



SHARE OUR PASSION FOR
LEARNING

Guide to Senior Success

Strategies to maximise your success and involvement during your senior years

Learning is at the heart of everything we do.

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Introduction

Welcome to your senior years at Concordia Lutheran College. These years can prove to be the most difficult, stressful, yet satisfying years of your life. This document aims to outline what is required of you as a Senior Student at Concordia Lutheran College, supply you with information about these years and give you some tips to help you fulfil your needs at school.

One of the aims of the College as outlined in the Student Diary is:

“To develop the whole person socially, emotionally, spiritually, physically as well as cognitively, through a broad range of educational opportunities and unique learning environments. Our vision is that students would become life-long learners and proactive citizens of the global community, utilising their God-given gifts and talents for the benefit of others.”

If you wish to graduate with a Queensland Certificate of Education of which you can be proud then you face an exciting challenge which involves showing initiative, requiring persistent hard-work, commitment, dedication and grit.

To get the most out of your time at Concordia, you need to become actively involved in the range of activities on offer at the College. You will find that you will enjoy your time at school the more you contribute to college life. This may include being solely immersed in academic study or contributing to committees, worship, musicals, debating, choirs, bands Interact, and sporting teams.

However, time management can be one of your greatest challenges. You need to make wise use of the opportunities which are available to you. Students are faced with time requirements such as being devoted to school, traineeships, part-time paid work, social activities, sporting teams and social media. You will need to maintain a balance in all things.

School work outside the classroom is essential to consolidate learning and may include revision, practice, further research, reading, preparation for assignments and tests. The time you set aside for homework will vary, but on average Senior students should be putting in a **minimum** of two hours per weeknight plus time on the weekend when required.

Entry to tertiary study is very competitive so you will need to achieve well in the student ranking for each of your selected subjects. The higher your ranking the lower your OP.

Entry to an excellent job or career is also competitive so you will require sound levels of achievement in appropriate subjects and success in certificate courses.

In conclusion, we wish you a satisfying year full of success and one that you will remember with fondness in the future.



Expectations

As a Senior Student at Concordia Lutheran College the following is expected of you:

- You will be seen as being responsible enough to take responsibility for your own words and actions.
- You are offered the opportunity to make many of your own decisions and to accept responsibility for your own education.
- You are an important member of the College community and have a responsibility to enhance its good name.
- You should act as a role model of appropriate and responsible behaviour to the students in the Middle and Junior College.
- Attendance at classes and any other College activities is essential and will be strictly monitored and recorded.
- Completion of all set class work and assignment work is essential for academic success.
- Punctuality is expected, and you must account for any lateness.
- You will wear the full school uniform correctly when attending school and when seen in public.
- Attendance at Chapel is important, and you will behave in a dignified and appropriate manner during times of worship.
- You will become fully informed by listening to daily notices, by reading any school publications (including the diary) and reading communication which you are given (eg. from the QCAA). You will act on relevant information where appropriate.
- You are to remain within the College grounds and conform with bounds regulations.
- You should encourage and support your fellow students' achievements and successes.
- The behavioural expectations as outlined in the Student Diary apply to you as a Senior student.

Consequences

Concordia Lutheran College offers its students a range of opportunities to further their academic, spiritual, musical, sporting and social lives.

There are consequences for all your actions. Students who uphold the expectations as outlined earlier reap the rewards of improved marks, social and leadership opportunities and College representation.

For students who fail to support what is expected of them, the following may apply:

- Afternoon detention for incomplete homework or assignment work.
- Lunchtime litter duty for minor classroom disruptions (e.g. lateness) as deemed appropriate by the classroom teacher.
- The usual consequences for uniform infringements and follow up for repeat offenders.
- "Time Out" withdrawal for classroom disruptions.
- Further, students who repeatedly receive the above-mentioned consequences lose the privilege of:
 - Attending cocurricular social activities (eg. Year 11 Dinner, Year 12 Boat Cruise).
 - Representing the College in cocurricular sport.
 - Representing the College in the musical and/or bands/choirs/tours.
 - Participating in a School Based Traineeship/ Apprenticeship.
- Students who continue to choose not to fulfil their expectations will be requested with their parents/guardians to attend an interview with the Director of Campus.
- Any major infringement will be immediately referred to the Head of College, Director of Campus or Director of Student Wellbeing as appropriate.



