

NORTHSIDE CHRISTIAN COLLEGE

Parent and Student Handbook

Senior School

DISCLAIMER

Parents/guardians and students agree to be bound by the policies contained in this handbook.

From time to time Northside Christian College may alter policies contained in this handbook or adopt new policies. The College will ordinarily notify parents/guardians and students of any relevant changes to policies in the College's monthly newsletters.

The College ordinarily makes its policies and procedures known via Parent and Students Handbooks, College Newsletters, letters, emails, information and orientation events, various student assemblies and the College Website.

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1 Section One

1.1 Welcome from the Principal

Welcome to our Parent and Student Handbook. A small group of parents entrusted their children to the educational care of Mrs Shirley Mead, our first teacher. She was described as, 'dedicated to God and children'. I believe this is still a hallmark of our staff. I firmly agree with the words of Dr Michael Carr-Gregg (Australian Psychologist) who recently commented that one telling factor for a positive school environment is "the quality of staff and their relationship with their students". I invite you to keep the staff in your prayers this year as they teach and come alongside your children.

Northside is a truly extraordinary school. We have witnessed consistently high academic results, proven pathways to employment through the Vocational Education program and a breadth of co-curricular offerings. However, it has not only been teachers and students who have helped form our College culture. Past and present parents have had the wonderful attitudes of being contributors to a community rather than consumers of a product and this has blessed the College greatly.

Whether you are already a good friend or in fact a brand new family to Northside, I commend the College Handbooks to you. We trust that the protocols outlined here, which have been revised and improved over the years, will offer you and your family helpful guidelines to ensuring a smooth-running and enjoyable year.

Character through Christ



Mr Leighton Kuss
COLLEGE PRINCIPAL



1.2 Philosophy and Aims Statement

1.2.1 *Philosophy and Aims Statement – Based on the Melbourne Declaration on Educational Goals for Young Australians December 2008 - Mission and Values*

Northside Christian College is dedicated to the pursuit of excellence, to the development of the individual as a whole and to the service of God and others. Our aim is to develop "Character through Christ" (the College motto), in a caring environment through the cooperation and involvement of staff, students and their families.

The educational philosophy of the College is based on the recognition that the skills and attitudes of the students are to be developed and used to honour God, and to serve Him purposefully and creatively. This involves the development of a Christian worldview that equips students to live authentic Christian lives in the context of Australian society.

This purposeful service of the Creator should ultimately be expressed in the students' lives through life-long participation in, and contribution towards, the use of their personal giftings for collective, social benefit. Northside Christian College acknowledges that our students can only learn to serve God and others in a true spirit of excellence by experiencing an education set within a school which has a strong learning community as its foundation. In this type of environment, we strive to develop partnerships that extend beyond the scope of immediate family-student-teacher relations into broader partnerships with business, community agencies and the wider community.

The College seeks to provide a holistic education, integrating the spiritual, academic, social and physical aspects of training from a Biblical perspective, which empowers students to reach their potential.

The College works in partnership with parents to assist them in bringing up their children in the Christian faith. Whilst a Board of Directors associated with Northside Christian Church governs Northside Christian College, a member of the Australian Christian Churches, it does not seek to promote any one denominational doctrine other than that outlined in the College's Statement of Faith. The College staff and students come from a wide variety of churches. The College seeks to work in conjunction with them for the benefit of the students.

Further, our College has developed a strong organisational culture based on shared, Godly values. These have the potential to give our students a greater sense of meaning and purpose, a greater sense of belonging and safety, and higher levels of motivation and achievement.

1.2.2 *Foundational Values include:*

- A living, personal relationship with God through faith in Jesus Christ;
- The Scriptures as God's wisdom and revelation for life;
- Love of one's neighbour as oneself as evidenced in a servant heart;
- A commitment to excellence, doing all to the glory of God;
- Self-discipline and the ability to delay gratification;
- Worship as a way of life through adoration and giving of ourselves;
- Attainment of core academic, vocational and general knowledge;

- Developing, as a Christian, self-confidence, a sense of optimism, strong self-esteem and resilience;
- A capacity to exercise godly judgments, enact responsible behaviours and to support social justice framed within Christian understandings;
- Be active and informed citizens, with sound understandings of civic and prayerful respect for our leaders, legal and government systems and processes;
- Grasp the importance of a healthy and balanced lifestyle, which honours all scriptural imperatives;
- Experience an education free of all forms of negative discrimination and to provide equality of opportunity to Aboriginal and Torres Strait Islander students, promoting the value of their cultures within the broader context of Christian mission.

1.2.3 Learning to learn

- Critical thinking and problem-solving skills;
- Good communication and interpersonal skills in working in collaboration with others;
- Wise stewardship of our environment, time, finances and all personal and shared, global resources;
- Develop basic skills of numeracy and English literacy, enabling students to function within society at an appropriate level;
- Foster skills of enterprise, giving students an ability to be flexible and adaptable in their future career pathways;
- Cultivate strategies and a passion for life-long learning for all students, but especially our students with special needs. These may be either students with impairments or learning disabilities or students demonstrating outstanding giftedness in one or more academic, sporting or leadership areas;
- Enable students to obtain high standards of knowledge, skills and a positive effective link to all disciplines covered in the eight National Key Learning Areas.

We believe that it is imperative that we proactively teach values to our students in the light of God's command to do so:

“Fix these words of mine in your hearts and minds; tie them as symbols on your hands and bind them on your foreheads. Teach them to your children, talking about them when you sit at home and when you walk along the road, when you lie down and when you get up.”(Deuteronomy 11:18-19)

1.3 Philosophy – Teaching from a Christian Worldview

The term ‘worldview’ is the sum total of our beliefs about the world, the "big picture" that directs our daily actions and decisions. We believe that our major task in life is to discover what is true and to live in step with that truth. The basis for the Christian worldview is God’s revelation in Scripture and stands on the words of Jesus “I am the Way, the Truth and the Life”.

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

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

The Bible gives three answers to these:

1. Creation
2. The Fall
3. Redemption

Within the framework of Christian Education, it is intended that students will develop a strong Christian worldview. This worldview, based on the truths of scripture, is considered to provide students with an understanding of their role, value and meaning in the physical universe. It is intended that students will become equipped to recognize the worldviews and the philosophical underpinnings of the knowledge and understandings of their various disciplines of study. Students will be taught to understand the origin of these other philosophies and worldviews, appreciate the impact of social and cultural values on their development and then to juxtapose these disciplinary worldviews against their own Christian worldview. In this way, they may seek to make sense of ideas and disciplinary knowledge from within a scriptural framework. The authority of the Christian worldview is deemed absolute and not relative.

God's answers to these fundamental life questions frame a biblical worldview on any subject from family life to education, from politics to science, from art to popular culture. Thus genuine Christianity is not only a relationship with the Lord Jesus Christ; it is a way of seeing and comprehending all reality. It is a worldview, at the centre of which is Jesus the Christ, the Logos, the rational pattern of the universe. He is "the Way, the Truth and the Life", the origin and end of all things, the Alpha and Omega. Nothing has meaning apart from Him. He is the agent of all creation and the Lord over all creation, from the human soul to the vastness of the cosmos. (John 14:6; Psalms 2,6,110; Phil. 2:5-11). He is the Arbiter and Repository of absolute truth. Truth is found only in relationship to God and His revelation.

We hold these understandings as paramount and foundational. They underpin our entire curriculum and the way in which we teach it. They enable us to make sense of the world we live in as well as to order our lives more rationally. Further, they enable us to understand forces, which are hostile to our faith, thereby equipping us to evangelise and to defend Christian truth as God's instruments for transforming culture.

In an age of moral relativism and postmodernism, we seek to teach students what our Christian worldview is, why we believe it and how we should defend it. It is our business and privilege to develop each student's unique creative potential in response to the gifts God has placed in them, based on the understanding that His truth is not relative, but is absolute and must be appropriated and applied in our particular historical and socio-cultural context. Since there are absolutes, scientific and religious truth can be integrated into a unified belief system. Our commission is to live out God's truth in the unique historical and cultural conditions of our age.

1.4 History of the College

Northside Christian College is an independent (self-governed), co-educational Christian school. The school, which commenced in 1985, was begun to provide a Christ-centred education for Christian families. It was founded on the notion that parents (c.f. the state or the school) are given the responsibility by God of 'training a child' and that the school should be an extension of the home in order to fulfil that responsibility. It was also founded on the belief that the Christian family should be in fellowship with other believers (church) and that the home, the church and the school should work in partnership and in harmony of values to educate the child.

Key ingredients in the make-up of the College are:

- Local church oversight;
- Christian staff who view teaching as an opportunity for ministry unto the Lord;
- Shared Christian values and shared task between the school and home;
- God-honouring curriculum;
- The discipleship of children ("growing up into Jesus Christ" Eph 4:15);
- Training children for their futures and callings;
- Service to the wider body of Christ and to the wider community; and
- A commitment to excellence.

1.5 Associations & Affiliations

Northside Christian College is a member of the Association of Independent Schools in Queensland (ISQ) and Associated Christian Schools (ACS).

The College has inter-school sporting contacts through the North District Primary Sport Association, the North-west District Sports Association and both the Primary and Secondary Christian Schools Sports Associations (CSSA).

1.6 College/Church Relationship

Nexus Church is a significant congregation with a full program of meetings, missions and outreaches into the community. Northside Christian College is part of its ministry to the wider body of Christ.

A harmonious and supportive relationship between the College and Church is imperative. Effective communication, care and consideration as well as teacher vigilance are the keys to maintaining this relationship.

1.7 Statement of Faith

OUR BELIEFS

We believe that the Bible is God's Word. It is accurate, authoritative and applicable to our everyday lives.

We believe in one eternal God who is the Creator of all things. He exists in three Persons: God the Father, God the Son and God the Holy Spirit. He is totally loving and completely holy.

We believe that sin has separated each of us from God and His purpose for our lives.

We believe that the Lord Jesus Christ as both God and man is the only One who can reconcile us to God. He lived a sinless and exemplary life, died on the cross in our place, and rose again to prove His victory and empower us for life.

We believe that in order to receive forgiveness and the 'new birth' we must repent of our sins, believe in the Lord Jesus Christ, and submit to His will for our lives.

We believe that in order to live the holy and fruitful lives that God intends for us, we need to be baptised with water and empowered by the Holy Spirit.

We believe that God has individually equipped us so that we can successfully achieve His purpose for our lives which is to worship God, fulfil our role in the Church and serve the community in which we live.

We believe that God wants to heal and transform us so that we can live healthy and prosperous lives in order to help others more effectively.

We believe that our eternal destination of either Heaven or hell is determined by our response to the Lord Jesus Christ.

We believe that the Lord Jesus Christ is coming back again as He promised.

1.8 Governance

Northside Christian College is governed by the Directors of Northside Christian College (Qld) Ltd, who are appointed by the leadership of Nexus Church.

The College Board of Directors is informed by the College Council which holds monthly meetings. The primary focus of meetings is a written report from the Principal, which typically deals with matters such as enrolment numbers and trends, staffing issues, budget, policy issues, legal issues, property issues, and strategic planning and implementation.

The College Board is not involved in the day-to-day management of the College. This is delegated to the Principal who is required to manage the College within guidelines set by the Board.

The College Board of Directors appoints a Finance Committee that meets monthly to receive a Financial Report from the College Business Manager. It monitors the financial performance and financial position of the College, and makes recommendations to the Board on matters such as the Annual Budget and fee levels.

Northside Christian Family Property Ltd holds the campus property situated at 151 Flockton Street in trust for both Northside Christian (Nexus) Church, and Northside Christian College.

The Directors of Northside Christian Property Ltd are the Directors of Northside Christian College (Qld) Ltd. The Directors of Northside Christian College Property Ltd are a subset of the Directors of Northside Christian College (Qld) Ltd.

The accounts of Northside Christian College (Qld) Ltd, Northside Christian Family Property Ltd and Northside Christian College Property Ltd are audited on an annual basis.

2 Section Two – Student Matters

2.1 A Welcome from the Head of Senior School

Northside Christian College has been established to provide a quality education for the children of Christian families. As a College we firmly believe in making a strong commitment to academic excellence in education in the context of an environment which accommodates growth in faith and all aspects of Christian discipleship.

Senior School is focused on preparing students for life beyond school. This includes preparation for tertiary studies and vocational pathways, but also includes development of the skills and values necessary to function as a Christian young person in society.

Year 10 is a sub-senior year. Students have a significant choice of subjects. The curriculum of these subjects is designed to prepare students for the rigour and demands of corresponding Year 11/12 subjects. Students need to approach Year 10 studies with a serious determination to be as prepared as possible for Years 11 and 12.

Year 11 and 12 students with tertiary aspirations must pursue a course of study which will qualify them for an Overall Position at the end of Year 12.

Year 11 and 12 students preferring a Vocational Program are able to take a combination of OP and non OP subjects as well as undertake a work placement (usually one day per week), or complete a Vocational Education and Training (VET) Certificate which may contribute to a tertiary selection rank.

The College has structured a Senior School program which caters for a range of student aptitudes, interests and futures. All students are expected to take full advantage of the educational, vocational and co-curricular opportunities on offer. Students in Senior School are expected to maintain the highest standards of personal and scholastic conduct, continually pursuing personal and spiritual growth.

Yours in Christ,



Mrs June Van der Ham
HEAD OF SENIOR SCHOOL



2.2 Leadership

Since Years 10-12 students are the oldest students in the school, it is right and fitting that student leadership be chosen from among their ranks. This leadership includes the formal positions of College Captains, Vice Captains, Sports Captains and Music Captain, but also involves all students who wish to be involved in any leadership capacity in the school. Students in Year 12 are actively encouraged to seek out areas where they can provide leadership across the College.

