

Immanuel Lutheran College

126-142 Wises Road, Buderim



Walk as Children of the Light

MAIN ADMINISTRATION

Office Hours: 8:00am to 4:00pm.

Principal

Personal Assistant to the Principal

Phone: (07) 5477 3444

Fax: (07) 5477 3477

Mr Colin Minke

Mrs Sonya Hutcheson

PRIMARY SCHOOL ADMINISTRATION

Office Hours: 8:00am to 4:00pm

Head of Primary School

Deputy Head of Primary School Curriculum and Pedagogy

Primary School Co-ordinator

Secretary to the Head of Primary School

Phone: (07) 5477 3402

Fax: (07) 5477 3477

Mr Scott Moore

Mrs Jodie Hayat

Mrs Samantha Stewart

Mrs Lisa Bond

SECONDARY SCHOOL ADMINISTRATION

Phone: (07) 5477 3461 Office Hours: 8:00am to 4:00pm

Head of Secondary School

Dean of Teaching and Learning

Secretary to the Head of Secondary School

P – 12 STUDENT SERVICES / FIRST AID

Fax: (07) 5477 3477

Mr Nick Cheyne

Mrs Cheryl Fillmore

Miss Fiona Karageorge

Phone: **PS** (07) 5477 3484

SS (07) 5477 3488

Absentee Line: (07) 5477 3459

DAILY TIMETABLE

Time	Lesson		Monday	Tuesday	Wednesday	Thursday	Friday
8.30	Pastoral Care / Devotion	10 mins					
8.40	Lesson 1	45 mins					CHAPEL 8.45am
9.25	Lesson 2	45 mins					
10.10	Lesson 3	40 mins					
10.50	FIRST BREAK	45 mins					
11.35	Lesson 4	45 mins					
12.20	Lesson 5	45 mins					
1.05	SECOND BREAK	30 mins					
1.35	Lesson 6	40 mins					
2.15	Lesson 7	45 mins	Assembly 2.20			Years 4-6 SCISSA	
2.55	Pastoral Care	5 mins					

OUR COLLEGE

Immanuel Lutheran College is a Christian co-educational day school of students from Prep to Year 12. We also have an Early Learning Centre catering for children aged 2½ years to 5 years, in a long day care setting. The College was founded in 1979 and is operated by the Lutheran Church of Australia, Queensland District.

The programs and activities of the College reflect the emphasis of the creeds and confessions of the Lutheran Church of Australia – in particular, the centrality of the Gospel of Christ.

The Principal and staff are responsible for the daily operation of the College, while a College Council, appointed by the Church Synod, oversees its management.

An Outdoor Education Centre is located at Mt Binga on the Blackbutt Range.

OUR VISION

Immanuel graduates will be identified by their confidence, optimism and respect for healthy relationships. They will be broadly competent and capable of making a positive contribution to their country and the world. They will be well grounded with a sense of who they are in the world and a set of values which is founded in faith, reason and knowledge.

OUR CORE VALUES AND BELIEFS

Centrality of the Gospel: We acknowledge God's Word as the authority and guide for the community. In it, Christ is revealed, providing the centre of all we do under God's grace.

Worth of the Individual: We believe each person in the community is important, their worth attested by Christ, and should be able to reach their potential academically, spiritually, physically, culturally and socioemotionally.

Excellence: Our aim is to strive for excellence in an education that is authentic, life-related and future orientated.

Importance of Relationships: We believe that in Christ all are equal, regardless of race, ability, gender or physical nature, and should be committed to each other in caring, just, supporting, encouraging and forgiving relationships.

Service: We believe that we are to serve one another and the community.

Respect for the Environment: We believe that the natural environment is to be preserved and protected as we interact with it.

Sense of Community: We believe that Immanuel is enriched as we develop school pride and spirit and as we interact with the wider community.