Tips for Success in the Senior College

General Tips:

1. Look after yourself

Water: Drink water regularly – at least 6 to 8 glasses a day. The brain is mostly water. Even mild dehydration leads to lethargy and tiredness.

Exercise: Exercise adds oxygen to your body (muscles and the brain) and makes the blood flow. A healthy mind needs a healthy body.

Eat well: 1/5 of your energy is used by the brain, which needs carbohydrates. Include at least four serves of vegetables and three serves of fruit each day. Eat whole grain bread and cereals.

Reduce your salt intake.

Avoid too much fatty food and sugar. Don't become a caffeine-o-holic.

Sleep: Plan on adequate sleep each night. Your body operates better with rest and the brain is fresh to learn and retain important material.

Learn to relax.

Have fun: Keep a balance in your life and spend time with friends, playing sport, going to a movie. Life is meant to be enjoyed.

Spend time with God: Pray regularly, read His Word, enjoy and participate in daily worship, attend a youth group and be a regular church attendee.

2. Keep working

You are not asked to be Superman or Superwoman; teachers and parents don't expect it. However, you do need, for your own sake, be persistent and maintain your concentration sitting down at your desk or table to work.

3. Let go of fear

People fear failure, so they don't want to hand in anything but their 'best' they become afraid that their next piece of work will not be 'good'. People often procrastinate and avoid starting their work until the pressure is on and then the work they produce isn't their best quality or what they are capable of. So, start early and have a go.

Remember this quote: *"The person who risks nothing, does nothing, has nothing and is nothing. Failure just means I should do something a different way next time."*

4. Try to complete one task at a time

When given a big assignment it is not possible to complete in a whole but subdivide it into sections and complete one section at a time. Complete Mathematics homework or complete a rough draft of an English essay at one time.

5. Reward yourself

Preferably not with food, but with some treat that you like to do when you have completed a significant task.

6. Communicate your weaknesses

- Ask your family and/or friends to help you keep on schedule. Show your parents/guardians your semester assessment outline so they can help you plan your time.
- If you are struggling for time or ideas, or don't understand some of your work, talk to your teachers and ask for help. Chances are that other students will be having the same problems. Ask for specific help. It is of no benefit that after five weeks of a unit you state "I don't understand any of this". The teacher can hardly reteach the whole five weeks of work. However, ask specific questions each lesson if there is something you don't understand. You can also attend a subject Help Session if you need extra assistance.

7. Plan and organise – manage your time

This is the real key which many people overlook.

You will need:

1. A *Semester Planner* – Place all your commitments on this (work, church, social, sport, music, etc.) as well as all assessment dates. Keep this planner in a place where you will see it every day in the kitchen on the fridge, your bedroom wall.
2. A *Weekly Planner* – Deliberately set aside a time at the start of each week to plan the week ahead.
3. Your *Diary* to write down what you need to do each day, from homework to assignment work and whatever else is necessary.
4. Keep your work in a safe place. *File* all your work in an orderly manner and in the same place. *Always* keep a back-up of your work.

Know the objectives of your courses. If you are given a semester outline of the subject, stick it in the front of your book or folder and refer to it during the semester and for revision. Know what topics are coming up and prepare for them.

You will receive an extraordinary amount of information throughout your Senior years, particularly in Year 12 where you receive a wealth of information from QTAC, on the QCS test, careers. File all these materials and study materials in an orderly way and in the same place.



Exam Process

Concordia Lutheran College conducts exams for senior school. Exams at Concordia should be seen as a way to prepare you for your future be that towards an academic pathway or an alternative pathway. Being able to negotiate stressful times is a critical part of life be that at a university, TAFE or a work environment.

Exams are a vital part of assessment. Exam strategies are important for you to learn and be educated with over time. Exams and exam times can be very stressful for you. If you are supported, plan, prepare and dedicate an appropriate amount of time to each exam you will lessen the stress.