2.3 Attendance at School/Absent Students

Secondary School students are required to attend a minimum of 85% of scheduled school days. This attendance requirement includes sporting carnivals and other official College activities and events such as camps and excursions.

In the event that students are absent, parents are required to phone the College Absentee Hotline (3353 7388) before 9:00am to notify the College. Where possible, advance notice of absence in writing (e.g. doctor's appointment) is greatly appreciated. This can be submitted to the student's Form Teacher.

2.4 Lateness

Punctuality is an important life skill. As such, students are to be punctual to all classes and present for roll marking at 8.30am. Students arriving after this time will be recorded as late. Students arriving after 8.45am must report to the Senior School Office on arrival with a note explaining their lateness and fill out the Late Book. Students who are late miss important information/notices and directions for the day. This puts them at a disadvantage. Students who are repeatedly late to class may be given detentions, and a letter will be sent home asking parents to explain.

2.5 Leaving the College Grounds and Truancy

Students must bring a note from a parent and obtain permission from the relevant Year Level Coordinator if leaving the school grounds during school hours.

Students leaving the College grounds without permission will be regarded as truanting and will be disciplined accordingly. Students are to adhere to their daily timetable at all times unless they have permission from their Year Level Coordinator. Failure to do so will be regarded as truancy.

2.6 Student Discipline and Conduct

Rationale - Our College mission statement is to "make disciples of Jesus Christ, educating and equipping them for any future".

Northside Christian College aims to provide staff and students with a secure, safe and nurturing environment for the growth of Christian character and academic excellence. The

'The Art and Science of Teaching' is an important focus in the Secondary School, guiding the teaching and learning process. Dimension 1: Developing Positive Attitudes and Perceptions is an essential element in this process allowing students to become involved in productive thinking as they feel safe and supported within the school environment.

Our aim is to build "Character through Christ", allowing for, and actively seeking, change in students through knowing God's plan for Christian living.

Underlying the Student Discipline Policy are the beliefs that:

- Discipline aims to keep/restore students in right relationship with God and others;
- Effective discipline recognises each student as a unique individual;
- Discipline involves learning. It is more than control and correction. Children do not learn good behaviour by being punished for misdeeds. They learn by example, instruction, practice and correction;
- Discipline involves growth toward self-discipline, submission to authorities and develops a sense of responsibility. Students learn best when acting out of relationship and acting out of trust and respect;
- Our College must have a culture that demonstrates order, care and direction;
- Standards and boundaries need to be established to guide students in their decision making;
- Students are ready for different types of learning at various ages and stages of development. Not all children require the same discipline procedures. They differ in their needs and responses;
- The teacher is in the position of pastoral carer and takes prime responsibility for consistent discipline;
- Teaching staff aim to be great encouragers, praising what is good and developing potential.

2.6.1 Student Code of Conduct Policy

We desire Northside Christian College to be a community of learners who value their educational opportunities, who respect and care for themselves, one another and for their environment, and who honour the name of Christ. To this end, students are to adhere to the following Code of Conduct.

In order for the College to be characterised by respect for God, others and ourselves:

- Students are to participate appropriately in the spiritual/devotional activities of the College;
- Students are to seek to honour the name of Christ – which we bear – in their speech and behaviour both inside and outside of the College;
- Students are expected to show friendship and courtesy to all, to greet adults daily (by name if known) and to welcome visitors;
- Students are expected to speak the truth;
- Students are discouraged from establishing intense girl/boy relationships that have the potential to impact negatively on their studies and their relationships with others;
- Students are to dress neatly in correct uniform, observing relevant guidelines for hairstyles and the wearing of jewellery;
- Students are not to interfere with anyone else's property;
- Students are to refrain from criminal and other activities likely to be harmful to themselves or others or likely to impact negatively on the order and welfare of the College. These activities include theft, use or possession of tobacco or illicit drugs, use and possession of knives or other weapons, use or possession of alcohol, possession of pornographic materials and sexual activity.

In order to support effective teaching and learning:

- Students are to participate fully in the instructional program of the College, seeking to do their best and to maximise their learning.
- Students are to complete all homework and assessment tasks to the best of their ability and by the due date (except in the case of illness or where other prior arrangements have been made with a member of staff).
- Students are to respect the right of fellow students to learn. Excessive talking and other disruptive behaviour are unacceptable. Students should seek to encourage others to achieve their best.
- Except in the case of illness or where special permission has been granted in advance, students must attend school each school day. After illness, a note explaining the illness from a parent must be presented to the Form/Class Teacher.
- Students are to behave in a way which is respectful towards the teacher and which is orderly and appropriate for the learning task at hand.
- Students are to be punctual to school, classes and other activities.

- Students are required to attend College Special Events, such as Graduation Night, and may also be called upon to assist with other events.
- Students must take all required books and materials to classes and maintain these in good condition.

In order for the College to be a safe, orderly and pleasant environment:

- Students are to follow directions given by staff.
- The following areas are out of bounds unless supervised by a teacher:
 - Classrooms before and after school and during breaks;
 - The pond;
 - The church auditorium; and
 - Outside the College grounds.
- Students must seek permission before leaving the College grounds during the school day from their parents and relevant Year Level Co-ordinator;
- Students attending an appointment must be signed out (and back in) at the Senior School Office and present a note from a Parent explaining their situation which is co-signed by the relevant Year Level Coordinator;
- Verandahs and pathways must not be used for running or boisterous games;
- Hats are to be worn when outside of a classroom. The College sports cap and bucket hat can be worn with the sports uniform and at lunch breaks only with the formal uniform during active play.
- Students are to arrive at the College after 8:00am and to leave before 3:30pm unless involved in supervised activity;
- Any activity which is likely to hurt others (such as fighting, throwing objects, pushing or kicking) is not permitted;
- Students are not permitted to bring to school any item which may be harmful to others or to the environment or cause other difficulties (such as knives);
- Mobile Phones / wearables are to be used in accordance with the College's Digital Policy;
- Medication is to be handled and used in accordance with the College's First-Aid, Medication and Health Policy;
- There is no student parking or driving on College grounds without permission.

2.6.2 Detentions

We believe that the most effective correction occurs when it is immediate, easy to understand and in the context of relationship with teachers. To this end, effective teachers tend to deal with minor issues appropriately and instantly, referring more serious issues to the Year Level Coordinators.

Detentions sanctioned by the Secondary School will be called "Formal Detentions" and will be held during lunchtime each week with a member of staff on duty.

Detentions will be usually twenty to thirty minutes during lunchtime and students will complete an activity designed to reinforce the expected behaviour and allow the students to reflect upon their actions. Detentions have a "cumulative effect" and may result in After-School Detentions (in the afternoons or on a Saturday) or even in suspension. All detentions are recorded and may remain on the student record whilst they are at Northside Christian College.

Students who arrive at school out of uniform (e.g. without hat, incorrect socks etc) will be required to see their Year Level Coordinator before Period 1. The Year Level Coordinator will decide if it is appropriate to issue a pink slip (warning slip given to students out of uniform). Students who are repeatedly out of uniform will be issued a formal detention and if this continues, an after school detention. Please refer to Table 2.9.

2.7 Northside Christian College Reputation Policy

2.7.1 Rationale

Functions and celebratory events/parties, when practised well, provide great enjoyment and also bring credit to the College. However, the reverse is also true and therefore Northside Christian College has a policy on what are essentially any private, out-of-College activities, which may reflect negatively on the College's reputation. This policy has been established for the following reasons:

- a) The College has a vested interest in maintaining the reputation of the College for the benefit of its past, present and future enrolments; and
- b) while there is no legal obligation on a school to ensure that parents and students are warned about the possibility of harm that may occur from a wide range of possible activities that young people may engage in, e.g. private parties, drug/illegal activities, internet activity to name some but by no means all, the College has a strong pastoral concern for the best interests of its students; and
- c) activities of school students at parties, on the internet and the like, are often widely-reported and may reflect on the good name of the school; and
- d) such activities may become a topic of discussion and possible emulation amongst other students at the school.

The reputation of an independent College takes a long time and much effort to achieve and to sustain, and it has a commercial value. Parents, in contracting to send their students to the College are made fully aware of the Christian ethos and focus of the school. Any private activity of our students that detracts or calls into question the values we seek to impart to them while they are with us, and which form the foundation of the College, will attract a response from the College. This response may include warnings, and/or disciplinary penalties including the possibility of suspension and termination of continuing enrolment contract/s, if the parents' actions are not fully supportive of the College's stance.

The basis of the Contract of enrolment with parents for their children's education is a relationship of mutual support and commitment to College values which are, themselves, non-negotiable.

Students (and possibly by direct involvement, their parents) who participate in or promote activities for College students which do not reflect these foundational College values will be in breach of this policy, at the point where such actions or behaviours become publicly known amongst numbers of the College community or beyond.

2.7.2 Scope

This policy applies to any activity that is arranged or conducted predominantly by and/or for, or which includes, students of Northside Christian College, and which is not specifically authorised by the College Principal. This includes any kinds of party or celebratory activity. It includes any web-based or online activity. It may be read to include other activities or behaviours not specifically mentioned in this policy, but which could reasonably fall within its scope. It could, for example, include student claims or declarations on campus or online about their sexual orientation or activity, their participation in drug use, political or ideological views around topics such as racism, religion or similar, especially if these were made publicly or in such a way as to have a recognisable impact on the life of the school. The policy applies even if the activity is out of College hours, off College premises, on weekends or in holidays.

The relevance to the College consists in the persons involved being predominantly or notably comprised of Northside Christian College students, and the probability of any negative consequences of that activity reflecting back on the public image of the College, or being public knowledge amongst the student or parent community of the College.

2.7.3 Policy

The foundation of this policy lies in the Mission Statement and Christian ethos of this College. This ethos is clearly inferred from, and implied by the College's Core Documents, including the College Constitution, Statement of Faith, Prospectus and its published standards. As a school, we are committed to practising, teaching *and* reflecting these standards in activities involving students of Northside Christian College.

It is our expectation that during and beyond the College day, students will keep themselves safe and reflect upon their behaviour choices such that they keep to behaviours which:

- a) are wholesome and moral, consistent with traditional Christian practice;
- b) respect the law in regard to consumption or use of substances which are illegal, or illegal for certain ages;
- c) promote the health and safety and wellbeing of all people in our community.

However, beyond this expressed hope and expectation that students (as assisted by their parents) keep themselves safe, the responsibility for the wellbeing and behaviour of students when they are not at College or attending approved College-related functions, is a matter for their parents, who are parties to our enrolment Contract.

Nevertheless, the College seeks to inform parents and students that should the reputation of Northside Christian College be brought into disrepute by private activities not organised by the school, but organized and attended or conducted by identified Northside Christian College students, disciplinary procedures may be enforced.

In particular, parents and students should note the following statements carefully. These statements form part of this policy and should be understood as containing warnings and reflecting standards which the College regards as indicative of College ethos.

- 1) Promotion of activities or statements which reflect negatively on the College or any of its students or staff via media such as YouTube, Facebook, Twitter, MySpace or other public interactive sites will be seen as being in conflict with this policy.
- 2) The misuse of telecommunications devices, including internet, mobile phones and other similar devices or services may be a breach of the Telecommunications Act. The College will act if misuse affects the good running of the school and once parents have attempted to mediate with other parties / police.

- 3) Making alcohol available to underage children in a party setting, even in a private context, may be a breach of the Liquor Act, and is certainly contrary to College values.

2.7.4 Consequences

Students who breach any aspect of this policy such that the reputation of the College and what it stands for are brought into disrepute, may have their enrolment suspended, and/or may be asked to show cause why their enrolment should not be discontinued, and/or may be required to leave the College in consequence of their behaviour being in strong conflict with the College ethos.

Where several students are involved, the College reserves the right to apply differential consequences according to how it perceives, or is able to judge, the differing levels of involvement or awareness of the various parties.

Parents whose actions condone or support behaviours in conflict with this policy may be asked to remove their children from the school, as such behaviour may indicate a breach of the Enrolment contract.

2.8 Student Relationships

Group friendships amongst students are encouraged at school. Occasionally a situation arises where the friendship between two students begins to dominate all other relationships and this would not be encouraged by the College.

A student should not have any inappropriate physical contact with another student in the College Community. Students should be encouraged not to spend time exclusively with another student at the expense of other relationships. This we consider to be healthy and sensible biblical wisdom.

2.9 Outline of the Student Discipline System

LEVEL	STUDENT BEHAVIOUR Examples:	TYPICAL CONSEQUENCES Examples:
1	<ul style="list-style-type: none"> - Lateness to class/school x 3 - Failure to complete set tasks - Wearing uniform in an incorrect manner x 3 - Mobile phone not in locker (confiscated) - Disobedience towards staff/adults - Disruption to class - Chewing gum - Out of bounds - Failure to complete homework x 3 - Inappropriate social behaviour - Property misuse - Disobedience - Inappropriate language - Horseplay - Inappropriate hair cut or colour (failure to correct) - Lack of materials/Chromebook uncharged x 3 - Unsafe behaviour 	<p>Discussion after class</p> <ul style="list-style-type: none"> - Retained by teacher at break - Parental contact by teacher <p>- Formal lunch detention</p>
2	<p>Repeated Level 1 misdemeanours OR</p> <ul style="list-style-type: none"> - Any single misdemeanour warranting this level of response: e.g. - Defiance of Teacher request - Lying to a staff member - Bullying - Second mobile phone misuse - Rude and/or sexual language content shared - Sharing of photos without permission 	<ul style="list-style-type: none"> - Withdrawal of privilege - Afterschool Detention - Internal Suspension (less than ½ day) - Parent picks up phone - Interview with Year Level Coordinator - Parents notified
3	<p>Repeated Level 2 misdemeanours</p> <ul style="list-style-type: none"> - Any single misdemeanour warranting this level of response: e.g. theft, truancy, smoking or vandalism. Use of technology to threaten, intimidate or slander other members of Northside Community 	<ul style="list-style-type: none"> - Interview with School Coordinator; - Parent pick up phone - Internal Suspension (at least ½ day) - External Suspension - Withdrawal of privileges such as excursions, camps and sporting representation - Parents notified - Parents interviewed by Senior Staff Member or Principal
4	<p>Repeated Level 3 misdemeanours</p> <ul style="list-style-type: none"> - Any single misdemeanour warranting this level of response: e.g. use or possession of drugs/alcohol, abuse of staff member, physical, verbal or sexual assault, dangerous behaviour, racial or sexual harassment 	<p>External Suspension leading to exclusion</p> <ul style="list-style-type: none"> - Parents notified and interviewed by the Principal - Withdrawal of privileges including excursions, camps and sport representation

All Pastoral Care records and communications will be recorded in the electronic school management system and/or student hard copy files.

