our Accounts department on 4132 5800.

Parents need to speak to the individual contractors to arrange transport for their child.

Uniform and Secondhand Uniform Shop

New College uniforms are ONLY available for purchase through Shawline Embroidery/Bundaberg Clothing Factory at 17 Walker Street, Bundaberg. (Phone 4153 1505).

Second-hand uniforms are ONLY available through the P&F Association of the College. The Second-hand Uniform shop is open on Wednesday mornings from 7:30am to 8:30am in PS.

Lost Property

Losing a hat, jumper or lunchbox can become a costly inconvenience. Please ensure all items are appropriately labelled. There is a lost property collection in the Junior School Reception and also in the Main College Office at Secondary Reception. Lost property not collected by the end of the year will be donated or disposed of.

SCHOOL POLICIES

Digital Technology Policy

RATIONALE

The use integration of technology into our daily lives is growing, commensurate with the evolving range of devices available. Digital Technology now forms a vital part of a high quality and relevant education. As a school we desire to enhance educational opportunities and learning approaches whilst enabling our students to become highly skilled in the use of technology and learn the responsibilities of becoming a digital citizen.

At Bundaberg Christian College we encourage and facilitate the responsible use of Digital Technology. While it is genuinely beneficial for a student to have access to electronic devices within the school environment, the inappropriate use of such devices may jeopardise the well-being of students and good order or reputation of the College.

The primary use of technology at Bundaberg Christian College is to enhance learning opportunities for students. It is acknowledged that devices can also be used for personal purposes and it is important that students are aware of College expectations for acceptable and appropriate use whilst at school. In some cases, student technology use is guided by specific expectations given to students by a teacher. At other times students must make wise decisions about their online behaviour guided by a sense of good citizenship and responsible use as a member of the Bundaberg Christian College community. This policy acknowledges the expectation of an increase in the need for responsible behaviour as students move from Primary School through Secondary School. Access to the College computers and wireless network is conditional on complying with this policy.

SCOPE

Junior, Middle and Senior School

- This policy applies to all students of the College during school hours (8.00am – 4.00pm) as well as while on school camps and participating in activities and excursions (including travel).
- For the purpose of this policy a digital device is defined as being electronic equipment that allows the user to access, receive, produce, develop, create or send information in any form.
- Digital devices include but are not restricted to:
- School computers, student owned devices, mobile devices including mobile and smart phones, imaging tools such as video, still cameras, audio recording devices, USBs, PDAs, eBook readers and gaming devices.
- For the purposes of this policy, the school network refers to the school's information technology infrastructure including hardware and software owned and used within the College. Those accessing the school network agree to the terms of this Digital Policy.

PRINCIPLES

- The key motivation for using electronic devices is to enhance the learning process and must in no way hamper or interfere with the learning environment.
- Students must display courtesy, consideration and respect for others whenever using a digital device.
- Digital devices must never be used in a way that reduces or threatens to reduce the safety and well-being of students, or the good order and reputation of the College and its community.

The security of personally owned digital devices remains the responsibility of the owner and not the College.

BYOD SPECIFICATIONS

Year 10, 11 & 12 Students

During 2015, Year 10, 11 and 12 students will have the option to bring their own device (BYOD) to school to assist them with their learning. Specifications for devices acceptable for learning at BCC are outlined below.

Minimum Specifications

- 9.8 inch diagonal screen size
- Wi-Fi based internet connection (802.11a/b/g/n preferred)
- Five (5) hour battery life – so the device can last all day
- A protective case or bag in which it is carried / stored during the day and between home and school.

Operating Systems

- Google Chrome
- Microsoft Windows
- Apple IOS

Conditions of use

- If students opt to bring a personal device, they must bring them to school each day.
- Personal devices should be fully charged at the beginning of each school day.
- Personal devices should be appropriately protected so that they can be transported safely around campus.
- Personal devices must be placed securely in a locker when not in use during the school day.
- Data on a personal device should be backed-up appropriately so as to ensure that important data is not lost.
- A system of file management and file storage should be employed to archive notes and documents from school subjects.
- A Parent / Guardian must certify that all content stored on the device is compliant with copyright law and regulations.