In light of these core values and beliefs our students are encouraged to develop:

- An active, living faith;
- A commitment to a life of service to others;
- A positive self-concept, self-discipline and effective relationships;
- Individual talents and physical, spiritual and creative potential;
- Skills and concepts of chosen subject areas in preparation for a productive and satisfying adulthood;
- Inquiring, receptive and discriminating minds with a continuing eagerness for self-improvement;
- An appreciation of, and respect for, their total environment.

EXPECTATIONS OF STUDENTS

The College expects students to aim for excellence in all that they do. Students are encouraged to be independent learners with a high level of self-discipline and good organisation skills. Our Code of Conduct is based upon the College's core values and is to be followed by Immanuel students at all times.

Students are expected to maintain a balance across all aspects of their lives – home and family, recreational and social, work and the community, and school. While it is understood that many students in the Secondary School will undertake some part-time work, it is important that such work does not have a negative impact upon their studies.

- Organisation:** Make optimum use of educational activities within and outside the classroom by being at the right place, at the right time, with the right materials for productive work.
- Co-operation:** Respect the rights of others to also derive maximum advantage from the educational opportunities provided by the College by being cooperative and supportive of quality learning.
- Care and Courtesy:** Display self-respect in terms of appearance and behaviour by following the requirements of the College Uniform Policy and by ensuring that language and behaviour at all times displays a respect to other community members, school facilities and resources.
- Community:** Display respect for others and build a sense of community by developing positive relationships.
- Fairness and Safety:** Recognise the need for a safe and healthy environment by following the College's Building Responsible Behaviour Policy and by adhering to workplace health and safety regulations.
- Worship Behaviour:** Corporate Worship is vital to the life of the College community. Behaviour during this time should reflect appropriately an encounter (meeting) with the Lord. Therefore, students are encouraged to enter quietly and in an orderly manner and to wait in silence for the Devotion to begin. Attention is to be paid to the presenter. Participation in Devotion is fostered when students enthusiastically enter into song and prayer.
- Illegal Substances:** Students are not allowed to bring alcohol, tobacco or illegal drugs onto the campus. The handling of or experimentation with drugs is strictly forbidden and students found guilty of such offences will have their enrolment terminated.

ACADEMIC GOOD STANDING GUIDELINES

All students at the College have the right to learn in a positive, supportive learning environment. This means that all students have a responsibility to support the learning program by attending classes, respecting the rights and possessions of others and fully participating in both their own course of study and special events organised by the College. A student's Good Standing may be downgraded if they do not demonstrate a commitment to their learning or do not follow established College rules and expectations. If your Good Standing is downgraded, opportunities to participate in excursions and trips, and to represent the College in sporting competitions or the like, may be denied.

BUILDING RESPONSIBLE BEHAVIOUR

The College is committed to using Restorative Practices in our Building Responsible Behaviour policy which is aligned with the College Vision and set within the pastoral care program. Our aim is for students to understand the effects of their behaviour on others and the need to restore/maintain positive and healthy relationships.

HEALTH, PERSONAL DEVELOPMENT AND WELLBEING IN THE PRIMARY SCHOOL

Immanuel Lutheran College Primary School is committed to ensuring each student is equipped with the necessary skills to flourish as healthy, safe and active citizens in the 21st century. The Australian Curriculum forms the basis of our health, personal development and wellbeing framework with a focus on the development of the 'whole child', relationships and the wider community through the implementation of a whole school pastoral care approach.

Given the complex and rapidly changing world, it is essential that students acquire critical inquiry skills to research and to understand the influences on their own and others' health, safety, wellbeing and physical activity participation. Our whole school framework is designed to build resilience, persistence, to develop empathy and to encourage our students to be actively engaged in their own and others' wellbeing.

The Immanuel Lutheran College Primary School health, personal development and wellbeing program will foster each individual students' skills, knowledge, and understanding, strengthen their sense of self, allow them to build and manage satisfying, respectful relationships and give them the necessary foundation to contribute as active, healthy citizens of the wider community.

