



GOLD COAST CHRISTIAN COLLEGE

Handbook

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Welcome to
Gold Coast Christian College

Christ Centred, Service Oriented, Innovative Learning

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1. INTRODUCTION

1.1 PRINCIPAL'S WELCOME

Dear Parents,

Welcome to Gold Coast Christian College. This handbook is to help you and your children understand all of the cultural expectations needed to be a member of the Gold Coast Christian College community. Our College has an established reputation for providing excellence in a nurturing environment. It achieves this reputation by all students adhering to the guidelines in this handbook. The staff at Gold Coast Christian College strive to provide Christ Centered learning in all subjects and activities. We encourage professional excellence in all staff at Gold Coast Christian College, and this is only achieved successfully when parents understand the framework within which teachers operate.

This handbook outlines the framework - all the parameters students need - to become successful in their studies at the College. We strive to educate students in a hyper-connected world yet realise this can only truly be achieved with strong foundations and positive relationships. We want our students to thrive, ultimately being able to affect the world around them in a positive way, with a desire to serve those who need it most.

Blessings as you experience the Gold Coast Christian College community.

God bless



Guy Lawson
Principal



1.2 COLLEGE INFORMATION

Location:

Gold Coast Christian College
7 – 9 Bridgman Drive
Reedy Creek QLD 4227

Contact Details:

Approved Provider: Seventh-day Adventist Schools (South Queensland) Ltd.
GCCC Office: Ph: 07 5593-4571

E: info@goldcoastcc.qld.edu.au

Website:

www.goldcoastchristiancollege.qld.edu.au

Principal:

Guy Lawson - principal@goldcoastcc.qld.edu.au

Hours of Operation:

GCCC Office hours: Monday – Friday: 8:00 am – 4:00pm

Uniform Shop: Monday & Friday: 8:00am – 9:30am
Wednesday: 3:00pm – 4:00pm

Kindergarten: Monday – Friday: 8:15 am – 3:15pm

Before School Care: Monday – Friday: 7:00 am – 8:35am

After School Care: Monday – Friday: 3:10 pm – 6:00pm

Bell Times:

Commences: 8:35am

Primary Recess: 10:05am – 10:25am

High School Recess: 10:05am – 10:25am

Lunch: 12:25pm – 1:05pm

Finishing Time: 3:10pm

Primary Contacts:

Co-ordinator: Cheryl Costigan – school@goldcoastcc.qld.edu.au

Curriculum Co-ordinator: Natalie Lawson

Kindergarten Co-ordinator: Melissa Smith

High School Contacts:

Co-ordinator: Jason Smith

Dean of Studies: Matthew Ace

OSHC: Leanne Edward – oshc@goldcoastcc.qld.edu.au

Chaplains: Sean Berkeley

International Students: CRICOS Provider # 02708C

Music: Debbie Hinton – dhinton@goldcoastcc.qld.edu.au

1.3 MISSION STATEMENT

Our Mission

The mission of Gold Coast Christian College is to promote a redemptive relationship between each student and Jesus Christ and facilitate a partnership with parents to enhance spiritual, academic, social, physical and vocational growth.

We provide quality Christian education which develops creative and confident young people who are Christ centred, service oriented, innovative learners. Our young people strive for excellence in all they do, have the courage to act on their beliefs and embrace lifelong learning.

Christ Centred

Our mission is to foster and promote an acceptance of Jesus Christ as our personal Saviour, a commitment to a consistent Christian lifestyle, a desire to serve God and others and an appreciation of Christian worship and spiritual fellowship.

Service Oriented

Our mission is to nurture and encourage a genuine compassion for the needs of others, a sense of rightness and fair play and responsible citizenship within the community. We encourage individuals to recognise their responsibility to develop their talents as God-given gifts to be used in leadership and service for others.

Inn vative Learning

Our mission is to inspire a commitment to excellence through diligent effort and a desire to become a lifelong learner. We strive to develop in students the ability to think logically, critically and creatively and an appreciation of knowledge and truth in harmony with the Bible.

1.4 STUDENT CODE OF CONDUCT

Rationale:

At Gold Coast Christian College we strive to provide all students with a safe and orderly working environment that will encourage students in their learning and work towards achieving their potential. In accordance with Gold Coast Christian College's Student Welfare policy all students have the right to work and play without interference or harassment. Teachers should expect to be able to teach in an atmosphere of order and co-operation.

Students at Gold Coast Christian College respect the rights of others and understand that they have a responsibility to act and promote environmental safety, equal access to education and individual well being.