Junior School and Middle Years Students

Bundaberg Christian College is committed to providing supportive learning environments for all students. As a result, we acknowledge the need of students in both the Primary and Middle Years Programs for the use of a personal device under certain circumstances.

Personal digital devices may only be used during these school years in an Assistive Technology capacity. Documentation is required from a medical or behavioural specialist or BCC Learning Support teacher who recommended that the student use a device as an Assistive Technology tool for everyday classroom activities. In these cases, the guidelines regarding BYOD specifications and conditions of use apply to all students with a personal device.

MOBILE PHONE USE

Year 10-12

Mobile phones must be switched off and out of sight during school hours. Mobile phones are not to be used in place of digital devices and the BYOD Program. Students may use their mobile phones to enhance learning during learning activities in certain circumstances but this will be at the teacher's discretion. Teaching the appropriate use of mobile phones at BCC is seen as an important life skill in preparing students to enter the work force.

Prep – Year 9

Students are encouraged not to bring mobile phones to school during these years. Students who are required to bring a mobile phone with them to school must ensure it is locked in their locker at all times throughout the day or handed in to their class teacher or through the Office Administration.

Conditions of Use

- Contact with parents using digital devices during school hours should be restricted to genuine emergencies and carried out with teacher permission (e.g. communicating with a parent about a change of collection time after school).
- Digital devices must not be used to communicate with students within the College or from other schools without the knowledge and permission of a teacher of the College.
- Internet access on campus should be via the College network. Internet tethering or Personal Hot Spots should not be utilized.
- Devices for capturing images are not to be used without the consent of both the supervising teacher and the knowing participants of the image/s. The use of devices to capture images in places considered inappropriate i.e. such as in change rooms or toilets is an unacceptable use of image capturing devices such as a camera, mobile phone, iPad etc.
- Under the Privacy Act, posting or sharing information online or in any other way requires the consent of those involved. Consent requires those involved to be fully informed, freely given and specific as to how the information will be presented and who it will be presented to.
- Lessons are to be recorded only with a teacher's consent. Students will respect the decision of the teacher at all times. Teachers may opt to record the lesson for students. This allows staff to edit the recording before it is made available for students. Teachers may decide to post recorded sections of a lesson on the TASS LMS to assist students.
- Content recorded or captured at school remains the property of the College. This includes photos, video footage, voice recordings etc. As a result, these images or recordings should not be used outside of the school in any way without the direct permission of the College and the individual/s therein.
- There should be a limited expectation of privacy. By authorizing use of the College network, the College does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the College system.
- Digital devices are to be used expressly to enhance learning experiences and should only be used during class time at teacher discretion. Electronic devices should not be used outside of class except in areas designated as suitable (eg. College Library) and for educational purposes only. Non-academic use of games and social networking sites and other activities that disrupt studies, peers or classes are not permitted during the school day.
- Digital devices must not be used in any manner or place that is disruptive to the normal routine of the College.
- Any communication with teachers via email must be at the teacher's request, pertinent to an assessment instrument or College activity and be relevant to the said task or activity. Any emails must be sent exclusively from and to College email addresses.

- Digital devices are permitted on campus at the owner's risk. The College accepts no liability in the event of loss, theft or damage.
- Use of the College network is at the user's own risk. The system is provided on an "as is, as available" basis. The College will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data, or for delays or changes in or interruptions of service or misdelivered or non-delivery of information or materials, regardless of the cause. The College is not responsible for the accuracy or quality of any advice or information obtained through or stored on the College computers. The College will not be responsible for financial obligations arising through unauthorised use of the College network.

SOCIAL MEDIA USE

The College acknowledges the many risks associated with the use of Social media sites. Social media at BCC must only be used when there is a clear educational context and purpose. Some guidelines for use of social media at BCC include:

- Ensure that you treat others in the online world with respect at all times.
- If you would not be willing for your parents to view what you are writing it is not appropriate to be posting in the first place.
- For social media tools with privacy settings, you should ensure you take necessary steps to safeguard your privacy, and the privacy of anyone else whose information is visible or accessible.
- Remember when posting online you must consider the difference between other forms of communication and communication via social media. Content is far less likely to remain private and the tone you use when using electronic communication is far more difficult to pick up. What may be intended as a joke may not be perceived that way online. It is important to remember that conversations don't always remain solely between the participants but could be viewable by the wider community.
- Social media content doesn't go away. Keep in mind that whatever you upload, post or tweet could one day be seen by a potential employer (or anyone else).
- Never use social media tools to bully or harass another person.