CHILD PROTECTION – INFORMATION FOR STUDENTS

Every student has the right to feel safe and free from harm whilst at Immanuel Lutheran College. We expect you to respect your teachers and other students. We also expect that you will receive the same respect in return. You should never allow yourself to feel unsafe without reporting it to someone you trust. There are four categories of harm that can be caused to a student:

1. Harm caused by an adult within the College environment
2. Harm caused by other students
3. Self-Harm
4. Harm caused by someone/something outside of the College environment

Who should I tell if I am not feeling safe at school or at home?

You can talk to any member of staff, including your Home Group Teacher, College Counsellor or Chaplains. If you do not feel comfortable talking to a member of staff, you may like to write a letter to them. If you would prefer to talk to someone outside of the school, on a confidential basis, you can also call Kids Help Line, which is a free call – 1800 551 800.

What will happen if I make a report to a member of staff?

If the concern is worrying you, but not causing you immediate harm, then the member of staff will discuss with you ways to solve your problem. If the concern is very serious and the member of staff believes that you are being harmed, or are in danger of being harmed, he or she will report it to the Principal and a decision will be made about how to best keep you safe.

What if I do not want the member of staff to tell the Principal?

The member of staff will try to keep your concerns as confidential as possible. However, if the member of staff is aware, or reasonably suspects, that harm has been caused by anyone to a minor (under age 18) then it is a legal requirement that the matter be reported to the Principal and it may have to be reported to authorities to ensure that you receive the help needed to keep you safe. Remember that the most important thing is that you feel safe and free from harm. It is OK to ask for help and it is vital that you tell someone if you are being harmed or are afraid that you will be harmed.

GUIDELINES FOR DEALING WITH BULLYING AND HARASSMENT

We all have the right to be respected and to feel safe at school. What is Bullying? Bullying is the intentional and repetitive hurtful behaviour towards someone who is unable to stop the behaviour from occurring. It includes physical actions and verbal actions, inappropriate use of technology (cyber-bullying) as well as exclusion. We cannot tolerate bullying or harassment in any form at Immanuel Lutheran College and we encourage staff, students and parents to actively care for one another.

STOPPING BULLYING STARTS WITH YOU

- Treat everyone with respect;
- Know that “put downs” hurt others;
- Help others who are being bullied.

WHAT YOU CAN DO!

- Solve it yourself by ignoring the person or by looking them in the eye and telling them to “stop” and then walk away;
- Ask a friend for support;
- Find a supportive adult;
- Expect respect.

If you are a target of bullying, you are encouraged to:

- If you can, tell the person to stop the bullying behaviour;
- Share the problem with family members, friends, your Home Group teacher or any other staff member;
- Report the bullying incidents to a staff member, where you will be taken seriously and action will be taken to prevent bullying happening again;
- Keep on asking for support until the bullying is stopped.

If you witness bullying you are encouraged to report the incident to a staff member. Students are asked to understand that reporting bullying is vital, and that there is a difference between ‘dobbing’ and ‘reporting’. Dobbing is when you are trying to get someone into trouble, reporting is when you are helping someone by trying to get them out of trouble! If you are a parent and believe that your child is a victim of bullying, please communicate your concerns to staff. Signs of bullying include:

- Displaying uncharacteristic unhappiness;
- Deterioration in schoolwork;
- Not wanting to go to school and/or sudden increase in anxiety about going to school;
- Unexplained bruises, cuts or injuries;
- Desire to be with an adult all the time;
- Extra requests for pocket money, loss of or damaged personal property.

Remember that your situation will remain confidential at all times, unless you say otherwise, and that you may involve your parents at any stage. It is recommended that you document incidents of bullying to provide to staff when making a report.