Standards of Behaviour:

The students at Gold Coast Christian College will:-

- Acknowledge that our Christian beliefs form the basis of all expectations and underpin every action and behaviour, and
- Acknowledge that the College rules are in place for their protection and safety and that of others:-

Therefore, they will:

- Follow directions
- Work quietly - do not disturb others who are working.
- Respect others - be nice with your words and actions.
- Work and play safely
- Respect personal and College property

Students are responsible for:

- Wearing the correct uniform
- Setting a good example at all times
- Helping to ensure the College is tidy
- Treating each other with respect
- Trying to do their best
- Listening attentively
- Saying sorry when in the wrong
- Tolerating opposing opinions, no put downs
- Sharing play areas, equipment and resources
- Taking pride in personal and College achievements
- Being willing to participate in conflict resolution
- Being punctual and co-operative
- Getting enough sleep so that they are ready for learning when at College

- Eating a healthy meal at the appropriate times to give them the energy to participate.
- Completing homework accurately and on time.
- Preparing for tests, assignments and any other forms of assessment.
- Conducting themselves with personal and academic integrity - cheating and plagiarism will be treated as serious incidents. Cheating is obtaining, or attempting to obtain, academic credit for work by dishonest, deceptive or fraudulent means. Plagiarism is using the ideas or work of others (either directly or in part) as if it were ones own, without giving acknowledgement to the source.
- Compulsory attendance at the College in accordance with Government regulations as a minimum standard.
- Clearly explaining any lateness, absences, missed homework and uniform discrepancies in a note from parents - telephone explanations are also suitable in an emergency.
- Contributing to a safe College free from fear - acts of violence, weapons and contraband are never acceptable.

What happens if a student does not work within the Code?

Certain behaviours are unacceptable in the course of or in connection with being a student at **Gold Coast Christian College**. While it is not possible to list all of them, the following are examples, however, are not exclusive, of behaviour that may result in the possibility of a child's immediate suspension or enrolment being terminated:

- a. Misuse or unauthorised use of College property
- b. Refusing or failing to carry out any reasonable instruction given by a teacher
- c. Coming to College under the influence of alcohol or illegal drugs
- d. Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the College
- e. Undertaking any illegal activity in the College
- f. Bringing inappropriate material to College in the form of pornography, being, digital, printed or other
- g. Wilfully or habitually violating health and safety regulations
- h. Engaging in horseplay or other disorderly conduct which endangers the safety of others or themselves
- i. Fighting or threatening violence in the College
- j. Possession of dangerous or unauthorised materials such as explosives, firearms or weapons of any kind on the College property
- k. Wilfully damaging, destroying or stealing property belonging to the College
- l. Theft of College property or inappropriate removal or possession of College property.

2. PARENT GUIDELINES AND INFORMATION

2.1 ADMINISTRATION MATTERS

2.1.1 College Council

The College Council is the principal governing body of the College. It is comprised of representatives from the Seventh-day Adventist churches in the Gold Coast area, Seventh-day Adventist Schools (South Queensland) Ltd and the College Principal. Its functions are to foster the Gold Coast Christian College philosophy of education, care for the financial operations, student welfare and to oversee the future growth of the College through the master plan.

2.1.2 Dispute Resolution

If a parent has any dispute with their child's education or school life at the College the following resolution procedure should be followed:

1. Contact should be made first with the child's teacher;
2. If the matter is not resolved an appointment with the Primary / Secondary Co-ordinator must be made;
3. Should you still be unsatisfied with the outcome, a meeting with the College Principal will be arranged;
4. This matter may need to be raised with the College Council;
5. And finally, if the matter is still unresolved contact can be made with the Education Director for Seventh-day Adventist Schools (South Queensland) Ltd.

2.1.3 Policies

All our policies are available, upon written request to the College Principal.

2.1.4 Staff Development

The College encourages and supports staff to make professional development an ongoing process. Throughout each year staff will attend various seminars and workshops that are relevant to the Education of children.

2.2 ATTENDANCE & ABSENCES

2.2.1 Attendance and Absence

Attendance at school is compulsory for all students. We encourage parents/guardians to ensure that any absences are for unavoidable reasons such as illness. When a child is absent for any reason the College must be notified. This can be done via telephone, on the absence line, email, College app or in person at the College office prior to 10:00am. If no such contact has been made, an unexplained

absence will be recorded. Patterns of unexcused absences may result in disciplinary action or a review of your enrolment.

All students are reminded of the Federal Government Policy “Learning or Earning” which requires that they attend school until they are 17 years old. Students with excessive absences may make themselves liable to prosecution and the school will also consider cancellation of enrolment.

2.2.2 Departing Early

A student who leaves the College grounds for any reason during the day, such as going home sick or attending a medical appointment, must be signed out at the office. In the event of an emergency, the College must be able to account for everyone on site, therefore **students must not leave the College grounds without written permission and / or having been signed out at the office by a parent / guardian**. If a student has an appointment during school hours which requires them to leave the College grounds, they must provide a note from their parents/guardians to their Home Room Teacher when they arrive in the morning.

2.2.3 Extended Absences

It is very difficult for teachers and parents to find time to help children catch up with their school work after extended periods away from school. If a parent knows in advance of an absence, it would be appreciated if this were communicated before the child is away from school.