PROCEDURES FOR INFRACTIONS OF POLICY

When use of a Digital device has been inappropriate, a student will be dealt with according to the College's discipline policy. Consequences will vary according to the level of disobedience, disruption or otherwise. The College reserves the right, to restrict access to or temporarily confiscate, digital devices if a breach of these policies occurs. If in the reasonable opinion of a staff member, the presence or potential use of a digital device by an individual would put an individual, members of the College or the College itself, in a position of liability, risk of harm, or unduly affect the College's learning environment, consequences will result.

Where appropriate, the College will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with College policies conducted using College computers or network. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to the school administration or to the IT Office. This disclosure may serve as a defence against an allegation that the user has intentionally violated this policy. A user may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

The use of digital devices at Bundaberg Christian College is a privilege, not a right. The privilege can be revoked at any time.

THE FOLLOWING WOULD BE CONSIDERED COMPLETELY IRRESPONSIBLE AND UNACCEPTABLE USES:

1. Access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
2. Attempt to access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
3. Transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
4. Access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process.
5. Access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
6. Upload or download files, folders or any software programs from any type of media (including CD-ROMs, SD cards, USB storage etc.) to or from the College network that are inappropriate to the educational setting or disruptive to the educational process, or violates relevant software licensing agreements.
7. Knowingly or recklessly post false or defamatory information about a person or organisation, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
8. Engage in any illegal act or violate any local, state or federal statute or law.
9. Vandalise, damage or disable the property of another person or organisation, or make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means.
10. Tamper with, modify or change the College computer software, software configurations, control panel settings, hardware or cabling (including changing desktop settings, icons or wallpapers).
11. Take any action to violate or attempt to violate the College system's security.
12. Use the College system in such a way as to disrupt College network access by other users.
13. Gain unauthorized access to information resources or to access another person's materials, information or files without the direct permission of that person.
14. Post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
15. Attempt to gain unauthorized access to the College network or any other computer of the College network, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
16. Violate copyright laws or use another person's property without the person's prior approval or proper citation, or plagiarize works they find on the Internet.
17. Conduct business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the College. Use the College computers to offer or provide goods or services or for product advertisement. Use the College system to purchase goods or services for personal use without authorization from the appropriate College official.

Anti-Bullying Policy

PURPOSE

The purpose of this policy is to protect students from bullying and respond appropriately when bullying does occur.

In order to prevent bullying from occurring, Bundaberg Christian College will implement the following actions:

- Raise awareness of the school community's shared understanding of what bullying is, how it impacts on people and how bullying is responded to at the College.
- Develop and promote effective social skills and positive relationships amongst students.

In order for Bundaberg Christian College to respond appropriately to incidences of bullying the College will:

- Develop appropriate mechanisms for students and parents to report bullying.
- Educate students and parents on how to respond, in the first occurrence to incidences of bullying and how to report them.
- Educate employees on how to appropriately respond to reports of bullying.
- Investigate and act on all reports of bullying.
- Take appropriate action, which might include support for targets of bullying and perpetrators and disciplinary measures.

In accordance with the College's Mission Statement, this policy seeks to:

- Develop in students, respect and concern for others, of all races and creeds
- Develop in students, an understanding that they must take responsibility for their own behaviour
- Develop in students, critical and effective thinking and problem solving skills
- Develop in students, life skills related to healthy life styles and
- Develop an environment that nurtures and promotes student self-esteem and self-confidence.