POLICY

Digital – Student Responsible Use



Issued by: Principal's Office

Issue Date: 21 March 2016 reviewed 19/01/2017

Approved by: Principal

Location: Policy Database, Parent Lounge

Review Date: March 2018

RATIONALE

At Northside, we understand that engagement with up-to-date technology for learning is not optional. It forms a vital part of a high quality and relevant education in the 21st Century for our students. We believe that students should ideally be able to access digital information, tools and resources from anywhere at any time as they learn and as a teacher determines appropriate – in ways that lead to a greater engagement and understanding.

While we want our students to be highly skilled in the use of technology, we recognise that to truly educate our students we must develop a culture that provides a framework within the Christian world view around acceptable and appropriate use of this technology.

Cultures define what is normal, acceptable and viable. At Northside Christian College, this process involves developing young people who:

1. Use technology in an acceptable and responsible way
2. Are discerning
3. Have an ability to shape and influence the future use of technology in our society.

While it is genuinely beneficial for a student to have access to electronic devices within the school environment, the *inappropriate use* of said devices may jeopardise the well-being of students and good order or reputation of the College (as per the *Northside Christian College Reputation Policy*).

The use of technology at Northside Christian College is for educational purposes. As the use of certain devices can also be used for personal purposes, it is important that students are aware of College expectations for acceptable and appropriate use whilst at school. In some cases, student technology use is guided by specific expectations given to students by a teacher. At other times, students must make wise decisions about their online behaviour guided by a sense of good citizenship and responsible use as a member of the Northside community. This policy acknowledges the expectation of an increase in responsibility of students as they move from Junior School through Middle School to Senior School.

In making decisions regarding student access to the College network, the College considers its own stated educational mission, goals, and objectives.

SCOPE

This policy applies to all students of the College during school hours (8am to 3.30pm)

MIDDLE & SENIOR SCHOOL

The policy also applies after school because the devices are College-owned and students are permitted to take them home. The policy covers care and use during travel to and from school, in normal on-campus activities, as well as while on school camps and participating in activities and excursions.

These guidelines apply to all devices used whilst at Northside Christian College which includes, but is not limited to, Chromebooks, mobile phones, iPads, iPods, other music listening devices, gaming devices, PDAs, wearables.

PRINCIPLES

The key motivation of using electronic devices is to enhance the learning process and must in no way hamper or interfere with the learning environment.

- Students must display courtesy, consideration and respect for others whenever use of electronic devices (and affiliated headphones) has been approved by a teacher.
- Electronic devices must never be used in a way that reduces or threatens to reduce the safety and well-being of students, or the good order and reputation of the College and its Community.
- The safekeeping of any electronic device remains the responsibility of the owner and not the College.



ELECTRONIC DEVICES FOR AN EDUCATIONAL PURPOSE

MIDDLE & SENIOR SCHOOL

Being a good digital citizen and responsible member of the Northside community means being prepared for learning each day.

- Students must bring their Chromebook to school each day.
- Chromebooks should be fully charged at the beginning of each school day.
- Chromebooks must be carried in the provided case so that they can be transported safely around campus. While moving between home and school, the Chromebook must be stowed in its protective case AND carried inside the Northside school bag.
- Data should be backed-up appropriately so as to ensure that important data is not lost.
- Students should use Google Drive for file management and data storage.

CONDITIONS OF USE

- Mobile phones are not a requirement of the school, and contact between students and parents should be made through the College office.
- Secondary School Students - Mobile phones, smartwatches and other wearables must be switched off and stored in lockers on arrival at school.
- Permission by staff for mobile phone use by students may be given for some off-campus activities.
- Contact with parents using electronic communication during school hours should be restricted to genuine emergencies and done with teacher permission under supervision (such as communicating with a parent about a change of collection time after school).
- Electronic devices must not be used to communicate with students within the College or from other schools without the knowledge and permission of a teacher of the College.
- Internet access on campus should be via the College network. Internet tethering or Personal Hot Spots should not be utilised.
- Devices for capturing images are not to be used without the consent (given by agreement in sentiment, opinion or a course of action) of both the supervising teacher and the knowing participants of the image/s, or anywhere and in any way that would be considered inappropriate for a normal image capturing device such as a camera, mobile phone, iPad etc. such as in change rooms or toilets.
- Lessons may be recorded only with a teacher's consent. Students will respect the decision of the teacher at all times. Teachers may opt to record the lesson for students. This allows staff to edit the recording before it is made available for students. Secondary school teachers may decide to post recorded sections of a lesson on Moodle to assist students.
- Content recorded or captured at school remains the property of the College. This includes photos, video footage, voice recordings etc. As a result, these images or recordings should not be used outside of the school in any way without the direct permission of the College and the individual/s therein.
- Likewise, there should be a limited expectation of privacy. By authorising use of the College network, the College does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the College system.
- Electronic devices are to be used expressly to enhance learning experiences and should only be used during class time at teacher discretion. Electronic devices should not be used outside of class except in areas designated as suitable (e.g., College Library and Library Square) and for educational purposes only. Non-academic use of games and social networking sites and other activities that disrupt studies, peers or classes is not permitted during the school day.
- Electronic devices must not be used in any manner or place that is disruptive to the normal routine of the College.
- Any communication with teachers via email must be at the teacher's request, pertinent to an assessment instrument or College activity and be relevant to said task or activity. Any emails must be sent exclusively from and to College email addresses.
- Secondary School Students - Chromebooks must not be taken out of the country or used in any context that puts the device at risk (e.g. on a boat).
- Students are not permitted to bring personal computing devices such as laptops, iPads, iPods, etc. unless there is a verified learning difficulty or a disability. In such cases, students must acquire express permission from a Head of Learning Support for a device that meets the student's academic needs. The

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device/s must be registered with Helpdesk if access to the College network is required. The College accepts no liability in the event of loss, theft or damage.

- Likewise, use of the College network is at the user's own risk. The system is provided on an "as is, as available" basis. The College will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data, or for delays or changes in or interruptions of service or misdeliveries or non-deliveries of information or materials, regardless of the cause. The College is not responsible for the accuracy or quality of any advice or information obtained through or stored on the College computers. The College will not be responsible for financial obligations arising through unauthorised use of the College network.

PROCEDURES FOR INFRACTIONS OF POLICY

When use of an electronic device has been inappropriate, a student will be dealt with according to the College's discipline policy. Consequences will vary according to the level of disobedience, disruption, vandalism, or otherwise and will be determined with the use of the current behaviour management system.

The College reserves the right to restrict access to or temporarily confiscate electronic devices if a breach of these policies occur or, in the reasonable opinion of a staff member, the presence or potential use of an electronic device by an individual would put an individual, others, or the College at risk of harm, in a position of liability, or unduly affect the College's learning environment.

Where appropriate, the College will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with College policies conducted using College computers or network.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to the relevant school reception or to the Helpdesk. This disclosure may serve as a defence against an allegation that the user has intentionally violated this policy. A user may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

THE FOLLOWING WOULD BE CONSIDERED COMPLETELY IRRESPONSIBLE AND UNACCEPTABLE USES:

- Access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
- Transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
- Access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process.
- Access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- Upload or download files, folders or any software programs from any type of media (incl. CD- ROMs, SD cards, USB storage etc.) to or from the College network that are inappropriate to the educational setting or disruptive to the educational process, or violates relevant software licensing agreements.
- Knowingly or recklessly post false or defamatory information about a person or organisation, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- Engage in any illegal act or violate any local, state or federal statute or law.
- Vandalise, damage or disable the property of another person or organisation, or make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means.
- Tamper with, modify or change the College computer software, software configurations, control panel settings, hardware or cabling (including changing desktop settings, icons or wallpapers).
- Take any action to violate or attempt to violate the College system's security.
- Use of the College system in such a way as to disrupt College network access by other users.
- Gain unauthorised access to information resources or to access another person's materials, information or files without the direct permission of that person.

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- m. Post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- n. Attempt to gain unauthorised access to the College network or any other computer of the College network, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
- o. Violate copyright laws or use another person's property without the person's prior approval or proper citation, or plagiarise works they find on the Internet.
- p. Conduct business for unauthorised commercial purposes or for financial gain unrelated to the mission of the College. Use the College computers to offer or provide goods or services or for product advertisement. Use the College system to purchase goods or services for personal use without authorisation from the appropriate College official.

2.11 Outline of the Student Awards System

		Blue	Bronze	Silver	Gold	Special Awards
ACADEMIC AWARD	Achievement	<ul style="list-style-type: none"> One per overall A on an assessment. Credit on an academic competition Two Blue awards for representing the school in a curriculum related competition (Art, debating) 	<ul style="list-style-type: none"> Five blue awards Distinction on an academic competition. 	<ul style="list-style-type: none"> Three bronze awards High distinction in an academic competition. 	<ul style="list-style-type: none"> Two silver awards. 	<ul style="list-style-type: none"> Dux/Dux Proximate Academic Excellence 75% "A" over a year. Vocational Education Student of the Year Apprentice of the Year
	Commitment	<ul style="list-style-type: none"> One per assessment where mark is less than an A. Consistent and High Standard of Homework/Classwork over a term. 	<ul style="list-style-type: none"> Five blue awards 	<ul style="list-style-type: none"> Three bronze awards. 	<ul style="list-style-type: none"> Two silver awards. State Rep. 	
SPORTING AWARD	Achievement	<ul style="list-style-type: none"> One Blue award per school representation in Athletics, Cross-country and swimming and team sports (other than 7,8 & 9 interschool sport). 	<ul style="list-style-type: none"> One bronze for District representation. Five Blue Awards. Christian Schools State Representation. 	<ul style="list-style-type: none"> Three Bronze Awards. One Silver for Regional Representation. 	<ul style="list-style-type: none"> Three Silver Awards. School Sport State Representation. 	<ul style="list-style-type: none"> Sportsman and Sportswoman of the Year.
	Commitment	<ul style="list-style-type: none"> Two blue awards per 80% attendance to trainings and games with a good team attitude. Two Blue Award per school representation at both District and ICS carnivals for Swimming, Cross Country & Track and Field. 	<ul style="list-style-type: none"> Five Blue Awards. 	<ul style="list-style-type: none"> Three Bronze Awards. 	<ul style="list-style-type: none"> Three Silver Awards. 	
COMMUNITY	Commitment	<ul style="list-style-type: none"> Two Blue Award per term commitment. (80% attendance) e.g. Performing Arts Groups, Leadership Groups. One blue per day help at a College event. One blue for helping at a leadership event. Three blue awards for leading a student leadership event. 	<ul style="list-style-type: none"> Five Blue Awards No TASS points for a Semester 	<ul style="list-style-type: none"> Three Bronze Awards. 	<ul style="list-style-type: none"> Two Silver Awards. 	<ul style="list-style-type: none"> Principal's Award (SS) ADFA Award (Yr 10/11) Community Awards (MS) Art Acquisition Award
	Awarded...	By teacher.	YLA	YLA/Sporting Awards	WSA/Sporting Awards	Graduation/Sports Awards Evening

2.12 Daily Routine

Below is the Secondary School Daily Routine.

Daily Routine - Monday

8.30-9.40	Period 1	70 mins
9.45-10.15	YLA/Assembly	30 mins
10.15-10.45	Morning Tea	30 mins
10.45-11.55	Period 2	70 mins
12.00-1.10	Period 3	70 mins
1.10-1.50	Lunch	40 mins
1.55-3.00	Period 4	65 mins
3.00-3.15	Yr 7-9 DEAR Yr 10-12 HW/BOS/Sport Mtgs	15 mins

Daily Routine – Tuesday to Friday

8.30-8.45	Form Class	15 mins
8.45-9.50	Period 1	65 mins
9.50-10.00	Snack on the Go	10 mins
10.00-11.05	Period 2	65 mins
11.05-11.30	Morning Tea	25 mins
11.30-12.40	Period 3	70 mins
12.40-1.20	PM	40 mins
1.20-2.05	Lunch	45 mins
2.05-3.15	Period 4	70 mins

SENIOR SCHOOL DAILY AM/PM PROGRAMME

Monday	Assemblies
Tuesday	Co-curricular
Wednesday	Life Skills
Thursday	10 – Sport; 11 & 12 Leadership
Friday	Chapel

2.13 First-Aid, Medication & Health Matters

2.13.1 Responsibility for Student Welfare

The primary responsibility for the wellness, welfare and medical treatment of students rests with the parent/guardian.

