

SUNCOAST
CHRISTIAN COLLEGE



PARENT HANDBOOK 2022

Faith Diligence Love

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FROM THE PRINCIPAL



Greg Mattiske

Dear Parents/Guardians

The Parent Handbook has been developed to provide you with a single PDF document containing information relevant to the operations of the College. It also includes some of the key policies and procedures that will enable you to partner with us effectively.

The College Policies referred to in this Handbook can be found on the College website under Publications > Suncoast Christian College Policies.

We look forward to building and maintaining a strong partnership with you in the education of your child.

Yours sincerely

Greg Mattiske
PRINCIPAL

OUR VISION

Faith Diligence Love

OUR MISSION

Suncoast Christian College exists to provide Christ-centred education that promotes life-long learning, develops excellence and Christian character, and fosters social responsibility.

WHO WE ARE

Suncoast Christian College, established in 1979, is a dynamic co-educational independent institution which is committed to serving the needs of its students and their families.

Students from Pre-Kindy to Year 12 are immersed in comprehensive, relevant educational programs which foster excellence spiritually, academically, socially, culturally and physically.

The Early Learning, Primary, Middle Years and Senior Years curriculum, pastoral care and supporting structures meet the needs of students in each phase of their development. We strive to ensure that students experience a smooth transition from one phase to the next.

The College has accreditation status under the Education Act of 2001. The academic program embeds a distinctively Christ-centred perspective while faithfully implementing the current P-10 Australian and Queensland Curriculum and Assessment Authority curriculum.

In addition, the Christian studies, personal development and co-curricular programs ensure a holistic experience for our students. Our academic and pastoral programs are developed and delivered by highly qualified teachers who actively live out their faith and model Christian values.

INFORMATION TO ASSIST YOU

COLLEGE CONTACTS

Street Address	Cnr Schubert and Kiel Mountain Roads WOOMBYE, QLD 4559
Postal Address	PO Box 5254 SUNSHINE COAST MC QLD 4560
Administration	07 5451 3600
Enrolments	07 5451 3600
Little Learners	07 5451 3648
Primary School	07 5451 3652
Secondary School	07 5451 3628
Facsimile	07 5442 2212
Absentee Line	07 5451 3602 (7 days x 24 hours)
Email	info@suncoastcc.qld.edu.au
Web	www.suncoastcc.qld.edu.au
SEQTA Engage	http://engage.suncoastcc.qld.edu.au

Messages for Students:

Messages for students need to be phoned into the College no later than 11:30am for both Primary and Secondary. Students sometimes leave the College as early as 11:45am to go to sport and the administration staff may need time to be able to leave their station to locate students and relay the message.

HOURS OF OPERATION

School Hours	8:30am – 3:00pm
Administration Reception	8:00am – 4:00pm
Primary Reception	8:00am – 4:00pm
Secondary Reception	8:00am – 4:00pm
Library	8:15am – 4:15pm Monday, Tuesday Wednesday, Thursday, Friday
Uniform Shop	8am – 11am Monday Wednesday Thursday & Friday 8:15am – 11:15am & 2pm – 4pm Tuesday
College Café	8:00am – 3:30pm

The Administration Office is open school holidays 8:30am to 3:00pm other than the two weeks over the Christmas and New Year period when it is closed.

COLLEGE STAFF

LEADERSHIP TEAM

Principal

Mr Greg Mattiske
principal@suncoastcc.qld.edu.au

Deputy Principal

Mr Phil Rockliff
prockliff@suncoastcc.qld.edu.au

Head of Primary School

Ms Melanie Mitchell
mmitchell@suncoastcc.qld.edu.au

Deputy Head of Primary

Mrs Marion Trotter
mtrotter@suncoastcc.qld.edu.au

Director of Studies

Mrs Lyndall Waters
lwaters@suncoastcc.qld.edu.au

Director of Student Development

Mr Garth Reid
greid@suncoastcc.qld.edu.au

Director of Teaching & Learning

Ms Haley Whitfield
hwhitfield@suncoastcc.qld.edu.au

Business Manager

Mr Moses Faleafa
bm@suncoastcc.qld.edu.au

YEAR LEVEL COORDINATORS

Year 7 - Mr Felix Sibarani
fsibarani@suncoastcc.qld.edu.au

Year 8 - Mr Daniel Prinsloo
dprinsloo@suncoastcc.qld.edu.au

Year 9 - Mr Dirk Lategan
dlategan@suncoastcc.qld.edu.au

Year 10 - Mr Lourens Warricker
lwarricker@suncoastcc.qld.edu.au

Year 11 - Mrs Natasha Tomlins
ntomlins@suncoastcc.qld.edu.au

Year 12 - Mrs Roslyn Styles
rstyles@suncoastcc.qld.edu.au

PRIMARY SCHOOL

Primary Learning Support Coordinator

Mrs Jo Barrett

Primary Curriculum Coach

Mrs Liana Simpson

Junior Primary Stage Coordinator

Mrs Kayla Perugini

Upper Primary Stage Coordinator

Mrs Linda Van der Hulst

Instructional Designer (ICT) P-12

Mr Adam King

SECONDARY SCHOOL HEADS OF DEPARTMENT

Head of English

Mrs Rosemarie Blakeston
rblakeston@suncoastcc.qld.edu.au

Head of Mathematics

Dr Richard Mann
rmann@suncoastcc.qld.edu.au

Head of Humanities

Ms Emily Hynes
ehynes@suncoastcc.qld.edu.au

Head of Science

Mr Edward Howell
ehowell@suncoastcc.qld.edu.au

Head of Arts

Mrs Tanya Holthausen
tholthausen@suncoastcc.qld.edu.au

Head of Sport (P-12)

Mr Mark Lester
mlester@suncoastcc.qld.edu.au

Head of HPE

Mr Trent Raddatz
traddatz@suncoastcc.qld.edu.au

Head of Technologies

Mr Jonathan Burnett
jburnett@suncoastcc.qld.edu.au

Traineeship Coordinator

Mrs Leanne Abrahams
labrahams@suncoastcc.qld.edu.au



CONTACTING COLLEGE STAFF

Administration will direct all calls for the Principal, Business Office, Transport Office, Enrolment Office and the Café. For Primary day-to-day communications and making appointments telephone Primary Reception on 5451 3652 during term time.