SCOPE

This policy covers all students, parents and employees of the College, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

LEGISLATION AND/OR REFERENCE DOCUMENTS

BCC Child Protection and Procedures Policy

BCC Child Risk Management Strategy

Education (Accreditation of Non-State Schools) Regulation 2001 Qld

Australian Education Act 2013

Australian Education Regulation 2013

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

DEFINITIONS

Bullying: Bullying is a systematic and repeated abuse of power. Bullying maybe defined as:

1. Dominating or hurting someone
2. Unfair action by the perpetrators and imbalance of power
3. A lack of adequate defence by the target and feelings of oppression and humiliation.

Harassment: any behaviour which is not invited and is not welcomed which humiliates, offends intimidates or frightens a person.

Physical Bullying: includes hitting, tripping, pushing and repeatedly and intentionally damaging someone's property.

Direct Verbal Bullying: includes repeated and systematic name calling, insults, homophobic or racist remarks, verbal abuse.

Covert Bullying: is harder to recognise and is often carried out behind a person's back. It is designed to harm a person's social reputation and / or cause humiliation. Covert bullying includes:

- lying and spreading rumour
- playing nasty jokes to embarrass and humiliate
- mimicking
- encouraging others to socially exclude someone
- damaging a person's social reputation and social acceptance
- cyber bullying which involves the use of email, text messages, or chat rooms to humiliate and distress someone

Psychological bullying: for example, threatening, manipulating or stalking someone.

Bullying is not...

Mutual conflict – an argument between students but not an imbalance of power. Both parties are usually upset and both want a resolution to the problem. However, unresolved mutual conflict can develop into a bullying situation with one person becoming targeted repeatedly for retaliation in a one sided way.

Social Rejection or dislike – unless the social rejection is directed towards someone specific and involves repeated attempts to cause distress, exclude or create dislike by others, it is not bullying.

Single episode acts – single episode acts of nastiness or physical aggression are not the same as bullying. If a student is verbally abused on one occasion, they are not being bullied.

PROCEDURES

Parents, teachers, students and the community will be made aware of the College's position on Bullying.

Prevention and Intervention at Bundaberg Christian College

Prevention

- Professional development for staff relating to Bullying, Harassment and proven counter measures

- Community awareness and input to Bullying, its characteristics and the College's programs and responses
- Effective education programs that promote ways for students and staff to keep themselves safe
- Provision of pro-social programs that promote resilience, life and social skills, assertiveness, conflict resolution, problem solving skills and the development of Christ-like qualities.
 - Bridge Builders (P-Year 6)
 - LifeSkills (Year 7-12)
 - 'L' Plate. 'P' Plate and The Rite Journey
 - RISE Values
- A Bullying survey and an "Activities and Actions outside the Classroom" survey administered and acted upon regularly.
- An education program implemented at all year levels that includes anti-bullying messages and strategies with emphasises on the development of Christ-like qualities:
 - Regular classroom devotions
 - Clear Classroom Expectations
 - Overt RISE Value teaching and revision
- At the beginning of each term, each classroom teacher will remind students of the College's position on Bullying and what to do about it.
- Effective lunch break activities and programs to minimise the potential for incidents of Bullying
- Effective supervision of students at lunch breaks and before and after school.
- Public recognition and reward for positive behaviour and resolution of problems
- Effective communication procedures that allow staff and students to report suspected incidents of bullying
- Informing and equipping parents to understand the signs that their child may be involved in bullying via monthly newsletter and information nights.

Early Intervention

Bullying is considered a major breach of the College's Code of Conduct and therefore follow-up action will align with relevant behaviour management processes. Any reports of bullying will be fully investigated and appropriate action will be taken promptly. The response to bullying will include:

- Regular reminders by all College Staff to report any incidents of bullying.
- Parents encouraged to contact the College if they become aware of a bullying issue
- The development of designated safe and quiet places for recipients and perpetrators of bullying behaviour to access for mentoring and counselling at lunch breaks
- The Head of School is to be informed of all bullying incidents and will investigate as the situation warrants
- Guidance and support for the recipient and offender of the bullying. This may include re-skilling, re-teaching, resilience and social skills, counselling, conflict management skills
- Guidance and support for 'bystanders', 'supporters' and witnesses of the bullying
- Age appropriate and consistent consequences for the student who bullied. This may include reskilling and re-teaching.