2.2.4 Illness before School

Children who are clearly unwell before school should remain at home for the day in the interests of themselves and the wider College community.

2.2.5 Illness during the Day

In circumstances where a student becomes unwell or suffers an injury during the course of the school day, they are to inform the appropriate teacher. Students are not permitted to phone their parents/guardians and request for the parents to collect them from school. This decision is to be made only by our teaching or First Aid Staff. These staff members will use their discretion as to whether the child should remain at school or whether a parent/guardian should be contacted and arrangements made for the child to be taken home. In the event that either parent/guardian cannot be contacted, Staff will contact an emergency contact provided on the child’s enrolment form. It is important that these details are always kept up to date. Naturally, all reasonable attempts will be made to contact one of the parents/guardians. When a parent/guardian or emergency carer is contacted and asked to take the student home, it is expected that this request will be attended to immediately. It is the responsibility of the parents/guardians to make alternative

arrangements if they cannot personally come to the College and collect their child promptly.

2.2.6 Late Arrival to School

For safety and security reasons parents/guardians dropping students to school after school has commenced need to come to the office to **sign the late book** and complete a late slip for the students to take to class. A student arriving to school without a parent / guardian must also sign in should they arrive after the bell has gone. In this instance a note from the parents/guardians will need to be provided explaining the late arrival.

2.2.7 Punctuality

It is an expectation that students arrive promptly at school. Any student arriving at school after 8:35 am will need to proceed to the administration office to obtain a late pass before entering class.

2.2.8 Reporting an Absence

A student returning to school after a period of absence must provide to their home room teacher, roll teacher or office a letter written by their parents/guardians explaining the reason for the absence and the dates. Medical certificates from a doctor are an acceptable notification of absence and should be provided for any absence over 3 days. Parents/guardians are requested to telephone the main administration absence line before 9.00 am, if their child is going to be absent for the day.

2.2.9 Supervision of Children

The College is responsible for the safety and wellbeing of the students during the normal College day, i.e. for 35 minutes before College and throughout the day including 20 minutes after College. Students (12 and under) arriving before 8:00am will be placed in Before School Care. If students (12 and under) remain at school after 3.30 pm they will be taken to our After School Care Program. Details for Before and After School Care, including financial commitments, can be obtained from the College office or via our OSHC line: 0432 049 438

2.3 BANNED ITEMS

Items such as MP3 players, iPods and any other form of portable audio, video or media devices are not to be brought to the College. If these items are seen at the College, they will be confiscated and returned only to the parent/guardian. These items are items that can easily go missing and the College accepts no responsibility if a student brings these items to the College or College excursions. (There may be exceptions where teachers wish to use these items for learning and teachers will direct their classes in relation to this).

The following items are not permitted at the College:

- Alcohol
- Any tobacco product
- Skateboards, rollerblades, roller skates, scooters and rip sticks
- Chewing gum
- Laser pointers
- Knives of any description
- Fireworks, matches or lighters
- Unlawful drugs - will be dealt with directly by the police

2.4 CHAPEL

Every Tuesday High School and Primary have Chapel in the church located on the College grounds. This is a time when students are encouraged through awards, singing and presentations by various guest speakers. Our College chaplain organises speakers from a wide range of personnel. Parents are most welcome to attend.

2.5 CHAPLAIN

The College has an onsite chaplain who can provide spiritual and emotional support to the school community. Should you wish to contact the Chaplain you may do so through the College office where you may leave a message for him to contact you.

2.6 COLLEGE BOOKS, TEXTBOOKS & SUPPLIES

The College supplies all exercise books, textbooks and stationery for the students and this is included in the school fees each term.

2.7 COLLEGE BUSES

Gold Coast Christian College operates an extensive bus service covering the majority of the Gold Coast. Parents can request a bus application from the Administration office. Bus fees will be included on your term fee statement. Pick-up points and other bus matters are decided on by the Bus manager and drivers. Casual use of the bus will be dependent upon availability and parents will need to make arrangements beforehand with the Bus manager.

2.8 COMMUNICATION

2.8.1 College Calendar

The College has four terms per year. Regular public holidays are taken such as Australia Day, Anzac Day and Labour Day. Term dates and information on camps, Swimming and Athletics Carnivals, the College Concert, Parent Teacher Night, Reports, etc. are all listed on the Yearly College Calendar. The College Calendar is

published for the convenience of parents and to help with planning. It should always be remembered; however, that changes may occur.

2.8.2 Change of Contact Information

It is most important to notify the College of changes to:

- Residential Address
- Postal Address
- Telephone numbers – home, work and mobile
- Email address

2.8.3 Newsletter

A copy of the College newsletter is sent out electronically to each family on a weekly basis. As this is our main form of communication with families regarding College news and events, please make a habit of reading your newsletter and keeping it on file for reference.

