

ST JAMES



called to share

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Thank you for enquiring about St James Lutheran College.

St James began operation for the first time in January 2003. The College was established to provide a service for those parents who wanted a quality Christian education for their child.

St James is a College of the Lutheran Church of Australia and as such joins with over 100 other educational institutions that go to make up Lutheran Education Australia.

It is in their first years of schooling that the foundations are laid for the rest of the child's life. Catering for students from Prep to Year 8 and to Year 9 in 2011, staff at St James believe that they work in partnership with parents to provide this foundation. Students are encouraged to develop to the best of their potential in a caring environment where each child is valued as an individual.

This folder contains information about our College's structure and facilities.

We would welcome the opportunity to meet with you to show you our College and to answer any queries you may have.

Shane Altmann
Principal

INTRODUCING THE COLLEGE

St James Lutheran College is a school of the Lutheran Church of Australia. Established in 2003 by the St James Lutheran Congregation of Hervey Bay as a part of their mission program, the congregation and college work together to create a supportive community for the students and their families.

The College is governed by the College Council which consists of local people who are appointed by the Lutheran Church of Australia, Queensland District. The Principal is responsible to the College Council and is charged with implementing the policies of the College and the day to day management of the school.

In October 2003, the college gained full accreditation after government examination of the policies, finances and operation of the school.

The College began operation in a demountable classroom block consisting of 4 rooms in 2003 with an enrolment of approximately 70 students. It has since grown to include 4 blocks of classrooms and a new Library building all of which compliment the existing buildings on site to house over 260 students in 2010.

An ongoing building program is planned to take the college to its first class of graduating Year 12 students in 2014.

OUR SCHOOL MOTTO

“called to share”

By God’s Grace we are *called to share* God’s love through affordable, quality Christian education.

ST JAMES



called to share

School Logo

The logo of St James Lutheran College is represented by a cross and 3 shells on a shield.

The teal green shield is a representation of the shield that God provides for his people, and signifies that he will always protect us.

The gold reminds us how precious we are in God’s eyes.

The 3 shells are the symbol for St James and are also a church symbol for baptism. These shells remind us of the triune God (Father, Son and Holy Spirit).

The navy cross is empty which signifies the crucifixion, and subsequent resurrection of our Lord, Jesus Christ.

MISSION STATEMENT

Called to Share

At St James Lutheran College we believe we are called to share God's love through providing a quality Christian education that nurtures and encourages the individuals' faith in Jesus Christ and provides learning opportunities that encourage the development of the whole child.

PHILOSOPHY

St James Lutheran College is a school of the Lutheran Church of Australia and our approach to education reflects the teachings of the Lutheran Church in their endeavour to fulfil Christ's command to go into the world and present the Good News to others and to provide opportunities for them to respond to His Word. We recognize that we are all sinners and that we live as forgiven children of God under the Lordship of Christ.

We believe that we enter into partnership with parents in the education of their child and seek to support them in their endeavours to raise their children as Christians in a secular society.

At St James we seek to help each individual student realize their full potential and to develop the talents they have been given.

AIMS

To support this mission statement and philosophy, St James Lutheran College aims to:

- provide instruction in God's Word and its place in our lives
- provide a setting where students can respond to God's Word through worship and the development of Christian values, attitudes and relationships
- provide each student with a range of educational experiences and activities which will stimulate an interest in, and a desire for life-long learning
- provide an atmosphere where the contribution of each individual is prized and all are encouraged to recognize and develop their God-given talents to the best of their ability
- give each student quality instruction in all curriculum areas as a foundation for future learning
- stimulate interest in, and to provide opportunities for, growth in creative and cultural pursuits
- provide activities for the physical, emotional, social, spiritual and academic growth of the whole student
- create an atmosphere in which learning is valued, excellence is encouraged and honest effort is recognized and praised regardless of academic capabilities
- provide each student with an understanding of life as a forgiven child of God

ENROLMENT POLICY

St James Lutheran College offers a Christian education to all successful applicants, regardless of ethnic origin, gender, religion or disability providing that:

1. Through enrolment procedures, parents/caregivers seeking enrolment for their child/children undertake to support the aims, policies and enrolment conditions of St James Lutheran College.
2. Adequate space and resources are available.
3. The school is able to adequately meet the needs of the student.