During such times as a student is in the care of the College, the College will act *in loco parentis* (literally, "in the place of the parent"). The College takes this responsibility seriously and considers the welfare of the student of paramount importance.

It is not a condition of employment of teaching and other staff at the College that they undertake specialised first-aid training (e.g. senior first-aid certificate); although, any member of the staff can (and a number do) volunteer to undertake such training and provide first-aid to students, staff and other people on the College grounds. Regardless, all teachers and other staff in charge of students are expected to use their best endeavours, particularly in emergencies, to secure the welfare of the students in the same way that parents might be expected to act towards their children.

The College relies on parents/guardians to provide accurate medical information for students at the time of enrolment and to immediately notify the College of any changes to a student's medical condition (e.g. short-term illnesses, epilepsy, diabetes).

The College also relies on parents/guardians to ensure their contact details and details for alternative emergency contacts are kept up to date.

2.13.2 Medical Permissions and Authorisations

Parents/guardians authorise the College to arrange for necessary urgent medical treatment for a student when required, at the parent/guardian's expense, including, as the case may be, on camps, excursions and overseas trips.

2.13.3 Student Welfare Office – Health and Action Plans

Junior and Secondary Welfare Officers - Health liaise with parents of students with serious medical conditions regarding the development of an Action Plan. An Action Plan is an individualised outline ordinarily prepared by the student's medical practitioner/s, which sets out the nature of the serious medical condition, matters for the College to consider to minimise risk of harm to the student, and appropriate steps for the College to follow in the event of emergency.

2.13.4 Health Room at College Administration

First-aid, medication and health matters are primarily handled by the Health Room located at College Administration in the Administration Building.

The separate Reception areas for the Junior, Middle and Senior Schools are not primarily responsible, adequately staffed or equipped for handling, first-aid, medication and health matters.

2.13.5 Medication

If a student is unwell enough to need antibiotics or other such medication, as a general rule, he/she should not be sent to school. This is to protect both the ill student and other persons at the College with whom contact may be made.

No medication (whether prescription or non-prescription) may be kept on the student or in his/her school bag except with consent of the College. In special circumstances, the College may consent to students carrying emergency medication.

2.13.6 Prescription Medication

The College follows the guidelines for administering medication (which are endorsed by Education Queensland):

Should medication prescribed by the student's medical practitioner be required to be administered while the student is at school or involved in school-approved activities, a parent/guardian must, in the first instance, make a written request to the Principal, and complete the necessary *Administration of Medication* form.

A teacher or other adult person on the school staff authorised by the Principal to give medication to a student (usually a First-Aid Officer at the Health Room), may accept responsibility to give medication to a student while at school or while involved in school-approved activities.

Where a teacher or other adult person on the school staff authorised by the Principal to give medication to a student is to administer medication, the instruction provided should be written on the medication container by the pharmacist at the medical practitioner's direction. The instructions on the medication container need to indicate specific times at which medication is to be administered, as well as the quantity of medication to be administered.

At no time should any medication provided for one student be administered to another student, unless the seriousness of the illness or condition justifies such an action (e.g. anaphylaxis and the use of another's epipen).

At all times, medication must be kept in a secure place under staff supervision i.e. not in school bags. (In special circumstances, the College may consent to students carrying emergency medication, such as an inhaler or epipen.)

All unused medication is to be returned to the parent/guardian of the student.

It is the parents' responsibility to ensure that medication is not past its expiry date.

2.13.7 Non-Prescription Medication

The College will generally not administer any non-prescribed medications (such as analgesics and over-the-counter medications) to students.

The College may administer Paracetamol to those students where the parent/guardian has given approval on the completed *Student Medical Form*.

2.13.8 Emergency Medication

Emergency medication is kept at College Administration and is administered by designated First-Aid Officers.

Asthma 'puffers' may be kept by the class teacher for students in Prep to Year 2 or, with the consent of the designated Junior or Secondary Student Welfare Officer – Health, on the student's person from Years 3 to 12. Emergency puffers are also kept at Health Room at College Administration.

The College may also consent to a student with serious medical conditions carrying necessary medication, such as inhalers, epipens and glucose testers.

2.13.9 Contagious Conditions

A table showing the exclusion periods (hereafter referred to as Prescribed Periods) for contagious conditions appears in the Appendix. Parents/guardians and students must observe all of the prescribed periods for contagious conditions shown in the table.

The College will notify parents where it suspects the student has contracted a contagious condition. The College may exclude the student from College activities, pending determination of whether or not the child has a contagious condition.

2.13.10 First-Aid Kits and First-Aid Officers

Regularly maintained first-aid kits are located in the Health Room at College Administration, and are made available for off-site activities such as excursions and camps. First-aid kits are identified with a white cross on a green background.

The College does not employ any designated nurses or occupational first-aiders. From time to time, teachers and other staff members may volunteer to be appointed as the College's First-Aid Personnel. These First-Aid Personnel are referred to as First-Aid Officers.

All First-Aid Officers hold a current Senior First-Aid Certificate and only provide initial management of injuries and illness of students, staff members and visitors consistent with their level of training and competence. When the first-aid management required is beyond their level of training and competence, the First-Aid Officer refers the person to seek further medical assistance.

At least one First-Aid Officer is assigned to the Health Room at College Administration during ordinary school hours.

Staff members, students or visitors needing to contact a First-Aid Officer can do so by attending the College Administration or telephoning the College Administration and asking for a First-Aid Officer.

2.13.11 Care of students who sustain minor injuries or become ill at School

Junior School Students

If a Junior School student feels unwell during class time or sustains a minor injury (e.g. small scratch, graze, headache etc), he/she should inform the classroom teacher, who will then determine whether to issue a First-Aid (Red) Card to allow the student to attend the Health Room at College Administration.

If a Junior School student feels unwell or sustains a minor injury during break times, he/she should inform the teacher on duty, who will then determine whether to issue a First-Aid (Red) Card to allow them to attend the Health Room at College Administration.

Middle/Senior School Students

If a Middle or Senior School student feels unwell during class time or sustains a minor injury and believes he/she is unable to continue with normal school activities, he/she should notify the classroom teacher, who will then determine whether to issue a Permission Note to allow the student to attend the Health Room at College Administration.

If a Middle or Senior School student feels unwell or sustains a minor injury during break time and believes he/she is unable to continue with normal school activities, he/she should notify their Year Level Coordinator (where practical to do so), who will then determine whether to issue a Permission Note to allow them to attend the Health Room at College Administration.

Students must follow any direction of the teacher or other staff member to attend the Health Room at College Administration.

2.13.12 Health Room Procedures

On presentation of the student at College Administration, the First-Aid Officer (whether or not in consultation with other College staff members) will make an initial assessment as to whether:

- a medical emergency response is required;
- to contact the parent/guardian or other person/s nominated on the Emergency Contact Form and request that the student be collected; or
- to admit the student to the Health Room for a period of rest and recuperation.

If it is thought that the student may recuperate after a period of rest, the student will be admitted to the Health Room, where he or she will be checked regularly (approximately every 20 mins).

College Administration staff will notify the relevant school reception that the student has been admitted to the Health Room.

Within approximately one hour of the student having been admitted to the Health Room for rest and observation, the First-Aid Officer will make an assessment as to whether the student is well enough to return to school activities or should instead be placed into the care of the parent/guardian.

Parents/guardians, and in their absence, the emergency contact, will be contacted and asked to collect their child or to arrange for the collection of their child. The College will need to

be given clear instructions regarding the identity of the person collecting the child (if it is not the parent or the nominated Emergency Contact person).

It is essential, therefore, that contact details of parents and Emergency Contact names and phone numbers are kept up-to-date.

Students awaiting collection by the parent/guardians or person nominated by the parent/guardians are required to wait at College Administration.

Parents/guardians collecting students must first attend College Administration to advise that they are on site to collect their student from the Health Room. Parent/guardians must then sign out the student at the appropriate School Reception in the Sign-Out Book before collecting the student.

It is a requirement that the College receives parent/guardian permission before releasing a student.

Please note: Students are not permitted to use their personal mobile phones or any telephones located at the Junior, Middle and Senior School Receptions at any time to contact parents and ask to be picked up from school because they feel unwell. Students who present at those Receptions will instead be treated as a medical emergency response (where necessary) or referred to their classroom teacher/teacher on duty (as the case may be) with a view to the student being admitted to the Health Room at College Administration.

2.13.13 Immunisations and Severe Reactions to Injections

From time to time, Queensland Health uses the College's facilities and communication channels to promote and administer vaccination of students. The College supports this practice, and therefore we would encourage parents to carefully consider having their children vaccinated. Northside asks all families to return vaccination forms, whether accepting or rejecting the vaccination offer. We do not, however, have an opinion on the effectiveness of any particular vaccination program, and therefore we do not put pressure on parents to agree to vaccinations or in any way make students who are not vaccinated feel uncomfortable.

Vaccination programs are organised and administered by Queensland Health and not by the College.

In the case where a student evidences a severe reaction to an injection administered by officers of Queensland Health, the student will remain under the care and guidance of the Queensland Health Officers until a determination about further medical care is made.

If the child evidences the severe reaction after he/she has already returned into the care of College staff (i.e. back in class), the child should be returned to the care of the Queensland Health Officers for the officers to follow their standard procedures.

If Queensland Health officers are no longer on campus, the child should be sent to a medical authority (e.g. the child's G.P.) as a matter of urgency with his/her parents/guardians, or an ambulance called if the parent/guardian is unavailable.

In the case where an ambulance is called in the above situation, the College will observe its Medical Emergency Care procedures.

2.13.14 Head Lice

The College undertakes the responsibility to minimise the risk of your child getting head lice through education of students, staff and parents. It is the responsibility of parents to inspect hair of household members and notify the College if your child is affected.

Parents are advised through an Alert Notice of any outbreak in classrooms and the College expects immediate follow-up action and treatment if necessary. Should your child be identified as having head lice at school, you will be notified.

The College requests that students do not return to school until suitable treatment has begun.

2.13.15 Common Questions

Q. What if I want to take my child to my family doctor or to the hospital myself?

We understand that the care and attention of a family GP is often highly valued, and that in some instances the required medical care may not be of an urgent nature. In these cases, the College is more than happy to offer parents/guardians the option of collecting the student so that you can attend to the situation personally. In situations requiring more serious or urgent medical attention, the College reserves the right to call for emergency medical care if deemed necessary.

Q. If an ambulance is called for my child, what will it cost?

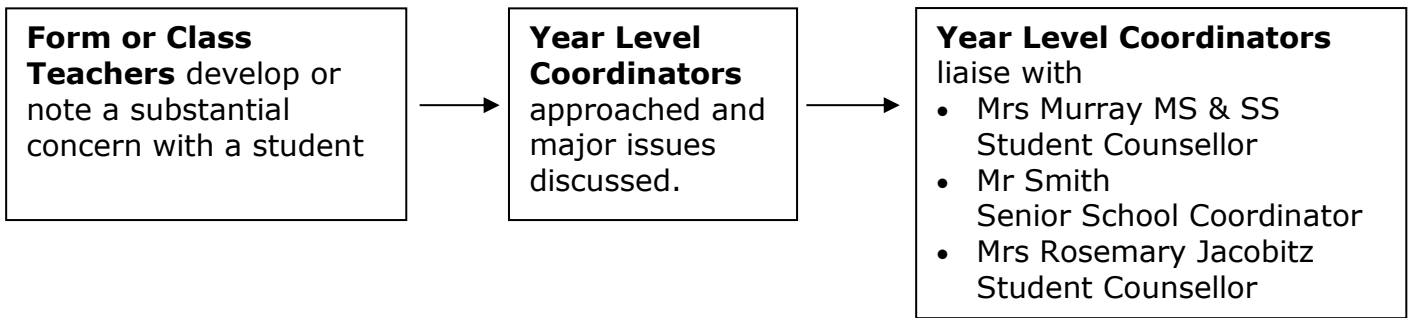
The College pays annual membership fees to Queensland Ambulance, which means that all students receive automatic ambulance cover for any school-related activities.

Q. Where do I go to pick up my child if I have received a phone call informing that he/she is unwell, or if an ambulance has been called?

Please proceed directly to College Administration, unless advised otherwise.

2.14 Pastoral Care

2.14.1 Student Welfare



Each of the three year levels also has Year Level Coordinators, who are responsible for the oversight of the students in that year. These staff members also take an active role in the discipline chain of the school.

The Year Level Coordinators are:

- Year 10 – Mr O’Neill & Ms Stephenson
- Year 11 – Mr Muller & Mrs Franklin
- Year 12 – Mr Jones & Mrs Malan

In the Secondary School, each Form class has a Form Teacher who is responsible for the direct pastoral oversight of students in that Form.

Whilst the position of Student Counsellor is frequently concerned with dealing with student misbehaviour, all staff take an active role in caring for students, no matter what their needs are: social, spiritual, family, etc.

2.14.2 Form Teachers

Form Teachers take on a pastoral role with the student; they are there to counsel and assist the student, encouraging them to push on in their studies, Christian walk etc. In situations where a student is misbehaving, the Form Teacher is there to help the student see where they are going wrong and help them to implement strategies to modify their behaviour.

The role of the Form Teacher is not to be punitive but pastoral and administrative and to take concerns to the Year Level Coordinator.

2.14.3 Year Level Coordinators

The Year Level Coordinators’ role is both administrative and pastoral and includes discipline. Their job is to oversee the smooth running of the particular Year group, (Year group camps, socials etc) but also to track students and groups of students within a particular Year group who misbehave and to follow them up. As such, they deal with discipline matters whose gravity or repetition goes beyond the role of the classroom teacher.