For Middle and Senior Years day-to-day communications or to make appointments, telephone Secondary Reception on 5451 3628 during term time.

Please ensure that all messages to be passed on to students and/or changes in travel arrangements are phoned in no later than 11:30am due to students leaving for sport on a number of days and not returning until the end of the school day.

The College encourages a true partnership between parents/guardians and teachers and this is facilitated by open communication. This communication can be achieved by either:

- a. **Email:** Teachers can be contacted via email using the following sequence – initial of first name and full surname@ suncoastcc.qld.edu.au e.g. Mrs J Smith will be jsmith@suncoastcc.qld.edu.au
- b. **Writing a note:** Parents/Guardians of Primary students are encouraged to use the diary to write notes to teachers and at times teachers will also send notes home to parents/ guardians in the same way.
- c. **By SEQTA:** Teachers can be contacted via SEQTA Direqt Messages. Parents can login to SEQTA Engage (<https://engage.suncoastcc.qld.edu.au/>), go to Direqt Messages and click New Message and select the staff member to whom they would like to send a message.

- d. **Telephone:** This can be difficult as teaching staff are not readily accessible. Staff are not able to take calls when teaching nor when they are required to do supervision. In most cases, administration staff will need to take a message and the teacher will call you back as soon as possible.

- e. **Interview:** In Primary, interviews are conducted at the start of Term 2. In Secondary, Parent-Teacher-Student

The multiple demands on teachers during term time means that teachers will necessarily limit their email responses and will initiate either a personal interview or a telephone conversation for complex or sensitive matters.

In the event that a parent/guardian has a concern, Suncoast encourages the following procedures:

1. First discuss the matter with the people concerned. This is usually the teacher.
2. If a concern remains, please contact the Deputy Head of Primary (Primary pastoral matters), relevant Head of Department (Secondary academic matters) or Year Level Coordinator (Secondary pastoral matters).
3. Finally, if a concern is not resolved, in the Primary School, please contact the Head of Primary (Academic and Pastoral), and in the Secondary School, the Director of Teaching & Learning (Academic) or Deputy Principal (Pastoral).

FIRST DAY PROCEDURES

LAUNCH DAY

When: Wednesday the week before classes commence

Time: 7:30am to 1:00pm

Venue: Library

PURPOSE

Launch Day is a Suncoast community event for parents/guardians and students to catch up at the beginning of the College year and also to:

- collect stationery delivered to the College.
- collect Secondary textbooks.
- collect Yearbook.
- check bus information.
- pay College fees or set up payment arrangements - please bring bank account details if setting up direct debit or regular credit card payments. The Direct Debit Form is available on the College website.
- visit the Uniform Shop or collect pre-ordered uniform items.
- receive Valued Volunteers information.
- view preliminary class lists for the year (class lists may be subject to change depending on fluctuating enrolments in days prior to school commencing).
- view and join SunArts.
- view and join College Sporting Clubs, Cultural Groups and activities.

WHAT TO BRING

Please bring the following items with you to Launch Day:

- ☒ Bank account details, if setting up direct debits or regular credit card payments
- ☒ Completed Direct Debit Form
- ☒ School bag for secondary student to put textbooks in
- ☒ College fees account

CURRICULUM

Our curriculum is founded on the notion that God is the Creator and that the Earth was created for people to enjoy and manage responsibly. The Australian P-10 Curriculum and QCAA syllabuses form the basis of the teaching and learning program, which is also informed by the Melbourne Declaration on Educational Goals for Young Australians (December 2008)

and the previous Adelaide Declaration on National Goals for Schooling in the Twenty-First Century.

A complete version of the Educational Philosophy and Aims for Suncoast Christian College can be found on the College website.

PRIVACY POLICY

Protecting your privacy and the confidentiality of your personal information is important to us. The purpose of this notice is to make you aware of a range of matters relating to our ongoing collection, use and disclosure of your personal information and seek your consent for our use and disclosure of that information in the manner described in the Privacy Policy for Suncoast Christian College which can be found on the College website and on SEQTA Engage under Documents.

FIRST DAY PROCEDURES

FOR THE BEGINNING OF THE SCHOOL YEAR

The details of first day procedures will be communicated each year via separate correspondence and through the website. Nonetheless, school commences at 8:30am and students will be notified as to the uniform required on the first day depending on sport scheduling.

All new Secondary students will meet in the outdoor Common area near the Library, weather permitting. Please arrive between 8:00am - 8:15am. Secondary students will be met by their Year Level Coordinator and Senior student leaders and then taken to class to meet their new home class teacher and class buddy.

All new Primary students should proceed to class with their parents/guardians. The Head of Primary and Deputy Head of Primary will be on hand to greet students. Please arrive between 8:00am - 8:15am.

PREP STUDENTS

Students with their parents/guardians will attend one of two orientation sessions on Orientation Day - 9:00am to 11:00am or 12:30pm to 2:30pm.