CYBER-BULLYING

Cyber-Bullying, including text message harassment and intimidation, is a criminal offence. Save all messages – they are helpful if you make a police report. Cyber-bullying may not occur during school hours since mobile phones are not to be used during these times at ILC, however, the following guidelines may be helpful if you are being bullied via text SMS, instant messaging, email or chat room use. Don’t respond and don’t let the messages go on for too long before doing something about it. Remember:

1. **STOP!** Don’t respond to cyber bullying;
2. **BLOCK!** If the situation continues, contact your mobile provider and block your mobile phone from receiving all text messages, temporarily. If the bullying is occurring online, block the cyber-bully and limit all communication to only those on your buddy list;
3. **TELL!** Tell a trusted adult – you don’t have to face this alone.

OUTCOMES OF BULLYING

The College views bullying as a serious matter and offenders will be dealt with under the College's Building Responsible Behaviour Guidelines. The College will treat very seriously any case of retaliation against a person for reporting bullying.

COLLEGE UNIFORM GUIDELINES

All students are to maintain the following standards:

Boys

- must wear the College hat at all times when outside;
- are to wear the College shorts on the waist and not the hips with a black belt;
- are to wear the College shirt tucked in at all times;
- are to wear the correct College navy blue socks pulled up;
- are to wear polished shoes of the approved style, which is black leather, laced up school shoes with a well-defined heel;
- must have hair above the collar and above the eyebrows, with 50% of the ears showing in a style that is neat and tidy. Styles that require the hair to be tucked behind the ears to achieve this are not permitted. They must have clean shaven faces, without side burns (when age appropriate);
- wear the College tie during cooler weather;
- wear the College jumper during cooler weather (Years 7 to 9) or College blazer (Years 10 to 12);
- College long grey trousers and College grey socks may be worn during cooler months. This is optional for Years 7 to 9 and compulsory for Years 10 to 12.

Girls

- must wear the College hat at all times when outside;
- must wear their College dress below the knee;
- are to wear polished shoes of the approved style, which is black leather, laced up school shoes with a well-defined heel;
- are to wear plain white ankle length socks;
- are to wear their hair, if below the collar, tied up in a ponytail or something similar, with an approved hair band and pinned off the face at all times;
- wear the College jumper during cooler weather (Years 7 to 9) or College blazer (Years 10 to 12)
- wear navy stockings during cooler months .

Hairstyles

Students who wear dyed hair, shaved heads or other styles that draw attention to the individual will not be permitted to attend classes until they choose to wear a style that is in keeping with the standards and expectations of the College. This decision will be at the discretion of the Head of the Secondary School.

Makeup and Jewellery

- Students are not permitted to wear makeup or nail polish to school;
- Sunscreen is encouraged to be worn, but in lotion form only (i.e. not as part of a foundation or concealer);
- Girls are permitted one silver or gold in colour, stud or sleeper in the bottom hole of each earlobe;
- A wristwatch is permitted;
- Medic alert jewellery and a thin chain with a cross may be worn (size and style to be negotiated with the Head of Secondary School). No other jewellery is to be worn.

Hats

The formal College hat is to be worn to and from school and at all times when outside. It must be kept in a neat and tidy condition. Sports hats may only be worn with the formal uniform when participating in sporting activities during recess and lunch breaks. Sports hats are to be worn at all times when wearing the sports or House uniform.

College Backpack

All students require a regulation College backpack displaying the Immanuel crest. Sports gear that does not fit into the bag is to be brought to school in the ILC duffle bag.

Sports Uniform

The College sports shorts are unisex, whilst the College sports shirt is different for boys and girls. College sports socks and a unisex House sports shirt are required by all students. Girls may also wear the College skirt.

Secondary School students are to change into their sports uniform at school and are not permitted to wear it to school. On Recreational Sport afternoons, students are permitted to wear their Sports Uniform home.

Year 7 students are permitted to wear their sport uniform to and from school on their Recreational Sport Day. Tracksuits are available in winter to wear with the sports uniform for all year levels.

Swimwear

Students are to wear plain navy or black swimmers. Students who are selected in the College Swim Team are required to wear ILC swimmers.