2.8.4 Other Communication

Other important information or reminder notices may also be sent in the form of the following:

- Website: www.goldcoastchristiancollege.qld.edu.au
- College App
- Facebook : www.facebook.com/goldcoastchristiancollege
- Emails sent directly to parent email address
- Hard copy letters/memos sent home via students

2.9 COMPUTERS

The College maintains computers for students use both in and outside of class. The set-up and maintenance of these computers requires a large amount of time and money. Please assist the College by ensuring that students do not fiddle with the hardware or the software settings. Malicious damage to computers will be treated as vandalism and the student responsible will be expected to pay for the repairs by a qualified IT Support Personnel.

Students may use ear phones in class only under the direct authorisation and supervision of a teacher for the purpose of classwork.

Please refer to the 1 to 1 Laptop Agreement for more details regarding computer usage at Gold Coast Christian College.

2.10 ENROLMENT PROCEDURES

Parents seeking admission for their child/children to this College will:

1. Arrange an interview for themselves and their child with the Principal.
2. Provide reports from the previous school(s), where possible (except for Daycare).
3. Complete an application for enrolment form.
4. Pay the application fee.

A pupil is admitted only after the College Enrolment Committee has accepted his/her enrolment application. No student will be allowed to remain at the College if the College Council considers that he or she is not upholding the standards of morality, behaviour and conduct expected by the College.

2.11 EXCURSIONS

Excursions are worthwhile and valuable experiences in the students' education, therefore, we expect full attendance. Excursions may involve a small part of the day, all day or sometimes an overnight stay away. More detailed information will be provided prior to each excursion. Parents will be required to sign a consent form should the excursion fall outside of normal class routine. In some cases parents may be required to meet expenses related to the cost of an excursion.

2.12 FINANCE

2.12.1 Accounts

Customer account statements are distributed prior to the commencement of each Term. Payments can be made via direct debit, Eftpos (savings and credit), Centrelink, cheque and cash according to the Fee Payment Agreement entered into at the time of enrolment. Options per the fee payment agreement are as follows:

- Full annual payment prior to the advertised due date for payment.
- Full term payment prior to the advertised due date for payment.
- To enter into a payment plan to ensure payment of all fees prior to the end of the current enrolment term.

Discounts are available for annual and term payments if paid before the due date. If for any reason, you are unable to finalise the fee account by the due date, please contact the College bursar to make appropriate arrangements. Fee assistance is available on a qualifying basis but it is our expectation that after fee assistance is given the remainder of the school fee account will be paid in full by the parent/caregiver.

2.12.2 Non payment of Fees

Failure to adhere to the established fee payment agreement and any related Fee Payment plan will initiate Fee Collections procedures consistent with ASIC Debt Collection Guidelines.

Failure to respond to reminder letters and non-payment of the student fee account within the term will result in the student(s) suspension. If still no response and non-payment of the student fee account after the student has been suspended, the student(s) will be de-registered at the end of the term.

Customer account statements are distributed at the end of each term. Payments can be made via direct debit, EFTPOS (savings and credit), Centrelink, cheque and cash.

Accounts in arrears will be subject to review.

2.13 HEALTH & WELLBEING

2.13.1 Allergies

If a parent/guardian suspects that their child(ren) has an allergy, it is encouraged that they visit their family Doctor and have it properly diagnosed. Once diagnosed, staff must be supplied with instructions from the Doctor on how to best care for the child. If a child has been diagnosed with a life threatening allergy, it is VITAL that Staff are provided with an emergency medical kit, complete with doctor's written instructions on how to best deal with any reaction. Valuable time may be lost in caring for a student if our staff do not have the proper instructions.

2.13.2 Ambulance

Please note that sometimes it is imperative that our teaching or First Aid Staff call an ambulance. In the event of an emergency situation where an ambulance needs to be called, and a parent/guardian or emergency contacts is unavailable, a member of Staff will accompany the child to hospital in the ambulance.

2.13.3 Anaphylaxis & Asthma

Our College requires an Action Management Plan from a doctor or specialist to enable the correct procedure to be followed should an anaphylaxis or asthma attack occur.

2.13.4 Contacting Parents/Guardians

The procedure for contacting parents/guardians is to phone the parent / guardian contacts on the enrolment form and where neither parent/guardian can be contacted, staff will phone one of the emergency carers provided. If families desire this procedure to be different due to their particular situation, please notify the

office in writing. In emergency cases all effort will be made to contact parents. The chosen course of action will be in consultation with the parent. If the parent is uncontactable the College reserves the right to take appropriate action. It is the parents' responsibility to maintain current contact details at all times.

2.13.5 Dentist

The College periodically notifies parents, through the newsletter, the location, times and contact details of the Gold Coast Health Oral Dental Services. In the event of an emergency you may contact them directly on 1-300-300-850 or via their website on www.health.qld.gov.au

2.13.6 Family and Student Information

On the enrolment form, parents/guardians record important information, pertaining to their child(ren), that the College may use in case of an emergency. It includes a permission slip for parents/guardians to sign giving authority for the College to seek emergency treatment. It is important to ensure that any information provided to the College to help with the treatment of our students in the case of illness or a medical emergency is kept up to date.