PRIMARY SCHOOL STUDENTS

Continuing students are to proceed directly to their class. Teachers will be in their classrooms from 8:00am in order to welcome new students and meet parents/guardians. For those families who were not able to attend Launch Day to find out their classes, please proceed to Primary Reception.

SECONDARY SCHOOL STUDENTS

Continuing students are to proceed to their home class at 8:30am. Teachers will be in their classrooms from 8:15am to welcome new students. Students will remain with their Home Class teacher for Lesson 1, after which they will attend lessons as per their timetable. For those who do not have their timetable, please proceed to Secondary Reception to receive timetables and home class information.

GENERAL COLLEGE INFORMATION AND PROCEDURES PREP – YEAR 12

ATTENDANCE

- Students should be on campus by 8:20am. In Primary, students prepare to line up once the morning bell has rung.
- Supervision commences at 8:00am for Primary in the Junior Primary and Years 3-6 playgrounds.
- Secondary student Campus supervision commences at 8:15am and concludes at 3:15pm each day. Students remain the responsibility of their parents/guardians outside of these times and, as such, should not be left unattended on the College grounds.
- Students are required to attend all sporting carnivals, camps and other excursions held during normal College term periods.
- All students are required to attend their relevant Presentation and Celebration Evenings.
- Where students are selected to represent the College as part of a sporting or performing arts group, they are required to attend all scheduled training and practices, some of which will occur outside College hours.

LATE ARRIVAL AND EARLY DEPARTURE

PRIMARY

- Students who are late must report to Primary Reception with a note of explanation from parents/guardians.
- Parents can make this trip themselves in lieu of the student, to sign their child in.
- Teachers of Primary students are to be notified by parents/guardians if a child is to leave the College early.
- Parents/guardians who need to pick up students before the end of the school day must sign out their child at Primary Reception.

LATE ARRIVAL AND EARLY DEPARTURE

SECONDARY

- Students who arrive at home class after 8:30am will be marked late on their class roll. Students who have not arrived at Home Class by 8:40am, must report to Secondary Reception to be signed in.
- Parents/Guardians who need to pick their child up to leave before 3:00pm must come to Secondary Reception and sign their child out.
- Parents/Guardians of student drivers must inform the College that their child has permission to leave campus by either:
 - a. providing a signed and dated note.
 - b. emailing or phoning Secondary Reception.

ABSENCES

- Parents/Guardians are to notify the College if their child is absent. A message can be left by phoning the Absentee Line on 5451 3602 any time – 24 hours a day/7 days a week or alternatively by sending an email to absentee@suncoastcc.qld.edu.au. It is the responsibility of parents/guardians to phone or email before 8:45am which assists us in exercising our duty of care.
- Students are expected to be present at school or at an approved activity on every school day. It is not appropriate for students to be away from school to catch up on schoolwork and/or do assignments.
- As a general rule, students who are absent for reasons of illness, school-approved sporting or performance commitments, family trauma or bereavement will be granted special provisions or extensions for assessment tasks that are required to be completed during or immediately after the time of their absence.
- As a general rule, students who are absent for other reasons, including family holidays, cannot be granted special provisions or extensions for school work. Students are significantly disadvantaged by not being at the College during term time.
- Doctor's certificates are required when extended or frequent illness occurs or if special consideration is sought.
- Records are kept for attendance accountability and for legislated attendance reporting requirements.
- For any absences over ten days, please contact the relevant Reception to request a school exemption form to be approved by the Head of Secondary or Primary.

Should no contact be made with the College on the morning of a student's absence, an SMS message will be sent to the parent/guardian notifying them of the absence. If the absentee line is not used, a note explaining the reasons for the absence needs to be provided by the parent or legal guardian immediately upon the student's return to the College. Common reasons include sickness, bereavement and special family occasions.

For extended periods of absence and/or when a student is seeking special consideration for assessment or certification, a medical certificate will need to be produced. Failure to produce this note or certification will result in the absence being reported as an 'unexplained absence' and will be recorded as such against the student's name and on official records including school reports.

ANIMALS ON CAMPUS

Stray animals should not be approached on campus. Advise the Property Manager who will arrange for them to be restrained and collected as necessary. No dogs are allowed on the Campus

BEHAVIOUR MANAGEMENT POLICIES

The Primary and Secondary Behaviour Management policies apply to all students enrolled at the College. As part of enrolment in the College, it is a requirement that all parents/guardians acknowledge they have read the respective policy and have discussed it with their child/ren. These are available on SEQTA Engage under Documents.

GENERAL COLLEGE INFORMATION AND PROCEDURES **PREP – YEAR 12**

BELL TIMES

PRIMARY AND SECONDARY HAVE STAGGERED BREAKS DUE TO ACCESS TO THE COLLEGE CAFÉ, LIBRARY

PRIMARY

8:20am	Prepare for class and line up
8:25am	Enter class to prepare for the start of school day
10:45am	Morning Tea
11:10am	Prepare to return to class
11:15am	In class
1:30pm	Lunch
2:05pm	Prepare to return to class
2:10pm	In class
2:55pm	Home time

SECONDARY

8:30am	Home Class - 15 mins
8:45am	Lesson 1 - 45 mins
9:30am	Lesson 2 - 40 mins
10:10am	Lesson 3 - 40 mins
10:50am	Morning Tea - 20 mins
11:10am	Lesson 4 - 45 mins
11:55am	Lesson 5 - 45 mins
12:40pm	Lunch time - 50 mins
1:30pm	Lesson 6 - 45 mins
2:15pm	Lesson 7 - 45 mins
3:00pm	Home time

BUSINESS OFFICE

The Business Office is open Monday to Friday from 8:00am to 4:00pm in the Main Administration block. Please note on a Tuesday morning staff attend devotions and the Main Administration office opens at 8:20am.