BLENDING LEARNING AT IMMANUEL

Immanuel Lutheran College seeks to develop the skills that will enable our students to participate successfully in a global community. We are planning for a future that is yet to emerge; focusing on creating a learning community that extends well beyond the walls of the classroom and boundaries of the school. We aim to connect teachers and students via a systematic and comprehensive use of technology as a tool to enhance access to a rigorous and relevant curriculum, so that teachers may engage students in ways not previously possible, that deepen and enhance the learning process and support our curricular goals.

GUIDELINES FOR THE USE OF MOBILE DEVICES

The use of mobile devices (such as laptops, tablets, iPads, mobile phones, smartphones, mp3 players, gaming devices, etc) should not interfere with teaching and learning or the development of healthy face-to-face communications and relationships. Should a student bring a mobile phone and/or iPod (music device) to school, it must not be used between school hours (8.25am to 3.15pm) unless directed by a teacher.

Students are permitted to use mobile devices in class when instructed to do so by a teacher. The device may only be used in an educational context and not for any other purpose. Listening to background music while working on class tasks is not permitted. **At recess and lunch, students are encouraged to interact and communicate directly to develop healthy relationships and so the use of mobile devices is not permitted at these times (including laptops etc).**

Only the recommended College calculator may be used in College examinations, NAPLAN Tests and QCS Tests. To become proficient in using this calculator, students need regular practice and so will not be permitted to use their mobile device as a calculator. Students are not permitted to film or photograph teachers or other students unless directed to do so by a teacher and only if permission has been obtained from the subject(s) of the images. Students are not permitted to upload images taken at school or at school functions to social media sites such as Facebook, YouTube, etc.

Parents are requested not to contact their child on their mobile phone during school time. Messages should be directed through the Primary School Office or Student Services.

Mobile devices may not be used to communicate or pass on offensive or hurtful material.

Students should be aware that use of their mobile devices on the College wi-fi system will be logged and will contribute to their allowed usage quotas. Inappropriate or excessive use of a mobile device will result in an appropriate consequence put into place by the Head of Primary School.

ACCEPTABLE USE OF NETWORK AND COMPUTING DEVICES

The Acceptable Use of Network and Computing Devices agreement specifies the rules for using devices at the College. This agreement is displayed when a device attempts to connect to the College network. All users must agree to abide by its rules before proceeding to log in. The wording of the agreement is:

Use of ILC computing and network facilities should be legal, appropriate, responsible and kind (LARK), reflecting Christian spirit, values and community standards. Using digital devices at school and connecting to the College network is a privilege which will continue while the user displays the qualities of good digital citizenship.

Network users will:

- Keep their personal information (e.g. phone numbers, address, passwords) and that of others private.
- Show respect for themselves and others when using technology including social media.
- Give acknowledgement to others for their ideas and work.
- Report inappropriate use of technology immediately.

The College recognises each user's right to privacy and the right to use network services as freely as possible. However, monitoring and logging of network usage may occur to ensure that the integrity of the network is maintained.

Network users may not:

- Allow the use of computing devices to interfere in any way with their school responsibilities.
- Access or transmit any content that would be considered offensive in the judgment of the Principal or delegates because of pornographic, racist, violent, abusive, illegal, illicit or other content.
- Attempt to undermine, hack or bypass any hardware or software security mechanisms on the ILC network or any other network.
- Use network facilities or mobile devices inappropriately (e.g. playing games, knowingly passing on malicious content e.g. spam, viruses or worms).
- Use network facilities for commercial, advertising, or political purposes.
- Cyberbully by using obscene, harassing or abusive language or by passing on such content.
- Use social media unless under the direction of a teacher for educational purposes only.
- Download or use software, games, music, graphics, videos or other materials in violation of copyright laws.
- Use another person's data without permission. This includes reading their email or private communications without permission or transmitting private information given in confidence. This also includes photographing or videoing any person without the specific permission of that person and a teacher.