In 2018 there will be four times where exams will be occurring. Exams will take place during the following dates:

Term 1: 19 to 23 March

Term 2: 11 to 15 June

Term 3: 10 to 14 September

Term 4: Year 12 - 1 to 5 November

Years 10 & 11 - 5 to 9 November

The exam period will have a special exam timetable. This exam timetable will be released to you before the exams commence. Students will be required to attend school every day during the exam period. When students are not sitting an exam, students will be supervised in study sessions. Make sure you use these study sessions well.

Leading up to and during exam times make sure you:

- Get enough rest and sleep,
- Take mini breaks during study / revision times,
- Exercise,
- Eat well,
- Drink water.

On the day of your exam:

- Make sure you have ready all equipment needed,
- You have a clear water bottle,
- You arrive 5 minutes before your exam commences at the exam room.

If you are not able to attend school during the exam period or sit a scheduled exam there is an application form which will need to be made prior to the exam date. The form requesting special consideration will be located at the Student Services Office by the end of this week.

If you are ill during an exam a medical certificate is required.



Assessment/Assignment Policy

Students and parents are given a copy of the assessment calendar at the start of each semester. This gives details of the tests and assignments due for all subjects in a year level. Any questions about the assessment policy should be directed to the Director of Learning and Innovation.

Please note the following:

1. If you have any concerns regarding a test or assignment, please contact the Subject teacher in advance of the due date. When a Year 11 or 12 student is absent from a test or on the due date of any assignment, a medical certificate must be supplied to Student Reception.
2. Assignment work is to be the student's own (*see 'Plagiarism'*). If students copy the work of another student, they will receive no credit for the assignment. Students who lend their work for copying will receive the same penalty.
3. Computer and printer malfunction will not be accepted as reason for lateness. In this case a student should submit their rough draft until the final copy is available.
4. Under exceptional circumstances, **an extension may be granted for an assignment** if the student applies to the Director of Learning and Innovation. An extension will only be granted on the due date if the circumstances are beyond the student's control – eg. illness, family emergency, personal trauma. For illness on the day of the deadline, either the assignment should be brought to school by a friend or relative, or the parent must contact the Director of Learning and Innovation. Students in Years 11 and 12 are expected to provide a doctor's certificate when they return to the College.
5. Where the student has prior knowledge of the special circumstance, such as exceptional personal or school commitments, the extension must be applied for prior to the due date.
6. If an extension has not been given and the assignment is not ready for submission on the due date, the student will receive an automatic afternoon detention on the Monday or Thursday immediately following the due date of the assignment. The afternoon detention takes precedence over any other school activity. Parents will be notified by letter (afternoon detention letter) if their student is given an afternoon detention.

Draft assignments must be submitted on the draft due date or check dates (as specified on the task sheet) otherwise an afternoon detention will be issued, during which the student will work on and submit the draft assignment. The afternoon detention for draft assignments not submitted will take precedence over any other College activity. Assignments must be submitted on the due date by 3.30pm to the subject teacher. Assignments not submitted to the subject teacher should be handed in at Student Services by 3.30pm. It is the responsibility of the student to obtain a receipt for the submission of the assignment.

Special Consideration

If it is felt that a student has been **disadvantaged by illness or personal trauma** a request for *Special Consideration* (as distinct from an 'appeal') may be submitted to the Director of Learning and Innovation.

Assessment/Assignment Policy (cont.)

Appeals

In the event that a student believes he or she has been unfairly treated, **the following procedure should be followed by that student:**

1. The subject teacher should be approached first for clarification.
2. The student may then ask the teacher to reassess the assignment or test.
3. If there is still dissatisfaction, an appeal may be made to the Head of Department, who will assess the work in question and make recommendations to the subject teacher. If the Head of Department is also the subject teacher; the appeal should be made to the Director of Learning and Innovation.
4. After the subject teacher has acted on these recommendations and the student has been given a written statement of the action taken, the Appeal Process is closed.

Any appeal to the Director of Campus may only be concerned with the actual carrying out of the above process.

Plagiarism

Plagiarism is the appropriation or imitation of another's ideas and manner of expressing them, to be passed off as one's own.