The following services are available:

- payment of College fee accounts
- arrangement of payment plans - e.g. direct debits

College fees are invoiced prior to the commencement of each term and are payable in full within 14 days of issue unless a pre-arranged payment plan is in place.

Customer payment options are as follows:

- direct debit
- credit card
- internet banking and funds transfer
- BPAY for College fees only
- advance payment discount (*see below*)

Should parents/guardians wish to organise a direct debit, credit card payment plan or change account responsibility, these forms can be found on the College website under Enrolments/College Fees.

ADVANCE PAYMENT DISCOUNT

At the beginning of each calendar year, the College offers a discount of 5% to families who pay a full twelve months fees in advance. Full payment is required by the Friday of the first week of Term 1.

BUILDING FUND

Families are invited to make a voluntary contribution to the Building Fund. This is 100% tax deductible and is not included on the fee invoices. Payment can be made at any time. A contribution of at least \$200 per annum per family is suggested. This payment can be made by contacting the Business Office on 5451 3656.

COLLEGE CLOSURE IN EXTREME WEATHER CONDITIONS

Generally, regardless of the weather, we aim to continue to provide our service to families. Should a significant number of students be absent, alternative programs will run so students who are absent do not miss any new learning. Should roads in and out of the College become threatened, notification will be sent out to parents in the following ways:

- SMS message will be sent to all families
- email message will be sent to all families
- notification posted on College Facebook page: www.facebook.com/SuncoastCC
- notification posted on College website on the Home page
- direct message sent via SEQTA

Your own family decision on school attendance during adverse weather is the best option as you know your local area and road access the best.

GENERAL COLLEGE INFORMATION AND PROCEDURES PREP – YEAR 12

BUS TRAVEL - APPLICABLE TO ALL STUDENTS

As all students use the College buses for either transport to and from school, or transport to a venue during school time, this information applies to everyone.

The College's Bus Travel Code of Conduct is a set of behavioural guidelines. The original framework for the Code was developed by the Department of Transport and Main Roads in consultation with the Department of Education, Training and Employment, Queensland Police Service, bus industry groups, parent groups, principals' associations, unions, and non-state school authorities. The Code of Conduct applies to all students travelling on buses – including travelling to and from school and travelling for other school-related activities such as excursions and sports. Students must follow the Code of Conduct.

No food or drink is to be consumed on the bus. Water is accepted. Please ensure your child/ren are aware that seatbelts must be worn at all times. Seat changing and/or walking around when the bus is in motion is not permitted.

The Bus Travel Code of Conduct is on SEQTA Engage under **Documents**

BUS TRAVEL TO/FROM THE COLLEGE

Parents/Guardians who wish to apply for bus travel for a student on one of the College's buses to and from the College, are required to fill in a Bus Transport Application Form available on our website under 'Parent Services' section. For further information, the Transport Department can be contacted on 5451 3600 or transportmanager@suncoastcc.qld.edu.au.

RollCall

RollCall, the system used by the College, is available as an app on your smart device. It is imperative that parents use this as a compulsory part of the Conditions of Use when placing a student in our care on the College Bus Service and part of the Child Safety initiatives that the College maintains to protect students. Please ensure any non-use of the bus AM or PM (ie, sick in the morning or both AM and PM) is marked on the app as that goes straight to the driver and is recoded in RollCall. If a child will be absent or late from school, please follow the usual procedures of notifying the College as RollCall is only for the transport system. If you experience issues with RollCall, please firstly check your app store, then contact the Transport Manager for assistance.

Bus Buddies

Bus buddies can be organised for Junior Primary students if required. Please contact the Transport Department or the Deputy Head of Primary to arrange a buddy. Bus buddies escort students to class from the bus and are generally only required for the first term; except for Prep and Year 1 who may have a buddy for the whole year. Bus Buddies will be firstly an older sibling or an older student where there is no older sibling. Please speak with the older sibling to ensure they know their role of escorting their younger sibling to class. This communication will also be followed up at school.

Other information

Students should arrive at the bus stop five minutes before the scheduled time of arrival to avoid delays. Students are not to pass in front of or behind the bus after it has stopped. Parents/Guardians collecting students from buses

are expected to be at the bus stop at least five minutes prior to scheduled arrival time.

We ask that parents/guardians of Primary students meet their child at the bus door each afternoon unless you intend to entrust their care to a Secondary sibling. In this case, please fill out the Bus Traveller Care form. This allows the bus driver to become familiar with you and ensures that your child is handed over into your direct care.

Please also contact the Transport Manager on 5451 3600 or 0412 037 915 if you are prevented from meeting your child at the allocated time due to an emergency. You can then arrange for your child to be met by yourself at an alternative stop (refer to RollCall maps for locations) or failing this, the driver will bring your child back to the College at the end of the bus run.

If parents/guardians are signing student/s out early and the student would normally require bus transport, the parent/guardian must remove them via RollCall to avoid the driver waiting unnecessarily for students at the end of the day.

The buses will leave the College at 3:05 pm. Please ensure you emphasise to your child the need to promptly leave class and make their way (after visiting the toilet) to the bus. Staff are aware that bus students must be released promptly from class. Bus monitors are selected by the driver to help keep younger students seated and report any misbehaviour while the bus is in motion. Bus monitors are usually senior students.

Although the College does not operate a door-to-door bus service, we will endeavour to get as close a route as possible.