2.15 Uniform

The appearance of our students reflects on our College's reputation. The day uniform sets a tone in the College that is conducive to the attitudes and behaviours that encourage excellence. Students in the Secondary School are expected to always be in full and correct school uniform as set out in the school prospectus (refer to table). On excursion days, students not in full correct uniform will not be allowed to attend the excursion.

The uniform is to be worn neatly. Boys are to have shirts tucked in and socks up. Girls and boys shoes are expected to be clean and polished. Oversized (and undersized) clothing cannot be worn neatly and hence is not permitted. Students must wear uniform the correct size. Senior Boys must own a pair of formal uniform long pants as part of the formal day uniform and for use at formal events.

All Senior School students are required to wear College blazers to Secondary School Assemblies during Term 2 and 3.

School sports uniform is to be worn all day only on the nominated sports day. At other times, such as for a PE class, teachers will nominate one lesson per week (which will be their practical lesson) that the students can wear their PE uniform all day. If the PE uniform is needed on other days, students are required to come to school in day uniform and change in the break time preceding the PE lesson and then change back into day uniform at the next break after the lesson, if applicable.

Sports shoes are considered to be part of the College Sports Uniform, and as such are required to be predominantly white in colour and have a protective and supportive sole and heel (e.g. running shoe or cross trainer), white laces, no boots, no high tops and no casual shoes.

If a T-shirt needs to be worn under the sports shirt it must be white and should not be visible below the sleeve or waistband. It should not have any logos or designs.

Northside Christian College believes very strongly in the importance of wearing hats at the College.

The school hat is to be worn by the student throughout the day, when outside of a building. During lessons, the hat is to be placed under the student's chair. A student found not wearing a hat outside a classroom will be issued a warning. Repeated warnings will accumulate to formal detentions.

The formal hat is the ONLY acceptable hat to be worn with the Day Uniform in Senior School. The sports cap may be worn with the sports uniform. It may only be worn with the formal uniform during active sports at a break.

Year 12 students are permitted to purchase special "Year 12 Jerseys". However, they are not a part of the standard school uniform and are ONLY to be worn with sports uniform. Jerseys with inappropriate nicknames printed on them will not be allowed at school.

2.15.1 Free Dress Day - Guidelines

On occasion, the Secondary School organises free dress days. The proceeds are dedicated to a range of different needs and charities, in more recent times targeting our College overseas missions thrust.

The standard of clothing expectation is as follows:

- Students may wear clothing of a moderate style, including jeans;
- Students are not to wear too tight, too short or too revealing clothing. Backless tops and low necklines are not acceptable. For girls, midriffs should be covered;
- Singlets are not permitted;
- Hats will be required for EVERY outdoor activity;
- Make-up is not to be worn by students;
- Any equipment needed for the normal running of classes should be brought to school on these days;
- Closed in shoes must be worn for safety reasons on free dress days. Thongs are not acceptable.

If a student is inappropriately dressed on any such occasion they will be sent to the relevant Year Level Coordinator.

2.15.2 Uniform requirements– Secondary School

YEARS 10 – 12	
<p>GIRLS</p> <p>Day Uniform White Poplin blouse NCC School Tie Tartan Skirt Blazer NCC socks Traditional school shoe - Black leather lace-up, polishable with medium heel (no boots, ballet flats, joggers, buckles or casual shoes) (See photos next page) Formal hat Compulsory NCC School Bag Optional Hair Accessories: (College tartan, navy, white or green) and 7mm tortoise shell Alice band.</p> <p>Sports Polo Shirt Navy Skorts / Navy Microfibre Shorts NCC Sport Socks Predominately white sports shoe that has a protective and supportive sole and heel, (e.g. running or cross trainer), white laces, no boots, no high tops and no casual shoes. (See photos next page) NCC bucket hat Inter-house T-shirt or polo shirt NCC swimwear for interschool competition.</p>	<p>BOYS</p> <p>Day Uniform White Shirt Navy Belted Shorts Grey Trousers (required from Year 10) Blazer Black leather (not woven) Belt Navy Day Socks Traditional school shoe - Black leather lace-up, polishable with medium heel (no boots, ballet flats, joggers, buckles or casual shoes) (See photos next page) Formal Hat NCC School Tie (Terms 2/3) Compulsory NCC School Bag</p> <p>Sports Polo Shirt Navy Microfibre Shorts NCC Sport Socks Predominately white sports shoe that has a protective and supportive sole and heel, (e.g. running or cross trainer), white laces, no boots, no high tops and no casual shoes. (See photos next page) NCC bucket hat Inter-house T-shirt or polo shirt NCC swimwear for interschool competition</p>
Cold weather additions/alternatives	
<p>Day Uniform NCC Jumper and/or Blazer Navy tights or Stockings (optional – replaces socks) NCC Tracksuit top may be worn over (but not instead of) jumper NCC scarf</p> <p>Sports NCC Jumper or NCC Tracksuit can be worn over Sports Uniform NCC scarf</p>	<p>Day Uniform NCC Jumper and/or Blazer Grey Trousers NCC Tracksuit top may be worn over (but not instead of) jumper NCC scarf</p> <p>Sports NCC Jumper or NCC Tracksuit can be work over Sports Uniform NCC scarf</p>
<p>Please Note: All Uniform items must be purchased through the College Uniform shop, with the exception of footwear.</p>	

Below are photos of acceptable footwear.

Day Uniform

Traditional school shoe - Black leather lace-up, polishable with medium heel



Sports Uniform

Predominately white sports shoe that has a protective and supportive sole and heel (e.g. running shoe or cross trainer), with white laces.



2.15.3 Hair Policy – General

Student haircuts and styles of wearing are to be in accordance with the school's haircut policy. If the Form Teacher, Year Level Coordinator or a member of Senior Staff considers that a student needs a haircut, they will be given ONE warning and will have one week to comply. Students who turn up to school with an unacceptable cut or colour, or who persistently choose to wear their hair in an unacceptable manner, will be suspended.

Boys' Hair

1. Hair is to be well-groomed and cut in a moderate style.
2. Hair should be no longer than the collar, should not cover the ears and should not extend below the top of the eyebrows.
3. The head is not to be shaven or closely shaven in part or whole, no undercuts. (Where blades are used, no cut below a 'number 3' is acceptable).
4. Boys' hair is to be a natural colour.
5. Boys' hair is not to be tied back, pushed back behind the ears and gel or any equivalent is not to be used to disguise a hairstyle which would otherwise be unacceptable.
6. Male students are to be clean shaven (no beards or moustaches).
7. Sideburns are to be no lower than the bottom of the ear.

Girls Hair

1. Hair is to be well-groomed and cut in a moderate style;
2. Shoulder-length or longer hair should be tied back using navy blue, white or bottle green ribbons or scrunchies.
3. Coloured clips are not permitted in the hair except for the Northside hair accessories available at the uniform shop. Navy headbands obtained from Uniform Shop are acceptable.
4. Girls' hair should be groomed as not to fall across the eyes and face. Hair can be held back with a 7mm tortoise shell 'Alice' band purchased only through the uniform shop.
5. The hairstyle should be such that it does not interfere with the wearing of the school hat.
6. Girls' hair should be a natural colour.

2.15.4 Jewellery Standards are as follows:

- One signet ring
- One watch
- One pair of earrings (girls), plain thin silver or gold sleepers or studs (in earlobe only)
- Boys are not permitted to wear earrings
- Coloured nail polish is not be worn at school
- No make-up is to be worn at school

2.16 Student Names Policy

Northside Christian College reports to several bodies regarding student data, and is viewed as a trusted data source, and as such must ensure that student data, including names, is full and correct.

The College defines a full and correct name as being the name as it appears on a child's birth certificate, or, if relevant, a passport.

Whilst the College understands that family situations may change, and that this may bring some difficulties in terms of using a surname or given name, we are unable to use informal or preferred names for students on official or formal documents. This is especially important in relation to using correct surnames and/or hyphenated names.

If a student/parent/guardian has a particular request in relation to a preference for the use of a name other than their true name, this may be communicated to the relevant year level coordinator in writing, who will then bring it to the attention of the Head of School. If the name change request is deemed appropriate, the College is happy to refer to a student by the preferred name verbally, where possible. Written records however, are required to show full and correct names. This arrangement may be most practically applied by a notation in the class roll, whereby the student's full and correct name is listed, but a note is referenced with wording such as "known as...".

The use of full and correct names is especially significant when Secondary Students wish to use various school documents for a variety of purposes, which may include competitions, references, school-based apprenticeships and traineeships, scholarship applications, employment, senior certification documentation and tertiary entrance.

This situation is not unique to the Secondary School, as students in the Junior School may be required to show school records when transferring to another school, either within Australia or overseas. Overseas students must have their full and correct name on all official documentation. They may take on an unofficial English or preferred name if they so desire; however, this will not appear on any formal documentation. The arrangements for a verbal recognition of the preferred name would also be applied here.

The College understands that from time to time special circumstances may arise where the use of an alternate name is required, or where a formal change of name has occurred (i.e. with the registry of births, deaths and marriages).

Official Documentation – i.e. Name alterations not permitted in the following:

- Enrolment Forms
- Report Cards
- Class /Form/Attendance Rolls
- Testing Instruments – internal/external
- QCAA documentation
- Work Experience documentation
- Family Administration Day documentation
- Health and all other permissions forms
- Graduation Certificates
- Student Data Capture Systems (electronic)
- Learning Accounts (electronic)

3 Section 3 – Curriculum

3.1 Moving through the Senior School

The Year 10 program at Northside allows students to spend more time studying their preferred subjects, in preparation for Years 11 and 12. Students take English, Mathematics (graded into three levels) and four other Subjects of their choice. In addition, Year 10 students also take Christian Foundations and Life Skills which incorporates Career Education. They are also involved in an interschool sports program.

Year 11 and 12 students take English and Mathematics. They then choose four subjects or work/study equivalents. Students can choose from a range of authority, authority registered and certificate subjects. Students may choose to pursue an OP pathway, a Vocational Pathway or a combination. The school also offers students options including TAFE and one day a week work placement.

3.2 Subject Offerings - Senior School

SUBJECT OFFERINGS

YEAR 9	YEAR 10
<p>Core: Christian Foundations (1 lesson) English Mathematics Social Science Science Sport (non-graded)</p> <p>Electives: Choose 6 from: Business Information Technology Dance Design Technology Drama French Graphics Home Economics Information & Software Technology Japanese Music Physical Education Science Extension Visual Art</p>	<p>Core: Christian Foundations (1 lesson) English Mathematics Sport (non-graded)</p> <p>Electives: Choose 4 from: Business Information Technology Dance Design Technology Drama French Graphics Home Economics Hospitality Information & Software Technology Japanese Music Physical Education Science Senior Social Science Visual Art</p>
YEAR 11 – 12	
<p>Core Subjects Christian Foundations (1 lesson)</p> <p>Electives English <i>or</i> English Communication <i>and</i> Mathematics A <i>or</i> Mathematics B <i>or</i> Pre Vocational Maths <i>and</i> Choose 4 from: Accounting Ancient History Biology Business Management Chemistry Certificate III in Early Childhood Education & Care CHC30113 Drama</p>	<p>Film, Television and New Media French Graphics Home Economics Information Technology Systems Japanese Legal Studies Manufacturing – (Certificate I in Furnishing MSF10113; Certificate 1 in Furnishing LMF10108; Certificate 1 in Manufacturing (Pathways) MSA10107 Mathematics C Modern History Music Music Extension (2 semesters Year 12) Physical Education Physics Recreation Studies Small Business Studies Study of Society Visual Art Visual Arts Studies Certificate III in Visual Art CUV30111</p>

3.3 Subject Changes

3.3.1 Subject Changes

Students may wish to change Subjects after having studied one for a period of time. It is important for students to realise that any change must be thought through carefully, since changes can affect performance and, therefore, results in that subject. Parents are expected to be involved in this process. To this end, the College runs Subject Information Evenings for students and parents, to try and maximise the chances of a student choosing subjects to which they are best suited, and are in line with their career/educational plans.

In Years 11 and 12, students may only change subjects at the end of each semester. Students must arrange changes via Student Services by the end of Terms 2 and 4 and no later than the first week of Terms 1 and 3. Year 10 students may be able to make changes between terms.

Student Services' information sheet on Subject Changes Link:

http://www.northside.qld.edu.au/wp-content/uploads/2015/03/Subject-Changes_info-sheet.pdf

Please Note: Fees apply. Please see Student Services for details.

These fees apply to all subject changes except in cases where *Special Consideration* as per QCCA Guidelines can be applied.

In order to make a subject change, students must make an appointment to see the Director of Teaching and Learning at the Student Services Office. They will be required to provide a signed and dated parental note of permission regarding the change/s (or alternately this can be emailed).

Please note: Any text books from the previous subject/s must also be returned prior to the commencement of the new subject/s. Students will be unable to commence the new subject/s until all required textbooks/resources have been returned.

Formal written notification will be provided before the student is allowed to attend the new subject.

3.4 Assessment

3.4.1 Assignment/Assessment Policy – Senior Secondary School

In the interests of equity and encouraging development of sound self-management techniques in our students and general learning capabilities, the following parameters have been set relating to the completion of assessment/assignment work at Northside Christian College.

Students are notified of due dates for all assessment items via the Assessment Calendar each term and task sheets provided by subject teachers. These due dates must be adhered to in normal circumstances. Due dates may only be changed by the Curriculum Leader, after consultation with the Director of Teaching and Learning.

Students must submit assignments in their specific subject classes on the due date. Alternatively, the assignment may be submitted and signed in at the relevant school office where their teacher is located.