Please ensure that the emergency contacts listed on this form are contactable and able to respond immediately should they be required to do so. Please also ensure that they are able to effectively and clearly communicate with our staff during this time.

2.13.7 First Aid Procedure

In circumstances where a student becomes unwell or suffers an injury during the course of the school day they will be sent to the office by their teacher and office staff will contact parents to collect them.

2.13.8 Head Lice

If a student is found to have head lice parents are called and the student must be collected and go home immediately. Students with head lice must stay home until treatment has been carried out; the day after treatment is usually an appropriate time to return to school. Parents/guardians must inform the College when their child has head lice so that a note can go home via the child's home room teacher, asking parents/guardians to check their child(ren)'s hair that evening to minimise any outbreak.

2.13.9 Immunisation Status

We are required by law to obtain information about the status of a child's immunisation. This does not mean that all students must be immunised, but it does mean we need to know if they are not.

2.13.10 Infectious/Contagious Diseases

Parents/guardians are asked to inform the College if their child(ren) is/are suffering from an infectious/contagious disease. The following are some guidelines regarding infectious/contagious diseases:

- *Chicken Pox*: Stay at home until fully recovered or at least five (5) days after first eruption. Please note that some remaining scabs are not an indication for continued exclusion.
- *Measles*: Stay at home for at least four (4) days after the appearance of the rash.
- *Mumps*: Stay at home for nine (9) days or until the swelling goes down.
- *German Measles*: Stay at home until fully recovered for at least four (4) days from the onset of the rash.
- *Conjunctivitis*: Stay at home until the discharge from the eyes has stopped.

2.13.11 Medical Expenses

All students are automatically covered by 24-hour accident insurance once fully enrolled at the College. If you require further information please contact the College office.

2.13.12 Medication at School

As per government regulations, College Staff are not able to administer medication to students without written permission from their parents/guardians and written instruction provided by a medical practitioner. If, upon doctor's orders, ongoing daily medication is required whilst a child is at school, parents must fill out a "Request to Administer Medication at School" form obtained from the College office. Instruction from the doctor explaining the dosage is also required. The medication must be in its original container and handed in to the office. ALL medication will be held in the College office and be administered ONLY by First Aid Staff. No medication or drugs are to be brought onto the College grounds by any student without our First Aid Staff being informed beforehand. All medication must be taken to the office for safe keeping to avoid accidental misplacement which could put other students at risk. It is preferable that only the number of tablets required for that day, or for the course of the treatment, are provided to the First Aid Staff. Whole bottles of medication are too dangerous in a school environment and not usually necessary. Short term medication can be collected from the office at the end of the day.

2.13.13 Pain Relief

If deemed necessary, paracetamol / ibuprofen may be administered to students **only** if a "Request to Administer Medication at School" form has been filled out with parents signature and Doctor Instruction is provided along with the medication.

2.13.14 SunSmart

Gold Coast Christian College is a Sun Smart School. Further information pertaining to the College-approved hats is provided in this Handbook, under the Uniform section. Parents/guardians are asked to take the time to talk to their child(ren) about our hat requirements in order to encourage a more harmonious relationship between staff and students. Students are also encouraged to apply appropriate strength sunscreen before coming to school in the morning and re-apply as necessary throughout the day.

2.13.15 Treatment for Known Conditions

It is the responsibility of the parent to notify the College of a child's condition of health, including all allergies. If medication or special supervision is required, it is the parents' duty to keep the College fully informed and to provide a completed "Request to Administer Medication at School" form with doctor instruction along with the prescribed medication. All medications to be given to the child must be handed in at the office. No medication should be handed in via a child. The College reserves the right and responsibility to confiscate any medications that have not had prior authorisation by the parent.

2.14 INTERNATIONAL STUDENTS

The College accepts long term and short term international students and is registered with CRICOS. A pre-enrolment pack and application form can be obtained by contacting the administration office or visiting our website: www.goldcoastchristiancollege.qld.edu.au

2.15 LIBRARY USE

Students are allowed to borrow books during their classroom library times. Books will need to be either renewed or returned after a 2 week period. Lost or damaged books will need to be replaced by parents.

All Primary students will be required to purchase a College Library bag available from the Uniform Shop.

2.16 LOST PROPERTY

In order to assist the College in returning items to their rightful owners, please make sure that your name is placed on all items of clothing and belongings. Unclaimed lost property will be disposed of at the end of each term. The College cannot accept responsibility for loss of items by students.

2.17 MUSIC

Gold Coast Christian College has the services of highly skilled music teachers who visit the school each week and the instruments we have on offer for tuition are:

| | |
|-------------------------------------|----------------------|
| Voice (modern and classical styles) | Drums and Percussion |
| Piano (modern and classical styles) | Flute |
| Theory of music | Clarinet |
| Guitar | Trumpet |
| Bass Guitar | Trombone |
| Violin | Saxophone |
| Viola | Banjo |
| 'Cello | |

As well as professional tuition, GCCC has an extensive hire/buy program which covers most of the above instruments. (Exemptions are: Piano, 'Cello, Viola, Banjo, Drums and Percussion). The school also has practical tuition and theory books on sale at the office for these instruments.