Please ensure your child understands that if their name is not on the bus RollCall list, they must talk with the driver, not get on the bus.

CHANGE IN TRANSPORT DETAILS

All temporary changes to bus travel can be made via Rollcall. Any permanent changes must be requested in writing to the Transport Department. The driver is not to be contacted or advised of any changes to bus travel, including a different bus stop, unless it has been made in RollCall first. As some buses are full, a change in drop off/pick up arrangements will need to occur early to ensure that seats are available. RollCall will only allow changes if there are available seats. Requests are therefore required a minimum 24 hours beforehand. Any changes to a home address requiring different collection points are to be requested with minimum 72 hours' notice via an email to transportmanager@suncoastcc.qld.edu.au with the following information:

- student's name
- start date of travel
- new house address
- best contact phone number to discuss particulars

Please note, service in the area is not guaranteed.

CASUAL BUS TRAVEL

Students are permitted to use bus travel on a casual basis providing there are seats available on the bus. Please contact the Transport Manager to discuss this before the first usage of the bus service. Extra stops cannot be added in for 'one off' bus travel. If a student is traveling to a friend's house, please have the friend's name, bus number and bus stop information at hand. This can then be used on RollCall to book. Due to administration costs, casual bus travel is paid in advance via FlexiSchools only and cannot be charged to the College fees. The cost of travel is published on the College website under the 'Parent Services' tab and 'Buses' and is charged according to the zones listed.

GENERAL COLLEGE INFORMATION AND PROCEDURES PREP – YEAR 12

CHAPELS

Chapels are held once a week and are a highlight of the school week. Students come together to praise and worship God and to learn more about living a Christian life.

Junior Primary, Upper Primary, Middle Years and Senior Years students meet separately for Chapel in the Suncoast Auditorium.

COLLEGE CAFÉ

The College Café is a valuable service provided by the College and is serviced by employed staff of the College. It caters for students, parents/guardians and staff. It is open five days a week from 8:00am to 3:30pm.

You can order by paper bag with cash or over the counter and we have Flexischools online www.flexischools.com.au which can be linked to your Secondary student's ID card.

If a Primary student should forget their morning tea or lunch, a parent will be contacted to place an order through Flexischools. If a parent cannot be contacted:

- for morning tea, the student will receive a piece of fruit.
- for lunch, the student will receive a sandwich with vegemite or cheese.
- the students will be encouraged to drink water from the provided bubblers.
- Primary students will take their diary with them to the Café to record the cost that will need to be paid on the following day.

CUPCAKES FOR STUDENTS' BIRTHDAY CELEBRATIONS

Parents can order cupcakes for their children's birthdays with Primary students' orders being delivered to their classroom just before morning tea or lunch and Secondary school students collecting their order from the College Café during lunch break. Cupcakes cost \$1.50 each and payment must be made at the time of placing an order. You can order on Flexischools go to www.flexischools.com.au we require a minimum of 48 hours' notice. A current College Café menu can be found on the College website.

The need for Valued Volunteers to help in the Café is very real as we aim to provide a high level of service to College families. Students love to see their parents/guardians helping around the College. If you can assist in this area please complete a Valued Volunteers form and indicate your availability to work in the Café.

To find out more please phone our Catering Coordinator on 5451 3635.

COLLEGE LIFERS

Suncoast Christian College acknowledges families and students who have made significant sacrifices and commitment in the form of extended enrolment. A 'Lifer' is a student who has attended the

College in his/her first year of schooling (Preschool/Prep or Year 1) and remained enrolled until the end of Year 12 and who has had no more than two terms of a single year not enrolled at the College..

CONCERNS AND COMPLAINTS POLICY AND PROCEDURES

It is recognised that parents/guardians, students and staff members have a right to raise concerns that they may have and to have them addressed appropriately.

When there is a concern with a staff member and parents or students feel the need to make a complaint, the first response should be to speak to the staff member involved. If this initial discussion does not lead to a resolution, then the formal processes outlined in the Complaints Policy should be followed. The Concerns and Complaints Policy and Procedures can be found on the College website: Publications > College Policies and on SEQTA Engage under Documents.

ENROLMENT AND WITHDRAWAL PROCEDURES

ENQUIRIES

New student enrolment enquiries can be made with the Enrolment Officer on 5451 3600. College tours are available all day every day and the College prospectus is also available to be collected or mailed. Enrolment information is also located on the College's website.

NOTIFICATION OF DEPARTING STUDENTS

Extract from the Suncoast Christian College Application for Enrolment form:

Parents/Guardians are required to give one full term's written notice of their intention to end a student's enrolment at the College. Fees will be charged up to and including the student's last day of attendance and one full term's fees will be charged in lieu if sufficient notice of intention to withdraw is not received in writing.

EVENTS

There are some College events that are held outside school hours that students are required to attend. These include Presentation Nights, Upper Primary Celebration Evening, Spotlight for Primary students and Course Information Evenings.

Primary Family Information Evening is set aside for parents/guardians to gain vital information regarding their student's classes, requirements and expectations so all parents/guardians are expected to attend.

There are other events that will involve only particular students according to the purpose of the event held, such as the SunArts Showcase held once a term.

FUNDRAISING POLICY

Fundraising by and within Suncoast Christian College is an important part of the College activities. Principally, it should be aimed at fundraising for others as opposed to those within the College community. In particular, it provides an avenue for students and the College community to develop and display altruism and compassion for others through the service of others. In addition, through the Parents & Friends Association (P&F) and Alumni, fundraising provides funds for additional resources and facilities.

All requests to undertake fundraising in the College community must be approved by the Principal.