If special circumstances arise that prevent a student from handing in assignment work on time, the form "Application for Extension of Assignment Work" must be completed 48 hours prior to the due date. The written application for an extension must be approved by the teacher and by the Curriculum Leader. This approved application form must then be attached to the student's Task/Criteria Sheet on submission. This reason cannot be computer, printer or disk failure, application, incompatibility, etc. Students are reminded that they should save work to their google drive. Additionally, it is the student's responsibility to back up their work to ensure loss of data does not occur.

If a student is sick on the day an assignment is due, the parent/guardian must notify the teacher by a note, phone call or email. The assignment must be handed in to the relevant teacher before Period 1 on the day they return to school. It is mandatory that Year 11 and 12 students submit a medical certificate on the day they return to school.

For students suffering long term illnesses, special consideration can be given by the Curriculum Leaders as instructed by the Director of Teaching and Learning. A medical certificate is imperative in these circumstances.

3.4.2 Late Assessment

- If an assignment is not submitted on the due date without an adequate excuse (chiefly of a medical nature), then their draft copy or the evidence available on their chromebook is what the teacher must mark under Queensland Curriculum and Assessment Authority (QCCA) guidelines. **Anything submitted after the due date cannot be marked.** In the instance that the student does not have sufficient draft evidence to support a reasonable attempt at meeting the assignment guidelines, then the student will be withdrawn from class and made to produce an acceptable response to the task during the next lesson for that subject.
- Likewise, if a student is absent on the day a test instrument is due to be completed under test or examination condition, without appropriate reasons, then the student will be withdrawn from classes and be made to sit the exam immediately on their return to school.

- The class teacher, after consultation with the relevant Curriculum Leader, will contact parents on the due date and advise them of the late assessment and inform them of the consequences.
- Students who do not submit their assignments on the due date (without an adequate excuse) will receive an afterschool detention. If the assignment is not completed to a satisfactory level during both the lesson in class and the detention, the student must then submit a satisfactory attempt within one week of the due date.
- Students who miss an oral or seminar presentation must present their oral or seminar presentation to the classroom teacher at a time negotiated with the classroom teacher. On return to school the student must immediately negotiate this with the classroom teacher, if students do not present the oral or seminar presentation at the agreed time, the same penalties will apply as per late assignments.

3.4.3 Submission Requirements

Criteria sheets and drafts or journals (subject-dependent) are to be handed in with assignments. Assignments will not be accepted without a criteria sheet. **It is the student's responsibility to photocopy another sheet if the original is forgotten or misplaced.**

Students must submit Assignments in paper form unless the Criteria Sheet specifically states that the task is to be submitted in electronic form (i.e. USB/file/email/google classroom). If the Assignment is not submitted in the correct form, the usual penalties for late submission will apply.

3.4.4 Plagiarism

"Plagiarism is the act of misrepresenting as one's own work the ideas, interpretation, words or creative works of another. These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group. These ideas interpretations, words or works may be found in print and/or electronic media."

(University of Queensland Website, 2009.<http://www.library.uq.edu.au/training/plagiarism.html#what>)

It is the student's responsibility to prove ownership of their work by the use of in-text referencing, bibliographies and drafts to substantiate that the work is their own.

If a case of plagiarism is discovered, parents will be notified and the student will be asked to redo the assessment item. It will be treated as a late submission.

All instances of plagiarism will be referred to the relevant Year Level Coordinators and disciplinary action will be taken.

3.4.5 Perusal of Exams and Obtaining Copies of Past Exams

Students will be given opportunity for timely feedback from their teachers after sitting an examination or submitting an assignment/oral. Parents who desire to view their student's completed test are welcome to make an appointment with the relevant teacher through the appropriate School Office. Copies of tests will not generally be available to parents or students. Tests remain the property of Northside Christian College.

3.4.6 Drafting Policy

What is a draft?

A draft is a response that is nearly good enough to submit for assessment — it is likely to be the student's second or third attempt at the task. Prior to submitting a draft, students may be required to submit a written outline or to discuss their approach to the task with their teacher.

What sort of feedback will be provided?

In providing feedback, teachers will indicate aspects of the response which need to be improved or developed in order to meet the criteria. Students may be advised to:

- consider other aspects of the content for inclusion
- work on their role as writer/speaker and show more awareness of their audience
- give priority to the most important points by rearranging the sequence and structure of ideas.

Student Responsibilities:

- draft, revise and produce their own work
- use task sheet and class notes provided to guide them in producing work that meets task requirements
- produce a complete draft that has been proof-read to submit to the teacher
- ensure work is their own work (unless indicated using in-text referencing, a Bibliography or other forms of acknowledgement indicated on the task sheet)

What sort of feedback will be provided?

In providing feedback, teachers will indicate aspects of the response which need to be improved or developed in order to meet the criteria. Students may be advised to:

- consider other aspects of the content for inclusion
- work on their role as writer/speaker and show more awareness of their audience
- give priority to the most important points by rearranging the sequence and structure of ideas.

Teachers may:

- indicate some textual errors and indicate that the draft requires more careful editing — they may not correct or edit all the textual errors in the draft
- provide some written feedback on drafts submitted before the due date
- provide a summary of feedback and advice to the whole class.

How many drafts can be submitted?

In Years 11 and 12, it is necessary that the drafting process allows students to demonstrate the principle of increasing independence as they approach tertiary and/or vocational pathways. In some subjects the relevant syllabus provides specific guidelines regarding the number of drafts permitted; however, students may expect the following conditions. **In Year 11, students will be permitted to submit up to two drafts. By the end of Year 12, a maximum of one draft will be permitted.**

Due to the nature of the task and/or criteria, more extensive drafting consultation and feedback will occur in the following instances:

- Home Economics Process Journals
- Arts subjects for assessment instruments that are works in progress such as Scripts, compositions, FTV treatments, Visual Art folios or writing tasks connected with practical tasks.

For further advice on this matter, students should refer to the information provided on task sheets and/or instructions provided by their teacher.

(Source: QCCA Senior Syllabus English 2008)

3.5 Reporting

Term 1

A brief report is issued at the end of Term 1, to give parents an indication of their child's progress. At this point, all Year 12 parents attend a compulsory interview with their student's teachers. Also, any other parents whose child is not doing well in a specific Subject area will be required to attend a compulsory interview with that teacher. Provision will be made for voluntary parent interviews following on from the Term 1 report. Teachers may indicate on the report that they expressly wish to see the parents.

Term 2 & 4

A detailed report is issued at the end of each Semester. Early in Term 3, parents may voluntarily elect an interview if they wish. (In Term 4, Year 12 students are not reported on.) In the case where a child is not making progress, the teacher will request an interview with the parents.

3.6 Homework

Why Study?

During the day, the teacher will have introduced and discussed new concepts. At night, it is the student's job to learn that information by:

- Practicing other examples;
- Summarising information;
- Relating new information to that previously learned.

How Much Homework?

- Year 10 – two hours per night, five nights per week. (Approximately one hour of homework. One hour of revision/study)
- Years 11–12 – three hours per night, five nights per week.

Helpful Hints

Make a study timetable. This should include:

- Times for subjects;
- Meals (family time);
- Relaxation;
- Other interests (Sporting and work commitments, Youth and Church commitments).

Don't make this too rigid. BE REALISTIC! If planned at the beginning of each week, it could incorporate specific upcoming events in your home life and any other changes of routine.

When designing this timetable, remember after approximately one hour of work, have a short break (some physical activity is good!).

Do "set" homework before study.

3.6.1 Procedures for Calendar Use:

The correct use of the student calendar is considered to be a vital part of the development of whole-life student self-management. This is accessible via Google Calendars. As a result, we insist that the following procedures be adhered to by all students in the Senior School. Your Calendar is an important location for accessing timetables, Assessment Calendars and homework details. School Handbooks are available on Moodle and Parent Lounge. Teachers will enter homework for students directly into the Calendar, but ultimately students are responsible for allocating time for homework and ensuring the completion of set homework. All students must have their Chromebooks as they enter the Form Class each morning, so that they can record any significant information or notices for parent/s.

Absent students: In the Senior School, teachers will try to help these students catch up on work they have missed by giving worksheets, photocopying notes from another student's books, etc. Calendars and Moodle also help in this. The onus lies with the absent student to approach the subject teacher for special 'catch-up' help. Concessions for homework may be able to be made during this 'catch-up' period. Form Teachers will review the student's use of the Calendar regularly to ensure that it is being used effectively. Finally, Form Teachers will stress, on an on-going basis, the importance of the personal calendar and the emphasis the College places on it. Year Level Coordinators will also be responsible for monitoring the use of the calendar. Form Teachers will work with students to promote consistency of this process, in order to develop stronger skills of self-management in our students.

3.7 Learning Support

Students entering the Secondary School with impairments, special needs or learning difficulties are offered a range of support. Students who have operated in the Middle School under individualised, educational programs will be incorporated into Year 10 mainstream classes, where there are several options.

Through an interview process with Mrs George (Director of Teaching and Learning), parents will negotiate a selection of subjects that is deemed best able to meet the needs of the individual student. This may be by modifying the course for the student, modifying the assessment for the student, or both. In other cases, it may involve an alternative course and alternative assessment for the student. Reports will reflect these modifications.

At this time, if the student is 14 years and 9 months of age or over, we may recommend early entry into a vocational education pathway. This would involve participation in "Youthlinks", an off-campus, work-readiness program for students in Year 10, occurring over one Semester and possibly a vocational placement program for one Semester. This is coordinated by the Vocational Education Coordinator, Mr Murchie.

Students with special learning needs receive all the special consideration afforded under the QCAA's Special Consideration Policy. This may extend right through the student's Senior schooling and also into the Queensland Core Skills test in Year 12. This policy document can be accessed at the web address:

http://www.qcaa.qld.edu.au/downloads/senior/snr_qa_mod_a-z.pdf#page=7

In order to receive such special consideration, however, students must be assessed by an appropriate professional, and a copy of the results of the report passed on to the College.

Any queries should be directed to Mrs George (Director of Teaching and Learning).

3.8 Queensland Curriculum and Assessment Authority (QCAA)

The QCAA are the Queensland Government Authority that regulate curriculum, assessment and results in schools and for tertiary entrance.

Senior Education Profile

At the completion of Year 12, students will usually be issued with a profile comprising

- Senior Statement
- Queensland Certificate of Education (QCE)
- Tertiary Entrance Statement

Senior Statement

A transcript of the learning account for all students completing Year 12 at a Queensland School. The Senior Statement shows all studies and the results achieved that may contribute to the award of a QCE or Tertiary Entrance Statement.

If a student has a **Senior Statement**, then they have satisfied the completion requirements for Year 12 in Queensland.

Queensland Certificate of Education (QCE)

The Queensland Certificate of Education (QCE) is Queensland's senior school qualification, which is awarded to eligible students, usually at the end of Year 12. The QCE recognises broad learning options and offers flexibility in what, where and when learning occurs.

Tertiary Entrance Statement

The Tertiary Entrance Statement shows an eligible student's Overall Position (OP) and Field Positions (FPs). These rankings are used to determine eligibility for admission to tertiary courses.

The Tertiary Entrance Statement provides information that is recognised by interstate and international universities and tertiary providers and may be required to enrol in study at institutions outside Queensland.

3.9 QCST & Preparation

3.9.1 *What is the QCS Test?*

The Queensland Core Skills Test consists of four papers sat over two days; these being the Writing Task, a Short Response Item paper and two Multiple Choice papers. The content of the QCST is made up from the 49 Common Curriculum Elements, which are drawn from every Senior Syllabus in Queensland.

3.9.2 *When is the QCS Test this year?*

This year's QCS Test will be held on the first Tuesday and Wednesday in September. The Writing Task and Multiple Choice Question Paper 1 are on Tuesday and the Short Response Item test and Multiple Choice Question Paper 2 are on Wednesday.

3.9.3 *How does the school prepare students for the QCS Test?*

Students cannot study specific information for the QCS Test. The only way to prepare long term for the QCS test is for students to pay attention in class, study their subject matter and work hard on their assignments. In this way, they familiarise themselves with the Core Curriculum Elements and learn how to use them.

The school also will be running a preparation program on Wednesdays in Terms 1, 2 and 3. In this program, students will be taught how to best approach the questions on the QCS and they will become familiar with the types of questions through practices and group discussions. During Terms 1 and 2, the school will be having a practice run through the QCS test, where students will be sitting past papers. These will be marked and given back.

This process of preparation has proved to be very successful in previous years and our students have achieved to a high standard in comparison with the rest of the State.

3.9.4 *Specific Details about the Papers*

- The Writing Task: A paper lasting 2 hours where students write up to 600 words in response to a range of stimulus materials. Students can write in any genre apart from poetry.
- The Short Response Items: As the name implies, students write short responses (i.e. sentences and paragraphs) to various questions, drawn from many disciplines. As with the WT, this paper lasts for 2 hours.
- The Multiple Choice Papers: The MCQ Papers are each 90 minutes in length and each consist of 50 questions. As the name implies, they are multiple choice questions offering four responses (a, b, c or d). Questions are drawn from many disciplines.

3.9.5 *How strict is the QCS Test?*

The QCS Test is a high security test, with the test papers arriving in steel strong-boxes and special security seals. There are representatives from the community who oversee the conduct of the test in the school and are required to report any irregularities. So, in short, the test is extremely strict and very formal. Instructions are read directly from books, rigid time frames are set and students can only address the supervisors in specific ways.

Illness must be verified by a doctor's completion of a specific form and failure to attend a QCS test session, without a special certificate, can result in a nil result for the whole QCS Test.

3.10 Careers Guidance Education – Work Placement

3.10.1 Careers Advisor

Students seeking information about careers will be able to access the services of Mr Robin Grant whose office is situated in the C Block Foyer. Assistance with Subject choices and broad career options will be available when needed. Assistance will be offered with self-awareness, job awareness, application and resume writing.