Generally, in schools this consists of:

- directly copying another student's work
- directly copying from a book or other source without recognition of source
- receiving too much help from parent or tutor in the writing of an assignment.

Teachers need to be sure (and for Year 11 and 12 students the Queensland Studies Authority must be convinced) that students' assignment work is their own. Assignments are set to encourage students to learn skills which they need to develop over a prolonged period. In the long- run, their education will suffer if they plagiarise in the ways listed above. When detected by teachers, plagiarism results in the student receiving no credit for the assignment. (Students who lend their work for copying receive the same penalty.)

If students do select information from a source, such as a book, they must reference it correctly using the format outlined in the Student Diary.

Parents are encouraged to discuss their children's work with them and assist them to plan, but are asked to avoid rephrasing students' ideas, rewriting sentences for them or giving them information they can look up for themselves.

Cheating In Examinations

Based on the QCAA Policy, CLC will follow the procedure of a no rating if unable to determine student's own work:

- Students found with mobile phones or electronic devices capable of messaging in an exam situation will be assumed to have access to outside assistance and will receive no rating.
- Students suspected of using electronic messaging devices may be asked to leave the exam room and empty pockets and consequences will follow if suspicions are founded.
- Students needing a translator may be required to use a dictionary (e.g. a Cantonese/English dictionary will be allowed not an electronic translator). This will be determined by the subject requirements and will be determined prior to the examination date.

Concordia Lutheran College Driving Policy

You may drive to the College and you need to be aware that there are certain expectations that come with your driving to and from school. Please read the College policy on driving and if you intend to drive to school, you will need to complete the 'Intention to Drive Vehicle to College' form and submit it to Student Reception.

Motor Vehicles

Students are not permitted to transport other students on school-based activities, that is, when the students are in the care of the College, for example, to and from sport, excursions or generally during the school day.

Requests for special permission for the use of a vehicle during the school day must be directed to the Director of Campus. Students are not to visit their vehicles during the day.

Boarding Students seeking to bring a vehicle to College will request permission from the Director of Boarding, as well as gaining the permission form from Student Reception.

In the case of day students, permission to carry passengers to and from school is to be requested from the Director of Campus. Boarders wishing to carry passengers while either travelling to or from their homes or in association with boarding are to request permission from the Director of Boarding. In all instances signatures of the parents of the driver and passengers are required.

Boarding students with prior general approval authorised by the Director of Boarding to either use a vehicle and or carry passengers will seek approval from the House Parent on duty when planning to leave the campus.

Parking

Day students – parking is available on the vacant block of land in South Street opposite Harristown State High School. There is no parking on College grounds (including boarding).

Boarders – parking is available in designated areas (refer to the Director of Boarding)



INTENTION TO DRIVE VEHICLE TO COLLEGE

Name:	Home Class
Home Address:	
	Phone:
Vehicle Make:	Model:
Colour:	Registration No.:

Names of students permitted to travel as passengers in the above vehicle:

Name	Class	Signature of Passenger's Parent

I give my permission for my son/daughter to drive the above vehicle to and from Concordia Lutheran College, Toowoomba.

I give my permission for my son/daughter to drive the abovementioned students to and from the College as passengers in the vehicle.

Signature of Driver's Parent:	Date:
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Rules applying to the Driving of Vehicles to the College

- No Concordia students, other than those named above, are permitted to be passengers in the vehicle to or from the College.
- The vehicle is to be used for travel to and from College only and will not be used during school time.
- The vehicle can only be driven on to the College grounds when specific permission is given.
- Students are to comply with parking instructions.
- Students are not to visit vehicles during the school day.
- A copy of this form is to be held in the vehicle at all times and is to be produced when required.
- Further regulations apply to boarding students.
- Parking is available on the vacant block of land in South Street opposite Harristown State High School. There is no parking on College grounds (including boarding).

I understand the conditions for the use of a motor vehicle to travel to and from College and the expected code of conduct and agree to abide by these conditions set by the College.

Signature of Driver:	Date:
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Mr Anthony Sharman: Date:
Director of Campus



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Concordia Lutheran College is a school of the  Lutheran Church of Australia Queensland District. ARBN: 051602996. CRICOS number: 00581G