2.17.1 Music Exams

Students who wish to, can sit for examinations each year in the above instruments. The examinations are with A.M.E.B. (Australian Music Examinations Board) and the students achieve a grade level each year. Credit points for the Queensland Certificate of Education can be achieved from grades four and upwards.

2.17.2 Immersion Program

As part of the College curriculum for Years 3 & 4 we operate a full immersion program. Year three students study violin and Year four students study either a brass or woodwind instrument. This program brings the College in line with the immersion programs offered at other larger schools. Private lessons are available at the conclusion of the program.

Immersion instruments are supplied to students free of charge, however, failure to return the instrument in a similar condition to that of when it was issued will result in the cost of repair or replacement of the instrument being added to parents' fees.

2.18 OUTSIDE SCHOOL HOURS PROGRAM

Gold Coast Christian College operates an accredited service under the National Quality Framework. Under this act we are bound to comply with all rules and regulations, for example requirements about the children's activities, experiences and programmes, staff / children ratios and staff member qualifications.

Applications forms and information regarding the service can be obtained through the Administration office upon request.

Hours of operation

Before School Care: 7:00am to 8:00am
 After School Care: 3:30pm to 6:00pm

Vacation Care: 7:00am to 6:00pm

Contact Details

OSHC Co-ordinator Ph: 0432 049 438

2.19 PHONE & PHONE PROCEDURES

2.19.1 Mobile Phones

Mobile phones are not permitted to be used during the school hours of 8:35am – 3:10pm and are therefore discouraged from being brought to school.

High School Students who bring mobile phones to school **must sign them into the Library** prior to school starting each day and collect and sign them out at the end of the day. They will be stored in a secured cabinet throughout the day. Students caught with their mobile phones during school hours will be given a 1 day suspension from school.

Primary Students are not permitted to have mobile phones at school unless a written request from parents is submitted and approved by the Principal. Such written requests will only be granted on a temporary basis. The phone will be checked in to the class Teacher and returned to the student at the end of the day.

2.19.2 Making Phone Calls at School

The College telephone is not for student use. A student will only be permitted to use the College phone when the matter is deemed necessary or urgent.

2.19.3 Receiving Phone Calls at School

Students will not be allowed to receive phone calls when at school. The office staff can pass on any urgent messages when necessary.

2.20 PROCEDURE WHEN A STUDENT IS LEAVING

2.21.1 Notice of Withdrawal

If you are planning to cease your child's enrolment with the College you will be required to give a Terms notice in writing to the College office. Failure to do so will result in you being charged the term fees regardless of whether your child is in attendance.

2.21 PROPERTY

2.21.1 Breakages

Any damage to College property needs to be reported to the teacher on duty or to the administrative office. College property and other student's personal property are to be respected at all times. Students creating graffiti will be dealt with severely.

Students responsible for any damage to or loss for students' belongings or school property will be expected to pay for the replacement or repair.

2.21.2 Valuables

Students are encouraged NOT to bring valuables or significant sums of money to school. However; should you need to do so, please leave these items at the administration office. The College will not take responsibility for valuable items being lost.

2.22 REPORTS

Three reports are issued throughout the year. An interim report during Term 1 as an indication of how students are settling into school and a full report at the end of Semester 1 and the end of Semester 2. Parent Teacher interviews will be conducted after the Interim and first Semester reports have been sent home. The date for the interviews will be advertised via a memo and the newsletter. Parents can then telephone the office to make an appointment.

2.23 SPORT/PHYSICAL EDUCATION

Active participation in the sports program encourages physical development and a healthy team spirit. All students at the College represent one of our two sporting houses in intra-house sporting competitions. Bates House is represented by the colour red. Andrews House is represented by the colour sky blue. All students are expected to participate regularly and actively in sport and physical education periods unless a note from parents is presented.

Students are involved in a selection of activities including swimming, athletics and interschool sports: netball, soccer and touch.

2.24 TRANSPORT

2.24.1 Students Driving to School

The College recognizes that situations may arise where it is beneficial for students to drive a private motor vehicle as his/her mode of transport to and from school. In the interests of safety for all, especially fellow students, the College requires students to register their vehicles with the College.

Gold Coast Christian College acknowledges that parents have the right to let their children drive to and from school if they hold a valid driver's license, however, the College has provided the guidelines as listed below in the interests of safety for all. The College also has the right to refuse a student's application to park on the College campus if they are deemed to breach the following guidelines:

1. Registration forms to apply for driving to school permission are available from the Principal and must be approved by the applicant's parents/guardians and College Administration before the permission is granted. Once the registration

form is completed and processed, permission will be granted to park on school grounds.