Mr Grant will help students to match their skills, interests, motivations and strengths with the job market, as well as to set career goals. Computer access to aptitude profiles and tertiary course opportunities, through Career Voyage and Internet sites, will be available in the Careers Office, where a careers library provides up-to-date information.

Each Year level will have some form of Careers Education.

In Year 10, each student will be taken through the Career Voyage Program and develop a career portfolio.

The Year 12 program focuses on personal interview for each student, advice on Career/Tertiary choices, and specific training for QTAC application. Should you wish to see Mr Grant, an interview time may be booked through the Student Services Office.

Some useful careers websites are:

myfuture.edu.au

www.jobguide.thegoodguides.com.au

3.10.2 Careers Education

Careers education is a shared process, involving the active participation of the student, all teaching staff, parents, support services, industry and commerce. Career education in school is concerned with the development of knowledge, skills and attitudes through a planned program of formal and informal learning experiences. This will assist students to make informed decisions about school and post-school options and enable effective participation in the ever changing world of work. Career education facilitates student development as they transition from a position of dependence to becoming a responsible, independent young adult with the knowledge and skills to make informed, lifelong career choices. It also orientates students towards multiple pathways for their successful engagement in the current and emerging workforce.

Key elements of the program include self-awareness, the world of work, decision making and implementation of a career plan. Some of the key career education activities for Senior School include:

Year 10:

- Completion of a Career Voyage/My Future
- Development of a Senior Education and Training Plan (SETPlan)
- Subject selection for Year 11 and 12
- Access to Career information and advice.

Year 11:

- Work experience
- Access to Vocational Education & Training (VET) programs
- Review Career Voyage/My Future and SETPlan
- Careers Day/Career and Employment Expo/Tertiary Studies College Expo
- Access to Career information and advice

Year 12:

- Career interview
- Access to Vocational Education & Training (VET) programs
- Review Career Voyage/My Future and SETPlan
- Careers Day/Career & Employment Expo/Tertiary Studies Expo
- Access to Career information and advice
- QTAC preparation

3.10.3 Structured Workplace Learning (SWL)

The Structured Workplace Learning provides students with work placement for one day each week with the expectation that they will begin to gain skills and essential occupational knowledge relating to their fields of interest.

As well, Northside Christian College offers Early Childhood Education and Care under the Registered Training Organisation (RTO), Charlton Brown Australia. Students are able to gain a Certificate III in Children's Services (CHC30708) to articulate into either tertiary studies or alternatively working with the childcare environment.

The placement process is the result of students filling out a preference form and a subsequent interview. Usually, a student seeks out a position that supplements the Voc.Ed. Subject(s) he/she has chosen. With the experience gained in the workplace, students improve their chances for permanent employment. Working towards an enjoyable goal also helps to raise self-esteem, as well as the positive flow-on effect on attitudes towards other aspects of school life.

Students who opt for work placement, generally speaking, choose five Subjects, some of which are SAS Subjects or VET Certificates.

3.10.4 Work Experience

All Year 11 students will undertake a week of Work Experience at the end of Term 1, to give them a brief taste of life in a particular occupation. The students undertake few practical tasks, but are limited in their opportunities because of the short time frame.

3.10.5 School based Apprenticeships or Traineeships

These are open to Year 10, 11 and 12 students who wish to engage in paid employment and gain credit for training in their chosen field while still at school. They attend work part-time, usually one day per week and for some days during the school holidays. The off-the-job component of their apprenticeship/traineeship is undertaken during school time. This choice does not lead to an OP, and is usually combined with one or more SASs.

In order to take up this opportunity, students need to complete a resume, write a general letter requesting an apprenticeship in their area of interest, and hand the documents in to the VET Coordinator.

Opportunities for school-based Apprenticeships/Traineeships are advertised through a variety of Job Network Agencies. Students should consult the Vocational Education Coordinator for further information.

3.10.6 VET Certificate Courses: TAFE & Private Providers

Some students in Years 11 and 12 may choose to undertake nationally recognised training through a TAFE college, or a private RTO. These courses are typically run 1 day/week, although some providers provide flexible study options.

3.11 Excursions

Excursions are an important part of College life in the Secondary School. They often seek to provide relevant and real-life experiences to students to enhance or reinforce classroom activities. Attendance on excursions is therefore compulsory. If a student needs to be excused from an excursion for any reason, parents are asked to provide a note of explanation in advance to the appropriate class or subject teacher.

For any excursion off campus, students should be dressed in full school uniform including a College Hat. If exceptions to this are made, parents will be informed by letter. For example, it may be that the College Sports Uniform is more appropriate for a particular activity on an excursion. If a student is dressed in sports uniform for an excursion requiring formal dress, without permission, they will be unable to attend the excursion and will be sent to the appropriate Year Level Coordinator.

3.12 Library

3.12.1 General Information

The Secondary School Library is located on the top level of D Block in Library Square. Staff and students alike are encouraged to use the Library facilities regularly and to familiarise themselves with the collection and services.

GENERAL INFORMATION	
Hours	Monday – Friday (8am-3.30pm)
Library Resources	The dynamic collection is constantly being updated and expanded to suit student and teacher needs.
Secondary Library Homepage	Bookmarked on student Chromebook
	Catalogue: find, reserve and review
	Latest highlights, events, book trailers, photos
	Research Sources
	Assignment Tools
	Textbook web links
The Book Room	Reserved for small groups and tutorials (max 10)

3.12.2 General Library Policy

Library staff are entrusted with the care and distribution of resources purchased by the College. Consequently, the Library does have rules and guidelines to enable resources to be fairly distributed and ultimately retrieved for future use by others.

3.12.3 Issuing of Textbooks

Textbooks are issued from the Library on FaDay and during the year at the discretion of the teaching staff. Once issued, textbooks are the sole responsibility of the student. Students are to write their name, class and year inside the front cover in a designated location to identify their copy from their classmates. The Library database enables both staff and students to monitor their loans. A procedure of emailed notices, and teacher direction assists students to return their loans when required.

3.12.4 Returns

All loans are to be returned at the Circulation Desk in the Secondary Library. Textbooks and other items are borrowed from the Library with no associated costs, however a replacement fee is incurred for non-returns or items returned in an unacceptable condition. Parents are notified by email or letter if a fee is to be charged to the next invoice issued by the College Accounts Department.

3.13 Staff Curriculum Leaders

Head of Senior School	Mrs June Van der Ham
Head of Middle School	Mrs Fiona Long

Director of Teaching and Learning	Mrs Linda George
Senior School Coordinator	Mr Stewart Smith
Middle School Coordinator	Mr Laurie Bell
Head of Educational Technologies	Mrs Mandy Downing

Curriculum Oversight Team – Secondary School

Director of Music	Mr Maitlohn Drew
Director of Vocational Education / Head of Technologies & Design	Mr Scott Murchie
Curriculum Leader - The Arts	Mrs Lyn Smith-Cottrell
Curriculum Leader - Business and ICT	Mrs Narelle Stephenson
Head of English & other Languages	Mrs Natalie Kennedy (10-12)
Head of English & other Languages	Mrs Karen Pillinger-Burns (7-9)
Curriculum Leader - Mathematics	Mr Jack Badenhorst
Curriculum Leader - Physical education	Mrs Joelle Brewer
Curriculum Leader - Science	Mr Alec David
Curriculum Leader - SOS	Mr Timothy Heppell (7-9)
	Mrs Joelle Brewer (10-12)
Sports Coordinator	Mr Brendan Alcorn
Career Education Coordinator	Mr Robin Grant
School Chaplain & Christian Foundations Coordinator	Mr Peter Schmidhauser

3.14 Students with English as an Additional Language

Students with English as their second language often struggle with many aspects of schooling. In Senior subjects, teachers are able to make certain provisions for these students in their assessment conditions, as their Authority-subject syllabuses allow.

Experienced teachers of English with TESOL qualifications conduct special EAL, intensive, English language classes for about 1.5 hours each week. Students receive training in the technical aspects of literacy, as well as one-on-one assistance with current class work and assignments.

It is highly recommended that EAL students attend these sessions.

The College also has a policy that Year 10 EAL students, deemed to be 'at-risk', enrolling in the Year 12 Senior, Authority-English course may be asked to sit an IELTS test to demonstrate English proficiency. The test is conducted by the University of Queensland at a cost of approximately \$120. The College has a policy stating that students must demonstrate a proficiency level of 6 or above to be able to enrol in Senior Authority-English at the College. Information about the test can be obtained from Mrs Leigh-Ann Hodgson (EAL teacher) or at the web address <http://www.ielts.org/>.

If the student does not gain entry into Senior Authority-English, staff will direct them into English Communication, a non-OP, but more elementary English course. To gain University entrance, students would need to sit another IELTS test and apply at a University which only has a pre-requisite for English proficiency and not a pass in Senior English. Such courses can be identified by Mr Robin Grant, the Careers Coordinator.

3.15 Christian Foundations

Christian Foundations has three aspects which we are endeavouring to nurture in the students:

- Belief – grounding the students in the Biblical truth through:
 - Personal Life in God – helping students develop a secret inner life with the Holy Spirit;
 - Christian Living – How faith is outworked in daily living.

Imperatives for the Northside Christian Foundations course:

- Grounding the students in the Word of God – helping them to understand and access the Scriptures and understand the tenets of the faith (2 Tim 3:14-16);
- Help the students to hear from God – encourage students to share insights from the Scriptures and teach them how to develop their prayer life (Col. 4:2);
- Challenge the students to have faith. Understand the nature of belief. The course should show the students that life is about priorities and that to know God and feel His presence requires the decision to spend quality time with Him (Hebrews 11);
- Emphasise that faith is lived through works (James 2:14-26);

- Encourage an open and non-judgemental discussion of the student's faith (i.e. fears, worries, concerns doubts);
- Develop a lifestyle of prayer;
- Understanding the times – we should be living under the imminent return of Jesus and yet help our students to understand the hallmarks of our time and how to live a passionate Christian faith in these times (Habakkuk 2:2-3).

3.16 Life Skills Information

The purpose of Life Skills is to provide guiding principles and tools for the development of the whole person, recognising that the individual is comprised of physical, intellectual, emotional and spiritual dimensions.

Life Skills is conducted during PM time, a 40 minute block before lunch on Wednesday for Years 10 to 12. The time is set aside to provide students with a philosophy of living, thereby facilitating their overall growth, development and choices, so that they may integrate themselves into the community with confidence and purpose.

Note: Some topics (including sexuality, drug and alcohol education) are compulsory. These are yet to be added to the relevant Year levels.

4 Section Four - Co-curricular

4.1 Activities, Clubs and Teams

Northside constantly endeavours to provide a wide range of co-curricular activities in the four areas of: Christian Service, Sporting, Cultural and Academically oriented activities.

Examples of activities include:

- Days of Excellence (in conjunction with schools all over Brisbane)
- Basketball
- AFL
- Rugby
- Robotics Club
- Chess
- IT group

Activities are a vital part of Northside Christian College and students are encouraged to participate in these, as they bring richness outside the curriculum of study. They do, however, require commitment, and we generally expect at least 70% attendance in registered activities for the student to be credited with involvement on school reports. This is an important part of building responsibility and being part of a larger team.

4.2 Musicals, Instrumental Music, Choirs and Chapel

4.2.1 *Musicals*

A school musical is held every two years. Auditions usually take place in Term 4 of the preceding year.

4.2.2 *Instrumental Music Program*

The College runs an instrumental music program involving over 300 students. Tuition is offered in:

- Piano
- Keyboard
- Voice
- Speech and Drama
- Flute / Clarinet
- Saxophone
- Guitar
- Drums
- Strings
- Brass

Information and enrolment forms are available at College Reception.

4.2.3 Music Ensembles

Senior School students are able to participate in:

- Senior Vocal Group
- Orchestra
- String Ensemble
- Concert Band
- Stage Band

Auditions will be held for positions in the above instrumental ensembles early in Term 1. More information about each ensemble and rehearsal schedules will be available when students sign up for auditions. Students are not required to audition to be a member of the Senior Vocal Group, which is the College's premier choir.

Performance opportunities for these ensembles will include College functions and Assemblies, as well as community events and competitions.

4.2.4 Chapel

Chapels have long been a feature of Northside Christian College, with some input from guest speakers and presenters, as well as lively worship times lead by teacher/student bands and worship teams. This year, students will be encouraged to be involved more in ministry to other students, with particular regard to Senior School students taking the Middle School Chapel.

4.3 Camps

In Years 10-12, students will be involved in a camp program as an integral part of their learning experiences.

On the surface, camps are seen as a fun time, a time to be released from a more formal learning environment. However, underpinning all of our camps are aims which are vital for balanced personal growth.

Year 10 – Mt Barney and surrounds

- To develop self-confidence through personal challenge
- To be responsible for one's self
- To develop persistence and resilience

Year 11 Work Experience

- Introduction to work life and procedures

Year 11 Leadership Camp

- Preparation for leadership responsibilities in Year 12

Year 12 Fraser Island

- To foster a caring and cooperative spirit in all areas
- To engender group cohesion
- To focus on leadership skills

In all our camp settings, there are three underlying purposes:

- To allow for reflection on their relationship with God
- To enhance teacher student relationships in an informal setting.
- To widen their breadth of wholesome leisure pursuits.

4.4 Sport

Northside is involved in a number of sporting associations. This includes a local sporting competition, as well as the CSAQ network which runs a number of inter-school sporting meets throughout the year.