ENROLMENT PRIORITIES

- + siblings of present students
- + children of active communicant members of St James Lutheran Congregation
- + children of active members of other Lutheran congregations
- + children of other cultural and religious traditions whose families have shown a commitment to Christian ideals through practice of their faith and/or enrolment of their children in a previous 'church based' school
- + children of parents with a desire for a Christian education for their children
- + order in which enrolments are received in each priority area

Class Size Limits

Maximum class sizes:

Prep	25 students
Year 1	25 students
Year 2 – 7	28 students

Composite classes are to remain at 25 while composite – moving to 28 when a single class.

Class sizes can only be exceeded by a decision of the College Council based on information given by the Principal as to why extra enrolments should be allowed and how the quality of learning will be maintained.

CURRICULUM

At St James Lutheran College we offer a comprehensive curriculum taught by qualified teachers. We follow the recommended Queensland Studies Authority guidelines in subject areas.

Subjects taught include:

- Language and Literacy
- Science
- Mathematics
- Christian Studies
- Information/Communications Technology
- Health and Physical Education
- Arts
- Studies of Society and the Environment
- LOTE - Japanese

Facilities are provided for students to learn musical instruments at the parent's discretion.

Besides the formal curriculum, students are given opportunities to experience other activities which are an important part of the learning process. These may include:

- Excursions
- Camps/sleepovers
- Choir
- Involvement in interschool sport as well as a range of activities including sports such as bowls, swimming and gym.

At St James each individual child will be encouraged to do their best and reach their highest potential. As well as our own internal testing program, the school takes part in the state and national assessment programs.

In 2011 St James will introduce the first phase of the new Australian Curriculum in English, Mathematics, Science and Social Studies.

COMMUNICATION

Communication between the home and the school is extremely important. The following are some of the ways this is enhanced at St James.

- Parent Information Nights are held early in Term 1 where teachers explain what they are doing in curriculum areas and discuss how the teacher and parents can best work together.
- Written reports are given at the end of Term 2 and Term 4. Parent/Teacher interviews are held in the first part of the year however parents/care-givers are encouraged to speak to the teacher at any time concerning the progress of their child.
- Parents/care-givers are welcome in the classroom as helpers.
- School newsletter comes out every second Friday.

SCHOOL FEES 2011

An important consideration in most parents' minds when considering a Christian school for their children is the cost. St James Lutheran College Council makes every attempt to keep the cost of sending children to the school within the reach of most parents.

A variety of options are available for the payment of fees, with options ranging from an initial "lump-sum" to regular weekly instalments. Payment will be accepted by cash, cheque, Eftpos, credit card, BPAY and electronic direct debit.

Enrolment Application Fee

\$50.00 per child is a non-refundable deposit payable at time of lodgement of application for enrolment.

Enrolment Deposit

An enrolment deposit of \$100.00 per family is payable for students commencing after 1st January 2004. The enrolment deposit is refundable provided all fees have been paid when the last student leaves the College.

Additional Levies—Per Family

Building Fund Donation. Donations to this Fund are 100% tax deductible.	<u>Per Term</u>	<u>Per Annum</u>
	\$ 25	\$ 100

Please Note: Donations to this fund are voluntary.

P&F Levy – Per Family	\$ 25	\$ 100
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In 2011, the **Junior School Fee** Schedule is:

	<u>Calendar (52) Weeks</u>	<u>Per Term</u>	<u>Per Annum</u>
First child:	\$46-44	\$603-75	\$2415
Second child:	\$34-83	\$452-81	\$1811-25
Third child:	\$23-22	\$301-88	\$1207-50

Fourth and subsequent children free – but levies do apply

Student Levies—Per Student

Equipment Levy (Junior School) (covers all art, craft, cooking lessons etc)	\$ 25	\$ 100
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Activity Levy (Junior School) (includes excursion costs, bus travel, Arts Council, Personal Accident Student Insurance, Swimming Program, Sport levies, etc)	\$ 80	\$ 320
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Please Note that in 2011 Year 7 students will pay Junior School fees but Middle School levies as part of their integration to Middle School.