2. The parents/guardians of the students must sign the registration form that gives permission to drive to school and/ or travel as a passenger in another student's motor vehicle.
3. Parents/guardians who authorise the use of motor vehicles by their student child/ren, whether as drivers or passengers, should note that:
 - a. A permit will be issued when students' applications are approved, upon which, after students give their details of their motor vehicles to reception, a card will then be issued.
 - b. Students are to park their vehicle in the designated area – that is, in the top car park, at the back of the church. Permit must be visible.
 - c. The vehicle is out of bounds and not to be used for any other travel during school hours such as recess/lunchtime travel or transport to sport venues or any other school activity.
 - d. Other students are not to be transported in the vehicle unless the Principal has sighted written permission from the passenger's parents.
 - e. Students are not to drive in a dangerous or reckless manner. Always take special care to observe the 10km/h speed limit within College grounds and be watchful of small children.
 - f. Normal road rules apply on and off campus including but not specifically limited to speed zones and mobile phone use.
 - g. The privilege of driving to school is just that – a privilege. At any time the College has the right to review its policy and withdraw parking permission on the College Grounds, especially if the safety of a student becomes a concern.

2.24.2 Parking and Traffic

Parents are requested to park in **designated parking spots only**. Should the carpark be full, the upper church car park can also be used for parking. **Please do not park in marked bus lanes or staff carpark. The designated crossing areas are not drop off zones and should not be blocked at any time.**

All road signs, including directional signs, are to be obeyed and speed is to be kept to 10 km/hr whilst driving in the College campus. Parents and visitors must drive with extreme caution, as children's movements are unpredictable.

2.24.3 Private Transport

Department of Transport and Main Roads provides assistance to parents who live a certain distance from the College and who transport their children by car. Further information can be found on their website: www.tmr.qld.gov.au .

2.25 TUCKSHOP

The College Tuckshop operates four days per week Monday, Tuesday, Thursday and Friday. The menu has a selection of delicious foods and drinks at very reasonable prices. The Tuckshop menu is available on the College App. Parents will need to register on www.school24.com.au website to enable them to place their orders for the College Tuckshop. Further information on registering and ordering can be obtained from the Administration office.

Students are not allowed to leave the College campus to purchase their lunch during school hours.

2.26 UNIFORM REQUIREMENTS

Students must wear regulation uniform on specified days. Students are also required to have the correct sports clothes for PE classes and sport days and sporting events. A note from home is required if the student comes to the College out of uniform. Students have 3 days to obtain correct uniform articles.

PRIMARY SCHOOL

Dress Uniform – Girls

- Wide brimmed navy school hat with toggle
- Tartan Day Dress (knee length)
- White ankle socks
- Black polishable lace-up dress shoes (Velcro strap shoes are acceptable for Prep – Year 1 only) – No black joggers
- Winter – College jumper
- College School Bag
- Library Bag and Homework Bag for Years Prep – Year 6

Dress Uniform – Boys

- Wide brimmed navy school hat with toggle
- White shirt with tartan strip on shirt pocket
- Navy Blue zip up shorts
- Navy Blue knee-high socks
- Black polishable lace-up dress shoes (Velcro strap shoes are acceptable for Prep – Year 1 only) – No black joggers
- Winter – College jumper
- College School Bag
- Library Bag and Homework Bag for Years Prep – Year 6

Sports Uniform – Boys & Girls

- College Sports shirt and shorts

- Sport ankle socks
- Wide brimmed navy school hat with toggle
- A pair of white, grey or black supportive sport shoes. These shoes may also have red or blue accents, with white, grey or black laces.
- Winter – Sports jacket and track pants

MIDDLE SCHOOL

Dress Uniform - Girls

- Wide brimmed navy school hat
- White blouse
- Navy button tie
- Tartan Skirt (knee length)
- White Ankle Socks
- Black polishable lace-up shoes
- Winter – College jumper
- College School Bag

Dress Uniform - Boys

- Wide brimmed navy school hat
- White shirt with navy piping on shirt pocket,
- **Option:** Navy zip-up shorts and/or long navy pants
- Blue knee-high socks with shorts, navy trouser socks with long navy pants
- Black polishable lace-up shoes
- Winter – College jumper
- College School Bag

Sports Uniform – Boys & Girls

- Each grade will be advised of their allocated PE day(s)
- Regulation College Sports shirt and shorts
- College sports cap
- Sport Ankle Socks
- A pair of white, grey or black supportive sport shoes. These shoes may also have red or blue accents, with white, grey or black laces.
- Winter – Sports jacket and track pants

SENIOR SCHOOL

Dress Uniform - Girls

- Wide brimmed navy school hat
- College Blazer in Terms 2 and 3

- White blouse
- Navy button tie
- Navy Skirt (knee length)
- White Ankle Socks
- Black polishable lace-up shoes
- Winter – College jumper
- College School Bag