HOMework GUIDELINES

Homework is designed to consolidate classroom learning, complete class tasks, stimulate interest in a topic, extend the student's learning, encourage independent learning, work on assignments and research, facilitate revision and encourage reading. In order to achieve the best results possible, it is important for students to develop a regular study routine that is organised and that is set in a quiet, well-lit area away from distractions such as the television, music, conversations and social media.

All students have this diary to record homework, assignments and parent/teacher communications. Diaries should be checked regularly by parents and teacher and signed each week.

For students in the Primary School, the amount of time spent daily on homework will vary from class to class ranging from approximately 10 minutes in Prep to approximately 35 minutes for Year 6. Some additional time may need to be spent on homework and assignments on weekends and/or holidays.

SEQTA ENGAGE

SEQTA Engage is a 'one-stop shop' for access to the College's digital resources. It can be accessed from any internet-connected computer at school or at home. Students and parents are encouraged to regularly refer to SEQTA as a valuable tool for learning and effective planning to meet homework and assessment deadlines.

IN SEQTA, students can:

- enrol in their courses to access unit outlines, homework tasks, assignment task sheets and additional resources to assist with homework and revision
- access their individual assessment calendar. Mouse over each day in the calendar to see the assessment tasks due that day. Follow the 'MyHome' link to find a detailed record of your assessment tasks.
- access email and cloud storage services such as One Drive to store important assessment documents on which you are working. Use these additional storage features to avoid problems caused by corrupted files, damaged HDD or lost USB memory sticks etc. Regularly emailing your document to yourself is another way you can save loss of important assessment documents.
- electronically submit drafts and final tasks as stipulated by teachers. For students who are absent on due dates, this is an ideal way to submit work on time

HELP CONTACT INFORMATION

Name and Address	Phone, Fax and Web	Services Offered
HEAD SPACE	Phone (07) 5409 4900 www.headspace.org.au	Counselling and support for people aged 12 to 25
QUEENSLAND HEALTH Child and Youth Mental Health Team 15 Beach Road, Maroochydore 4558	Phone (07) 5409 9111 Fax (07) 5409 9112	mental health support and assessment
REACH OUT	www.au.reachout.com	Internet site to help young people get through tough times
LIFELINE - 24 Hour Phone Counselling	Phone 131 114	24 Hour Counselling Service
LIFELINE - Counselling Appointments 37 Duporth Avenue, Maroochydore	Phone (07) 5479 1600	Counselling Service
NORTH COAST WOMEN'S HEALTH 3/166 Brisbane Road , Mooloolaba 4557	Phone (07) 5444 8077	A Not for Profit collective, committed to the provision of a quality clinical service with an emphasis on personal care, choice and confidentiality.
AL-ANON AND ALATEEN	Phone 1300 252 666	A self-help group for students/families affected by alcohol.
EATING DISORDER ASSOCIATION	Phone (07) 3394 3661	Resource center offers information and support.
DOMESTIC VIOLENCE Connect	Phone 1800 811 811	24 hour crisis center for information and assistance.
KIDS HELPLINE	Phone 1800 551 800	24 hour counseling service for young people.
PARENT LINE	Phone 1300 301 300	24 hour counseling service for parents.

SMILING MIND	www.smilingmind.com.au	A web and app-based program developed by psychologists and educators to help bring balance to people's lives.
MindHealthConnect - Mental Health and Well Being	www.mindhealthconnect.org.au	An easy way to find mental health and wellbeing information, support and services from Australia's leading health providers.
HEALTH DIRECT	www.healthdirect.gov.au	Reliable health information.

CLASS TIMES AND BELLS

- 8.30am Bell
- 8.30am–10.50am..... Morning Session
- 10.50am–11.35am..... First Break
- 11.35am–1.05pm..... Middle Session
- 1.05pm–1.35pm Second Break
- 1.35pm–3.00pm Afternoon Session