The College runs the following events on an annual basis:

- Swimming carnivals
- Athletics carnivals
- Cross-country carnivals
- Semester 1 and 2 sport competition for Year 10

Year 10 students are involved in Wednesday afternoon inter-school sporting competitions. Students in Years 11 and 12 have no inter-school team sporting competition.

Attendance at College carnivals is expected of all school students, as these carnivals contribute significantly to the cultural identity of the College and add to school spirit. Parents of absent students should contact the College through the Absentee Hotline on 3353 3788, by 9am on the day of absence. Students absent on carnival days may be asked to supply a medical certificate explaining their reason for absence. The 85% minimum attendance requirement is inclusive of all carnivals and excursions.

Wednesday afternoon activities may include:

- Sports training
- Social sport
- Fitness training
- Study hall
- Home study
- Core Skills training
- Integrated arts program
- Year 9/10 sport assistance
- Specialised studies
- Driver education
- First-Aid training

4.5 Missions

At Northside we believe a Missions focus is a vital component in fulfilling our Mission Statement "... to make disciples of Jesus Christ – educated and equipped for any future."

As children mature into an adults, we believe it is important that they reflect on who they are and the role they can play in meeting the needs of those around them, either in the school or local community or by service in an overseas environment.

Through the College's Missions Programs, there are opportunities for the development of character qualities, which will help students contribute positively in society. Empathy, humility, resilience, teamwork and a servant heart are some of the many qualities that can develop through a missions emphasis. One of the greatest outcomes is the personal spiritual growth for students, and an opportunity to share the gospel with others.

In our College this is outworked in the local area through Chaplaincy in other primary Schools, volunteering in Soup Kitchens for the Homeless, visiting Aged Care Homes, and various fund raising activities. To meet specific needs at a global level, students have worked in orphanages in Uganda and building projects in Hong Kong and Uganda.

5 Section Five – Administration

5.1 Visitors

All visitors to the College are required to sign in at College Administration (D Block) and display a Visitors' Pass during their visit. Visitors are also required to sign out. Social visits to students during class or break times, i.e. those visits other than officially recognised or pre-arranged through the appropriate member of staff are generally discouraged.

5.2 Making an Appointment to see a member of staff

Northside Christian College, like most schools, is a busy place. While all teachers understand that communication with parents is an essential element of a successful school environment, teachers' priorities lie firstly with their professional duties, i.e. attending and teaching classes and fulfilling their responsibilities in relation to Duty of Care.

For this reason, we would kindly ask that any parent who wishes to speak or meet with a teacher at any time during school does so by phoning the relevant school Reception, whereupon a mutually suitable time will be made for an appointment.

5.3 The College Website

The Northside Christian College website continues to be a popular source of information for students and parents. Regular visits to the College website www.northside.qld.edu.au are encouraged to keep in touch with regular updates and additions.

5.4 The College Newsletter

The Northside Christian College Newsletter is a major source of communication between the College and families. Parents and students should take the time to read the monthly Newsletter, to keep up to date with the happenings and upcoming events in the life of the College. This is now made available through the College website, and via automatic emails each month.

5.5 College Photographs

Class and family photographs are taken each year and then made available for order. A pre-paid ordering system is used to reduce the cost to parents.

5.6 Traffic, Car Parking, L and P Plate Drivers

Learner drivers have been asked to change drivers at the front of the college where possible, as we have the potential to have over 150 learner drivers coming onto the campus. As our campus has only the one entrance and exit this often leads to traffic build up. At the times of the day for student drop off and pick-up, we have increased movement by our younger students and families using internal crossings and this, coupled with our hilly terrain, brings a need for high levels of vigilance and a duty of care to our community.

Those students who progress over time to their P-Plates and who drive to school are required to park off campus due to the parking space restrictions on campus.

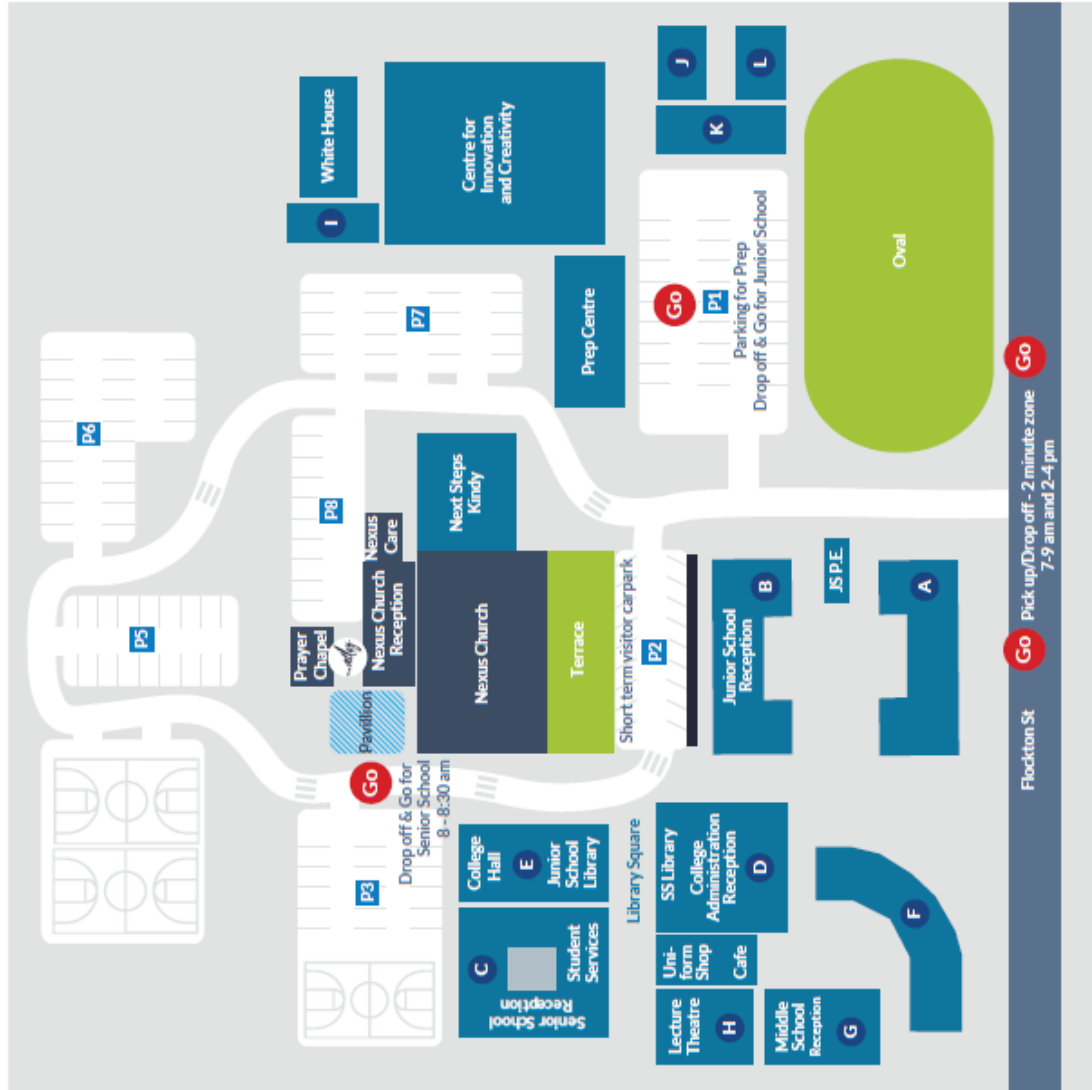
Refer to Appendix for site map.

5.7 Bus Travel

The College operates a number of bus runs with limited seating available. Application forms are available from the Main Office. Applications for bus travel must be renewed annually.

6 Section Six - Appendices

6.1 Traffic and Car Parking



Northside
Christian College

www.northside.qld.edu.au
ncc@northside.qld.edu.au

151 Flockton Street
PO Box 599
Everton Park
Queensland 4053

Main Reception (0)7 3353 1266
Absentee Hotline (0)7 3353 7388

Junior School (0)7 3353 7347
Middle School (0)7 3353 7313
Senior School (0)7 3353 7329

Morning drop off times 8:00 am - 8:40 am
Afternoon pick up times 2:45 pm - 3:30 pm



6.2 Contagious Conditions and Prescribed Periods

Time out

Some medical conditions require exclusion from school or child care to prevent the spread of infectious diseases among staff and children.

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and child care centres to meet the requirements of the Public Health Act 2005.

Condition	Exclusion of case (person with infection)	Exclusion of contacts* (person exposed to the case with the infection)
Chickenpox (varicella)	Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in non-immunised children, and less in immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded. Exclude any pregnant woman who is, or is presumed to be susceptible.
Cold sores (herpes simplex)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible.	Not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.	Not excluded.
Cytomegalovirus (CMV)	Exclusion not necessary.	Not excluded.
Diarrhoea ² and/or vomiting (including: <ul style="list-style-type: none"> • amebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • viral gastroenteritis but not norovirus or shigella – see separate section)	Exclude until there has not been a loose bowel motion for 24 hours. Exclude staff whose work involves food handling until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with loose bowel motions in the same centre or a single case in a food handler notify your nearest public health unit.	Not excluded.
Diphtheria ³	Exclude according to public health unit requirements.	Exclude according to public health unit requirements.
Enterovirus 71 (EV71) Neurological disease	Written medical clearance is required confirming the virus is no longer present in the child's bowel motions.	Not excluded.
Glandular fever (Epstein Barr virus (EBV), mononucleosis)	Exclusion not necessary.	Not excluded.
Haemophilus influenzae type b (Hib)	Exclude until the person has received appropriate antibiotic treatment ⁴ for at least four days.	Not excluded. Contact a public health unit for specialist advice.
Hand, foot and mouth disease	Exclude until all blisters have dried.	Not excluded.
Head lice	Exclusion is not necessary if effective treatment is commenced prior to the next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	Not excluded.
Hepatitis A ¹	Exclude until a medical certificate of recovery is received and until at least seven days after the onset of jaundice.	Not excluded. Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group.
Hepatitis B	Exclusion not necessary.	Not excluded.
Hepatitis C	Exclusion not necessary.	Not excluded.
Human immunodeficiency virus (HIV/AIDS)	Exclusion not necessary.	Not excluded.
Influenza and influenza-like illness	Exclude until well.	Not excluded.
Measles ³	Exclude for four days after the onset of the rash.	Immune contacts are not excluded. Susceptible contacts should be excluded until 14 days after the onset of the rash in the last case occurring in the facility. Immunosuppressed children or staff should be excluded (regardless of their vaccination status) until 14 days after the onset of the rash in the last case occurring in the facility.

Time out

Condition	Exclusion of case (person with infection)	Exclusion of contacts* (person exposed to the case with the infection)
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics ¹ .	Not excluded.
Meningitis (viral)	Exclude until well.	Not excluded.
Meningococcal infection ²	Exclude until appropriate treatment has been completed.	Not excluded. Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case.
Molluscum contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for nine days after onset of swelling.	Not excluded.
Norovirus	Exclude until they have not had any diarrhoea or vomiting for 48 hours.	Not excluded.
Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)	Exclusion not necessary.	Not excluded (pregnant women should consult their medical practitioner).
Pertussis ³ (whooping cough)	Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing.	Contact a public health unit for specialist advice about excluding unvaccinated and incompletely vaccinated contacts.
Poliomyelitis ⁴	Exclude for at least 14 days from onset of symptoms and case has recovered. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious ⁵ .	Not excluded unless considered necessary by public health unit.
Ringworm, lice, scabies	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Roseola	Exclusion not necessary.	Not excluded.
Rubella (German measles) ²	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded (female staff of childbearing age should check their immunity to rubella with their doctor).
School sores (Impetigo)	Exclude case until has received appropriate antibiotics for at least 24 hours. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours. Weeping or crusted sores on exposed areas should always be covered with a watertight dressing until at least 24 hours post antibiotics commenced and for as long as practical.	Not excluded.
Shigellosis	Exclude until diarrhoea has stopped and two samples, taken at least 24 hours apart, have tested negative.	Not excluded.
Streptococcal sore throat (including scarlet fever)	Exclude until well and has received antibiotic treatment ¹ for at least 24 hours.	Not excluded.
Thrush (candidiasis)	Exclusion not necessary.	Not excluded.
Tuberculosis (TB) ²	Written medical clearance is required from Queensland Tuberculosis Control Program to return to child care/school, confirming child is not infectious.	Not excluded.
Typhoid ⁵ , paratyphoid	Exclude until diarrhoea has stopped and two consecutive samples, taken at least one week apart, have tested negative.	Not excluded unless considered necessary by public health unit.
Whooping cough – see pertussis		
Worms	Exclude if loose bowel motions present.	Not excluded.

Footnotes

- The definition of 'contact' will vary between diseases and is sometimes complex. If concerned, contact your local public health unit.
 - Diarrhoea: the definition is two or more consecutive bowel motions that are looser and more frequent than normal or escapes a child's nappy.
 - Doctors should notify the local public health unit as soon as possible if children or staff are diagnosed with these conditions.
 - Appropriate antibiotic treatment: the definition will vary between diseases. If concerned, contact your local public health unit.
 - Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be not infectious.
- For additional information please refer to the National Health and Medical Research Council publication 5th Edition – Staying Healthy – Preventing infectious diseases in early childhood and educational care services http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf
 - or the Queensland Department of Health website at <http://www.health.qld.gov.au/cdcg/index/default.asp> for fact sheets about various communicable diseases.
 - For an electronic copy of this poster http://www.health.qld.gov.au/ph/documents/rsb/timeout_poster.pdf

For further information
contact your nearest
public health unit at
<http://www.health.qld.gov.au/cdcg/contacts.asp>

Great state. Great opportunity.