SCHOOL FEES 2011 (Cont)

In 2011, the **Middle School Fee** Schedule is:

	<u>Calendar (52) Weeks</u>	<u>Per Term</u>	<u>Per Annum</u>
First child:	\$78-75	\$1023-75	\$4095
Second child:	\$59-06	\$767-81	\$3071-25
Third child:	\$39-37	\$511-88	\$2047-50

Fourth and subsequent children free – but levies do apply

Student Levies—Per Student

Equipment Levy (Middle School) (covers all art, craft, cooking lessons etc)	\$ 50	\$ 200
Activity Levy (Middle School) (includes excursion costs, bus travel, Arts Council, Personal Accident Student Insurance, Swimming Program, Sport levies, etc)	\$ 125	\$ 500

DISCOUNTS

Families who pay in full their year tuition fees and levies will receive a 5% discount on tuition fees if the year payment is received on or before the 31st January 2011.

If families have more than one student enrolled at the College the discount applies to the balance of the tuition fee after any sibling discount applies. E.g. for 2 Primary Students the year discount would be \$211.30.
($\$2415 + \$2415 - \$603.75 = \$4226.25 \times 5\% = \$211.30$)

For the first time in 2011 the College will be offering a 2.5% term discount on tuition fees, if tuition fees and levies for a term are paid on or before the first pupil day of the new term. Term 1 will be extended to the 31st January 2011.

PARENTS AND TEACHER (PARTNERS)

Because it is our belief that parents/care-givers are the most natural and most influential teachers of their children, we realise that the school's aims can best be achieved if parents are aware of, and actively support, their child's educational development. Parents are also expected to support the Christian ethos of the school.

A wide range of formal and informal opportunities exist for this to happen.

- Parents are always welcome in the school, whether as visitors, resource people or helpers.
- Parents have the primary role in teaching their children attitudes to life. Teachers can only assist and support in these matters.
- Teachers have the key role in teaching children basic skills for being active members of society (mathematics, reading, use of language and other critical thinking skills, social skills). Parents can positively support teachers in these vital areas.

Parents are encouraged to visit the school to:

- discuss their child's learning or behaviour with the class teacher and/or Principal
- visit their child's learning environment
- attend special events such as weekly chapel, sporting events and class concerts
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Parents are encouraged to assist:

- teachers with individual or small groups of children
- in the resource centre
- on excursions and camps
- at working bees
- at sporting events and practices
- with special class events

PARENTS AND FRIENDS COMMITTEE

All parents are invited and encouraged to become members of the P & F Committee. This group is encouraged to provide suggestions to the College Council through the Principal and very actively work to raise money for resources in the school.

BEHAVIOUR MANAGEMENT POLICY

In the Bible, God has given us both law and gospel. The law gives the direction for establishing and maintaining peace and harmony in the community and the gospel gives us the good news about God's love and forgiveness through Christ Jesus.

The staff members of St James Lutheran College have been entrusted with the responsibility of caring for the total well-being of each child. This trust, given by parents/care-givers, means that it is the duty of the college to provide a safe environment within a framework of Christian guidance and discipline, where learning is optimized for all students.

Students, teachers and parents all have rights and responsibilities. These are outlined in further detail on our website.

School Rules

This is my commandment, that you love one another as I have loved you. John 15:12

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|------------------------------------|---|
| 1. The Language Rule | Communicate respectfully |
| 2. The Movement Rule | Move and play safely |
| 3. The Property and Equipment Rule | Respect and care for property and school equipment |
| 4. The Problem-Solving Rule | Solve problems peacefully |
| 5. The Safe and Fair Play Rule | Play with and treat others fairly |
| 6. The Environment Rule | Respect and show pride in ourselves and our school |
| 7. Classroom Rule | Allow other students to learn and the teacher to teach |

UNIFORM POLICY - JUNIOR SCHOOL

The wearing of school uniform is compulsory at St James. The uniform is only available through the School Uniform Shop which is open Monday 8 – 9 am and Wednesday 3 – 3:30 pm or by appointment.

Boy's Uniform

- Shirt Teal/Navy polo shirt with logo printed on front & collar printed with St James Lutheran College.
- Shorts Navy blue—Stubbies brand, wash and wear.
- Socks White with navy & teal trim.
- Shoes Plain black lace-up or plain black joggers (sandals or boots are not acceptable).
- Hat Navy blue brimmed hat with rope and toggle and school logo.

Girl's Uniform

- Shirt Teal/Navy polo shirt with logo printed on front & collar printed with St James Lutheran College.
- Skort Navy blue—Stubbies brand with double box pleats in the front.
- Socks White with navy & teal trim.
- Shoes Plain black lace-up or plain black joggers (sandals or boots are not acceptable).
- Hat Navy blue brimmed hat with rope and toggle and school logo.