- Interventions, guidance and support for the student who bullied included in a Behaviour Support Plan (specific interventions developed to reduce future bullying behaviour, teaching of replacement behaviours)
- Where appropriate parents will be informed and involved in any action and follow-up.

Procedures for investigating bullying and follow-up

Recommended resource for interviewing and follow-up of Bullying incidents – “The Method of Shared Concern” Dr Anatol Pikas, Sweden, Readymade Productions.

- Initial interviews will be conducted to ascertain the specific nature of the bullying. These interviews will be with individuals initially.
- A decision will be made as to whether the incident constitutes bullying and whether the parents of those involved need to be informed. If uncertain, consult relevant HOS.
- These interviews will focus upon the wellbeing of the individuals and will include a clear statement on:
 - what the bullying behaviours were
 - the consequences if the behaviours continue or if there are any reprisals against the recipient as a result of the reporting of the incident.
- Immediate preventative actions will also be discussed and implemented to avoid further incidents.
- Follow-up interviews should focus on appropriate strategies to assist and support all involved within a Behaviour Support Plan. This will identify inappropriate behaviours and name the replacement behaviours.
- A record of all interviews will be kept.
- Regular monitoring and follow-up with the students involved will occur.
- Review of Behaviour Support Plan will occur as necessary.
- Any further incidents of bullying may result in more significant consequences such as internal or external suspension and possibly expulsion.

Anti-Bullying Information for Students

If you feel you are being bullied:

- Try to stay calm and look as confident as you can;
- Be firm and clear— look them in the eye and tell them to stop.
- Get away from the situation as quickly as possible.
- Tell an adult what has happened straight away, or if you don't feel comfortable telling another adult, tell another student.

If you have been bullied:

- Tell a Teacher, Counsellor, Chaplain or Head of School.
- Tell your family.
- If you are scared to tell a teacher or adult on your own, ask a friend to go with you.
- Keep on speaking until someone listens and does something to stop the bullying.
- Don't blame yourself for what has happened.

When speaking with an adult about bullying:

- Tell them what has happened;
- How often it has happened;
- Who was involved;
- Who saw what has happened;
- Where it happened; and
- What you have done about it already.

Anti-Bullying information for Parents

- Contact the College about the bullying. Parent's first point of contact to report concerns about bullying is the class teacher or class mentor (7-12).
- It will help sort out what action to take if you can bear in mind that the teacher may be unaware your child is being bullied or may have heard conflicting accounts of the incident.
- Be as specific as possible about the details of your child's account of the incident. Give dates, places and student names of those involved.
- Ask if there is anything you can do to help your child.
- Stay in touch with the school; let them know if things improve as well as if problems continue.
- If you have ongoing concerns that you feel are not being resolved, contact the Head of School or College Principal and arrange an appointment to discuss the matter.

RESPONSIBILITIES

School Responsibilities

Bundaberg Christian College acknowledges its responsibility to:

- Raise awareness of bullying and how the school will respond to it
- Take action to help prevent bullying
- Implement a reporting mechanism for students and parents
- Educate students and parents on how to respond to bullying and how to report it
- Educate employees on how to appropriately respond to bullying
- Investigate and act upon all reports of bullying, including providing appropriate support and consequences

Employee Responsibilities

At Bundaberg Christian College employees have a responsibility to:

- Uphold and consistently apply this Policy
- Respond appropriately to reports of bullying, including by investigating and acting upon reports of bullying, and by providing appropriate support and consequences in accordance with behaviour management process.

Parent Responsibilities

At Bundaberg Christian College students have a responsibility to:

- Encourage their child not to bully others
- Encourage their child to report bullying to themselves or others
- Encourage their child to take steps to stop bullying as directed

Student Responsibilities

At Bundaberg Christian College students have a responsibility to:

- Not engage in bullying behaviour towards others
- Report bullying occurring to them or others
- Take steps to stop bullying.

BCC Junior School Handbook
Updated
December 2018

Bundaberg Christian College
234 Ashfield Road
BUNDABERG QLD 4670
Phone: (07) 4132 5800
Fax: (07) 4159 3618
Email: info@bcc.net.au

www.bcc.net.au