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Please refer to eNews for Upcoming Events or the College website calendar for any date changes or additional events being held by the College.

College events for the year are published on the College magnetic calendar and the College website Suncoast Events section.

GROUNDS

Vehicles are not permitted on any areas not defined as a roadway and, in particular, not on the ovals, covered ways, verandas or grassed landscaped areas around the college, unless approval has been obtained from the Principal or Business Manager. Please adhere to areas indicating 'no standing' zones. No food is to be taken onto or consumed on court areas and white-soled shoes only are allowed.

ITEMS OF VALUE

Students are requested not to bring valuable items or large amounts of money to school. If for some reason they find they need to, these items need to be handed in at Primary or Secondary Receptions and collected at the end of the school day. Students are advised to not leave any money, wallets, purses, mobile phones or valuables in their school bags. The College will not take responsibility for loss or damage of valuable items that were not handed in at either reception for safe keeping.

LOST PROPERTY

All items of clothing and equipment (including lunch boxes, stationery, shoes and school bags) need to be named clearly using a permanent marker or etched on. Any items found with names can easily be returned to the correct owner. All unnamed property can be collected from the Primary Office (Emerald City) and from Secondary Reception. All unnamed uniforms are held for one term only.

OUT OF BOUNDS AREAS

During College hours all students are to remain within the bounds of the College. Students may only leave the College grounds during College hours with permission and after they have been signed out by a parent/guardian at Primary or Secondary Receptions.

PARENT AND FAMILY SUPPORT AND INVOLVEMENT

FAMILY DIRECTORIES

Family contact information can be found in the College Family Directory. Families' privacy must be respected and it is requested that this service not be abused or that this directory be used for solicitation or supplied to a third party.

Family directories can be purchased from Administration for \$5. Please note that no sponsorship approaches are to be made to any businesses on behalf of the College without prior consultation with the Leadership Team.



LIBRARY

The Library operates during College hours and is available to staff, students and parents/guardians from 8:15am to 4:15pm. After school hours use is for private study only. Items may be borrowed for a maximum of two weeks. Late returns bring a loss of borrowing privileges. Books not returned, lost or badly damaged require payment of the replacement cost plus an administration fee from the student or parents/guardians. The Library and its staff are available to help you to achieve the best results by locating resources for any subject in the curriculum.

LENGTH OF LOANS FROM THE LIBRARY

Little Learners	1 item for 1 week
Prep	2 items for 1 week + 4 home readers
Primary School	3 items for 2 weeks + 4 home readers
Middle Years	6 items for 2 weeks
Senior Years	8 items for 2 weeks

If items are required on loan for more than two weeks, the loan must be extended by renewing at the Library desk. It is not necessary to have the item on hand. Reference books (indicated by a blue dot on the book) are not for borrowing unless special permission is obtained from the Librarian for an overnight loan. Home readers are in addition to the above item allowances.

OVERDUE POLICY

A maximum of two overdue notices will be issued. If the item is not returned, renewed or problems reported after the first notice, parents/guardians will be notified. If the item is lost or damaged then the replacement cost plus an administration fee will be charged. If the return of an item is in dispute the student must seek out a staff member of the Library to resolve the issue.

ACCESS TO ONLINE RESOURCES

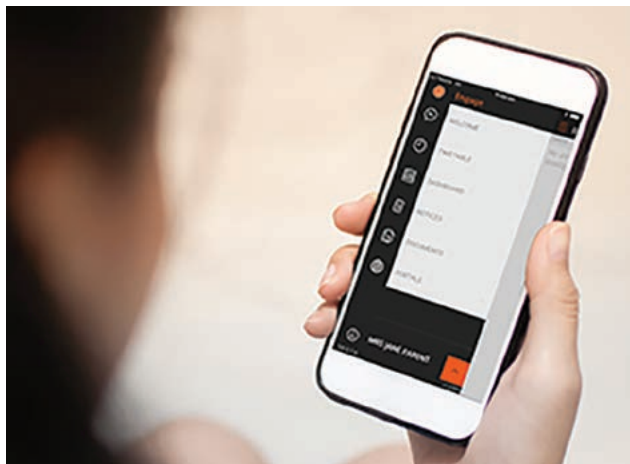
When students log into SEQTA Learn, their landing page provides immediate access to many online resources from P - 12. The tiles look like apps and provide direct admission to subscriptions to assist study, research and homework.

The databases can be accessed at home by following the process below:

Parents SEQTA Engage - <https://engage.suncoastcc.qld.edu.au/>
Students SEQTA Learn - <https://learn.suncoastcc.qld.edu.au/>

If you require any assistance with SEQTA please contact our IT Helpdesk on 07 5451 3666 or by email, helpdesk@suncoastcc.qld.edu.au.

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As part of the Privacy Policy that is signed when enrolling, the College may include your contact details in a class list or College directory. If you do not agree with this you must advise us in writing immediately.

SEQTA

SEQTA is an all-in-one collaborative APP that allows parents to better engage in the education of their children. Students use SEQTA Learn and parents use SEQTA Engage, both of which can be downloaded from the App store or Google play. The SEQTA APP enables parents and students to:

- view upcoming assessments and submit work
- view marked assessments and teacher feedback
- view and search courses and lessons
- view pastoral care information
- track upcoming homework
- view unresolved absences
- send and receive direct messages
- view daily news and school notices
- access academic reports
- view student timetables

Parents SEQTA Engage - <https://engage.suncoastcc.qld.edu.au/>

Students SEQTA Learn - <https://learn.suncoastcc.qld.edu.au/>

If you require any assistance with SEQTA please contact our IT Helpdesk on 07 5451 3666 or by email, helpdesk@suncoastcc.qld.edu.au.