Winter—Boy's & Girl's

- Navy microfibre jacket with teal trim and St James logo.
- Navy microfibre pants.
- Navy polar fleece jacket with St James logo.
- Plain navy fleecy track pants
- Long Sleeve polo shirt as per polo shirt.

Children in Prep and Year 1 & 2 have the option of wearing a V-neck sweater with St James logo and matching track pants.

- Hair** - Is to be neat and tidy.
Hair below the collar is to be tied.
Hair is to be the students natural colour
Hair bands and clips are to be navy, dark green, gold, white or black.
Fingernail polish is not allowed.

- Jewellery** - Wearing of jewellery is to be limited to a watch, small cross and signet ring. Earrings are to be worn one in the lower ear lobe and must be plain gold or silver studs or small sleepers.

UNIFORM POLICY – MIDDLE SCHOOL

The wearing of school uniform is compulsory at St James Lutheran College. The uniform is only available through the College Uniform Shop which is open Monday 8 am - 9 am and Wednesday 3:00pm - 3:30 pm. (Outside these times by appointment).

Parents are requested to buy the correct size for their child, to enable correct wearing and smart appearance e.g. boys' shorts and girls' skirts are to be worn on the waist, and girls' skirt length is to be on the knee.

Wearing Uniform Outside of the College – When appearing in public, and on the way to and from school, it is expected that students will wear their uniform with pride, including the correct shoes and hat. Parents are asked to name all items of clothing.

Sports Uniform for boys and girls

- Shirt** - Navy graded through blue and green to white on the shoulders, with school logo on the front and school name in navy across the back.
 - Shorts** - Navy mesh fabric
 - Shoes** - Black sports shoes
 - Socks** - White "meds" with teal and navy trim.
 - Hats** - Navy hat with rope and toggle and school logo.
- Winter** – Navy microfibre jacket with teal green stripe and school logo.
Navy microfibre track pants (optional)

Normal Uniform for girls

- Summer** - Girls' blouse in green and blue stripes with navy cross-tie.
Girls' navy skirt pleated from the hips.
Black lace-up leather shoes.
White socks (meds) with teal and navy trim.
- Winter** – Navy track suit jacket with teal green stripe and school logo.
Girls may continue to wear socks, with the option of navy tights with the skirt - OR they may wear navy slacks with navy socks.
- Hats** – Navy hat with rope and toggle and school logo.

Normal Uniform for boys

- Summer** –Boys' shirt in green and blue stripes with navy interfacing on collar.
Navy shorts with expandable waist band. Plain black or navy belt (optional.)
Black lace-up leather shoes.
White socks (meds) with teal and navy trim.
- Winter** – Navy microfibre jacket with teal green stripe and school logo.
Option of long navy trousers with navy socks.
- Hats** – Navy hat with rope and toggle and school logo.

UNIFORM POLICY – MIDDLE SCHOOL (Cont)

Hair/ Nails/Makeup

- Hair is to be neat and tidy.
- Hair is to be the student's natural colour
- Hair below the collar is to be tied.
- Hair bands and clips are to be navy, dark green, gold, white or black.
- Fingernail polish is not allowed.
- Makeup is not allowed.

Jewellery

Wearing of jewellery is to be limited to a watch, small cross and signet ring. Earrings are to be limited to one per ear and worn in the lower ear lobe. Earrings must be plain gold or silver studs or small sleepers. No other visible body piercings are allowed.

Sunglasses

Students are encouraged to wear sunglasses. These are to be plain, unobtrusive and not detract from the college uniform.

Casual Clothes Day Expectations

Students who choose to participate in Casual Clothes Days must adhere to the following guidelines:

- smart casual clothes are to be worn that enable the student to participate in all usual curriculum activities
- covered/closed footwear to be worn, no thongs or slip on shoes (toe and heel to be enclosed)
- no midriff, singlet or 'strap' tops
- no inappropriate words, pictures or slogans on clothing
- no revealing necklines
- no 'short' shorts or mini skirts – length to be that of usual 'skorts' or school shorts
- normal requirements for hair, jewellery and makeup
- wide brim hat to be worn when out of the classroom