Dress Uniform - Boys

- Wide brimmed navy school hat
- College Blazer in Terms 2 and 3
- Long navy pants in Term 2 and 3
- White shirt with plain white pocket,
- Long navy tie
- **Option:** Blue zip-up shorts and/or long navy pants
- Blue knee-high socks (with shorts) or blue trouser socks (with trousers)
- Black polishable lace-up shoes
- Winter – College jumper
- College School Bag

Sports Uniform – Boys & Girls

- Students doing elective PE will be advised of their PE day.
- Regulation College Sports shirt and shorts
- College sports cap
- Sport Ankle Socks
- A pair of white, grey or black supportive sport shoes. These shoes may also have red or blue accents, with white, grey or black laces.
- Winter – Sports jacket and track pants

2.26.1 Hair requirements

Hair colour has to be natural, hair that contains more than one colour is considered inappropriate. Extreme or fad hairstyles will not be tolerated, and these are determined by the College Administration team. Students will have 1 week to rectify any hair infringements and the College reserves the right to ask the student to remain at home until he/she complies with College regulations. Students who do not comply will be sent home to have it rectified.

Standard Hair for Girls:

Girls must have their hair secured behind the ear if it is below the collar. Fringes around the face that are below the eyebrow must be secured with a pin or clipped off the face. Regulation colour headbands (Navy Blue & White) may also be worn to secure the hair off the face and these are the only colours that are acceptable.

Standard Hair for Boys:

Boys are not to wear their hair below the top of their shirt collar. Minimum length of cut is the No. 2 blade. The fringe must not be below the eyebrows. Hair must not cover the ears. Boys are to be cleanly shaven at all times. Beards and moustaches are not allowed.

2.26.2 Jewellery

NO loose jewellery is to be worn by female or male students with the exception of a watch. Females may wear 3mm studs in gold or silver only. No hoop or dangling earrings, chains, necklaces, anklets, toe rings and nose studs. These are not part of the school uniform.

2.26.3 Make Up

No bright coloured lipstick, blush, coloured eye make-up, eye-liner or mascara is to be worn. Make-up for girls must be natural looking and light. For example, lightly applied foundation, tan coloured eye-liner and brown/black mascara is permissible; however, if heavily applied, girls may be asked to remove it. The wearing of suitable make-up will be at the discretion of the high school Administration team.

2.26.4 Nail Polish

Clear Nail polish only is to be worn. No colored or jewelled nails are allowed. Student's wearing colored polish will be sent to the of office to remove it.

2.26.4 Shoes

Each child is required to wear the following shoes:

1. Formal - a pair of black leather lace-up formal school shoes (Velcro strap shoes are acceptable for Prep – Year 1 only) – no black joggers.
2. A pair of white, grey or black supportive sport shoes. These shoes may also have red or blue accents, with white, grey or black laces.



2.26.5 School Bags

Student's school bags are not to be covered with writing, stickers and pictures. The student's name should be clearly marked in an appropriate place on the bag.

2.26.6 School Hats / Caps

Due to sun safety regulations all students are to wear the College cap or hat when in the playground - even on dull days. Caps or hats are to remain at College in the student's desk / locker unless needing to be washed.

2.26.7 School Uniform Care

All items of school uniform must be kept in good repair, be well fitting, clean, neat and ironed. Shoes must be polishable black leather for dress uniform. It is a requirement that all items are marked with the student's name. The school administration reserves the right to contact the parents with regards to the condition of students' uniforms and ask them to collect their child and rectify any issues before returning to school. Parents/guardians are asked to take the time to talk to their child(ren) about our uniform requirements in order to encourage a more harmonious relationship between staff and students.

2.27 VOLUNTEERING

Gold Coast Christian College encourages parent / guardian participation in the school. Whether your child is starting in Kindergarten or entering their final year of High School opportunities to volunteer would include helping in the school tuckshop and library, helping with school excursions and school events and assisting with reading and math's programs.

If you are interested in volunteering please contact the College office for more information.

2.28 WORKPLACE HEALTH & SAFETY

2.28.1 Emergencies, Including Evacuation

In the event of an emergency, all visitors will be advised as to whether they are required to stay inside or exit outside to the nearest evacuation point. In the event of an evacuation, all visitors are asked to please follow the instructions of the Emergency Coordinator in their area and make their way to the evacuation point with the teacher they are working with. Once at the evacuation point, all visitors are requested to line up and be accounted for by a staff member wearing a yellow bib. During this time, visitors are asked to remain as quiet as possible so that further instructions can be heard.

2.28.2 Parents & Visitors

Parents are more than welcome at the College and the staff encourage this contact. It is a requirement for Workplace Health & Safety as well as meeting Fire regulations that all parents and visitors of the College sign in and obtain a visitor's pass before entering the College precinct as well as signing out when they depart. Should a parent require an appointment with a teacher, this should be arranged directly with the teacher after 3.30pm when staff can give their full attention.