VALUED VOLUNTEERS PROGRAM

Volunteering is highly encouraged throughout the College. Everyone has different interests, gifts and availability. Students love to see their Mum, Dad, Grandma, Grandpa and other family members helping out at their school. Valued Volunteers need to sign in and out at Administration or Primary Reception each time they help out at the College. To abide by the Child Protection Policy, all volunteers are required to wear a name identification badge so it is clearly visible. Application for Volunteering forms are required to be completed annually and can be filled in and returned on Launch Day. Volunteers, other than parents of children enrolled in the College, will need to have a current Suitability Card (Blue Card). **For more information about being a Valued Volunteer please contact the Valued Volunteers Coordinator on 5451 3600.**

PARENTS AND FRIENDS ASSOCIATION

Extract from Parents & Friends Policy (full versions are available on request to the Compliance Officer):

The objectives and aims of the Suncoast Christian College P&F Association are to:

1. strive to develop a real community of parents/guardians, teachers and students, which reflects a truly Christian ethos.
2. provide a healthy forum for ideas and discussion on any relevant issue that will benefit the education of the students.
3. work to provide additional resources considered necessary for the students or to assist the College staff in their professional work.
4. assist with the planning and organisation of functions associated with the social, sporting, cultural and educational life of the College community.

A). COMMITTEE

The general running of the P&F is the responsibility of the Committee, which is elected each year at the Annual General Meeting. The committee comprises a President, Vice-President, Treasurer, Secretary, the College Principal, the Parent Representative Coordinator and a College Liaison Officer. Names and contact details of the Committee, once elected, will be published in 'eNews'. Please feel free to contact any member of the Committee, as they will be very happy to assist and welcome you to be part of the P&F Association meetings and activities.

B). GENERAL MEETINGS

Meetings are generally held on the second Monday of the month and are open to all parents/guardians, staff and friends of the College. Dates of meetings are listed in the College calendar and they are held in the Taylor Centre from 2:15 - 3:00pm. These meetings are an opportunity for parents/guardians to be informed about the future direction and happenings within the College and to be involved in discussion and decision making across a range of issues as they arise. There are no meetings in the school holidays.

C). FUNDRAISING

It has been usual to run fundraising activities over the course of the year. Previous major fundraisers have included Suncoast Festival, Colour Fun Run and Outdoor Movie Night. The Mother's Day and Father's Day stalls are run as a service to the College community rather than for fundraising purposes.

The P&F levy collected each term contributes to ongoing capital improvements that benefit students across P-12. The P&F committee has oversight over all fundraising activities within the College and hence all requests for fundraising endeavours are brought to P&F meetings.

Fundraising is decided by the committee. Fundraising activities give parents/guardians and friends of the College various opportunities to participate in enriching the life of our College.

D). PARENT REPRESENTATIVES

Parent Representatives are an important sub-committee of the P&F. The Parent Representative Coordinator is appointed by the joint decision of the P&F and the College Leadership Team. The Coordinator liaises with the valued Parent Representatives from

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each class. A parent/guardian from each class (or Year Level in Secondary School) can volunteer to be a Parent Representative for the year.

The role of the Parent Reps includes such duties as:

- supporting the teacher.
- holding social interaction activities for the parents/ guardians of that class.
- assisting in organising volunteers for class activities, excursions etc.
- assisting the class teacher with College activities such as Arts on Twilight Suncoast Cultural Festival.
- being part of the induction process for new families entering the College during the year with a welcome phone call/letter.
- being part of the Parents Meeting Parents morning tea at the beginning of each year.
- assisting in the building, nurture and care of the College community.
- supporting Parents & Friends Association initiatives.

The P&F look forward to parent/guardian involvement in the New Year and hope as many as possible can find some way to enrich the Suncoast community with their contribution as part of the P&F meetings and activities.

PUBLICATIONS

COLLEGE YEARBOOK

Each year a yearbook is compiled to help create a record of a year in the life of Suncoast Christian College. One copy is provided to each family on Launch Day of the following year to allow for all end of year activities and photographs to be included.

ENEWS

This fortnightly email publication is an update of what is happening in the life of Suncoast. This will be emailed out to College families so it is important to keep your email address up to date. Should you need to notify us of any changes in contact details please go to the College website to the Parent Services page and complete the Update your family contact details form.

SPORT

The College aims to provide a range of opportunities for the students to be involved in both recreational and competition sport. This is achieved by offering a wide range of sport activities in order to fulfil the diverse needs of the students. Sport is compulsory and full student attendance is required. Along with the set Health and Physical Education program, the College also holds an annual Swimming, Cross Country and Athletics Carnivals for both Primary and Secondary. Students are selected to represent the College at Inter-School Carnivals and, from these carnivals, be selected for representative

teams in Zone, Regional and State competitions. Students are allocated into a sporting House on enrolment.

STUDENT PASTORAL CARE, HEALTH AND SAFETY

CHAPLAINCY

The Chaplaincy team is in place to assist students and their families as they navigate their way through the school years. It is easy to feel isolated and alone in the midst of these challenges and we would like to encourage you to contact the school so we can be aware and provide support in such circumstances.

The Chaplaincy team consists of the Director of Student Development, Primary School Chaplain, and Suncoast Youth Pastor.