ST JAMES LUTHERAN COLLEGE **STANDARD COLLECTION NOTICE**

1. The College collects personal information, regarding students and parents/caregivers (hereafter called parents) before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.
2. Some of the information collected is to satisfy the College's legal obligations, particularly to enable the College to discharge its *duty of care*.
3. Certain laws governing or relating to the operation of College's require that certain information is collected. These include Public Health and Child Protection Laws.
4. Health information regarding students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. Consequently, parents must provide medical reports and updated information regarding students on a yearly basis.
5. The College, from time to time, discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, system education offices, medical practitioners, and others providing services to the College, ie specialist visiting teachers, sports coaches and volunteers.
6. If the College does not obtain the information referred to above, ability to enrol or continued enrolment of your child may not be possible
7. Personal information collected from students is regularly disclosed to their parents. On occasions information such as academic and sporting achievements, pupil activities and other news is published in College newsletters, magazines and/or on the website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's *duty of care* to a student, or where students have provided information in confidence.
9. From time to time, the College engages in fundraising activities. Information received from parents may be used to make an appeal. The College will not disclose personal information to third parties for their own marketing purposes without prior consent.



2011 JUNIOR SCHOOL UNIFORM LIST (Prep – Yr 6)

Students Name: _____

ITEM	COST	SIZE REQUIRED	NUMBER REQUIRED	TOTAL COST
College T-Shirt with Logo Adult Sizes (S – XL)	\$29.00			
College T-Shirt with Logo Child Sizes (4 – 16)	\$26.50			
Long Sleeve Polo with Logo Sizes (4 – 16)	\$28.00			
Girl's Skorts (4 – 16)	\$21.00			
Boy's Shorts Child Sizes (4 – 16)	\$20.50			
Boy's Shorts Youth Sizes	\$23.00			
Sports Shorts for both Girls and Boys	\$24.95			
Navy Hat with Logo	\$30.00			
Polar Fleece Jumper (with zip) Child Sizes (4 – 12) Adult Sizes (S – L)	\$34.00			
Microfibre Jacket with Logo Child Sizes (4 – 16)	\$67.50			
Microfibre Jacket with Logo Adult Sizes (S – XL)	\$70.00			
Microfibre Pants Child Sizes (4 – 16)	\$35.00			
Microfibre Pants Adult Sizes (S – XL)	\$38.50			
Optional: V-neck Tracksuit Top with Logo (for children in Prep & Years 1/2)	\$27.00			
Optional: Matching Tracksuit Pants (for children in Prep & Years 1/2)	\$25.00			
Socks (Ankle 5/8, 9/2, 2/7, 7/11, 12/14))	\$6.00			
Socks (Med 5/8, 8/2, 2/7, 7/11, 12/14)	\$6.00			
School Bag with School Logo	\$45.00			
Homework/Library Bag	\$12.00			
TOTAL:				



2011 MIDDLE SCHOOL UNIFORM LIST GIRLS - (Yr 7 & 8)

Students Name: _____

ITEM	COST	SIZE REQUIRED	NUMBER REQUIRED	TOTAL COST
Sports Uniform				
College T-Shirt	\$40-00			
Shorts	\$25-00			
Normal Uniform				
Girls blouse	\$43-00			
Tie	\$8-00			
Skirt	\$31-00			
Socks	\$6-00			
Hat	\$30-00			
Microfibre Jacket with Logo Child Sizes (4 – 16)	\$67-50			
Microfibre Jacket with Logo Adult sizes (S – XL)	\$70-00			
Microfibre Pants Child Sizes (4 – 16)	\$35-00			
Microfibre Pants Adult Sizes (S – XL)	\$38-50			
School Bag with School Logo	\$45-00			
Homework/Library Bag	\$12-00			
TOTAL:				



2011 MIDDLE SCHOOL UNIFORM LIST BOYS - (Yr 7 & 8)

Students Name: _____

ITEM	COST	SIZE REQUIRED	NUMBER REQUIRED	TOTAL COST
Sports Uniform				
College T-Shirt	\$40-00			
Shorts	\$25-00			
Normal Uniform				
Boys Shirt	\$39-00			
Short	\$35-00			
Socks	\$6-00			
Hat	\$30-00			
Microfibre Jacket with Logo Child Sizes (4 – 16)	\$67-50			
Microfibre Jacket with Logo Adult sizes (S – XL)	\$70-00			
Microfibre Pants Child Sizes (4 – 16)	\$35-00			
Microfibre Pants Adult Sizes (S – XL)	\$38-50			
School Bag with School Logo	\$45-00			
Homework/Library Bag	\$12-00			
TOTAL:				