The team has a common desire to see families do life well. The Chaplains provide pastoral care, life skills coaching both in and out of class, and organise weekly Chapel so the students are continually growing in their knowledge and understanding of God's love for them. From time-to-time community seminars are held to encourage and assist parents/guardians in their endeavours to raise their families well. The Chaplaincy team



SPORTS HOUSES

For the purposes of building community and connectedness, all students are a member of a House. College Houses are:

Shadrach **Yellow**
Abednego **Red**

Meshach **Blue**
Daniel **Green**

Students participate in Inter-House Swimming, Cross-Country and Athletics carnivals as well as Inter-House events coordinated by House Captains and Student leaders.

It is compulsory to purchase a College House Sports Shirt. These are available from the Uniform Shop.

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promotes the supportive family unit and wants to make available every opportunity for College families to become equipped and confident in 'doing life well'. Notification of these events is widely circulated through flyers, eNews and local newspapers.

Chaplaincy also acts as a bridge to the community. There are many agencies in the community that are streamlined in their skills and services. Depending on individual needs, we are able to direct people to the most suitable assistance for them. The Chaplaincy team is very excited to be constantly developing their service to proactively meet the needs of the College community.

Our Director of Student Development can be contacted on 5451 3600 and is always happy to have a chat and answer any enquiries or questions you may have.

CHILD PROTECTION

The College recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason the welfare and best interests of the children within the College will always be a primary consideration.

HOW DOES THE COLLEGE PROTECT STUDENTS FROM HARM?

The College's Child Protection Policy, can be found on SEQTA Engage under Documents.

The College has in place Child Protection Officers who are specific staff members who have been appointed to support and protect students who may feel unsafe, victimised, bullied or vulnerable for any reason. They are the Head of Primary, Deputy Head of Primary, Primary Chaplain and Class Teacher, Mrs Lynn Camilleri in the Primary School, and the Year Level Coordinators in the Secondary School. Parents/Guardians, please encourage your child/ren to approach these teachers whenever necessary.

STUDENT SAFETY SURVEYS

Each semester an anonymous student safety survey is conducted. This is an unannounced, randomly scheduled audit of students' perception of safety and bullying activity in the College. The survey seeks to identify specific times, locations and individuals of concern. The surveys are processed by the Heads of School and, once reviewed, any issues are followed up and addressed. Parents/Guardians of students, who are identified negatively

several times in a survey, will be contacted to discuss these matters.

If you are in receipt of reliable information about any threats to student safety, bullying or intimidating behaviour against your child/ren then please take the time to contact your child's classroom teacher (Primary) or Year Level Coordinator (Secondary).

CONTAGIOUS CONDITIONS/DISEASES

The College appreciates parents/guardians value a safe and healthy environment for students and asks parents/guardians to withdraw their child from school immediately when it is known they have a contagious condition. These conditions include: conjunctivitis, chicken pox, cough and cold viruses, diarrhoea, German measles, measles, mumps, nausea, ringworm, school sores, head lice and whooping cough. Please ensure that you do not send your child back to school prematurely and that they have made a full recovery before returning to school. If a child has a temperature, they are to be kept home or, if in doubt, the family doctor is to be contacted. Please see the National Health and Medical Research Council guidelines for exclusion periods. This is available to view on the College Website under Parents Area tab, Resources/Links. Exclusion periods are also contained in the Primary Diary.

EVACUATION AND LOCKDOWN

EVACUATION

Throughout the year the students of Suncoast will take part in evacuation and lockdown procedures. It is important the students are aware of what to do to carry out these emergency procedures in a real life situation. In the event of a fire, the whole College is notified via the phone system, to evacuate. This will be repeated several times. Rolls are collected and the class teacher directs the students calmly to proceed to the oval as the central meeting area. The rolls are checked off and reported to the Head of School. When the all clear is given, the students then return to class.

LOCKDOWN

A continuous sounding of the College bells indicates a danger in the College campus. Upon hearing this signal the students must:

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1. lie down flat on the floor if in a room
2. move quickly to a room if outside
3. if this is impractical, then lie down flat wherever they are

The staff direct students to follow these steps and proceed to close and lock all doors and windows. Everyone is to remain until the all clear has been given.

It would be of great assistance for parents/guardians to familiarise their children with these procedures to ensure they are prepared for practice or real life situations.

FIRST AID

The College provides first aid care for all employees, students, volunteers and visitors to the College. Designated first aid areas are accessed through the Primary office (Emerald City) and Secondary Reception (K-Block). Trained staff are provided with first aid supplies for campus duties, excursions and camps as required.

If first aid is required whilst at the College the staff, student, volunteer or visitor should report to the designated first aid area for assessment and treatment. If this is not possible then someone must alert first aid officers that treatment is required at location of the sick or injured person.

The College will not assume responsibility to take students to a medical practitioner except in cases of extreme emergency. Then the student would be taken to the Sunshine Coast University Hospital and the student's parents/guardians would be contacted. However, if the incident is more serious or involves a head injury it is standard College procedure to call the ambulance and if necessary take the patient to the local hospital. Parents/Guardians will be notified when the decision has been made to contact the Queensland Ambulance Service.

The College will only administer paracetamol if the student is exhibiting evidence of a fever as indicated by a thermometer and if parents have given permission on the student's medical records.

Parents/Guardians of students with severe medical conditions or allergic reaction must provide the College with written instructions for the management of such conditions authorised by a legally qualified medical practitioner. The Medical Action Plan will be stored on the College's database PCSchool for access by selected staff and the student listed as 'at risk' for prompt treatment. **For more information about the First Aid Policy please contact the Compliance and Finance Office or First Aid Coordinator.**

HEAD LICE

If students are ill, the College believes the best place for them is at home with family. When an illness or injury is of a serious, chronic or prolonged nature, parents/guardians will be contacted and asked to collect their child from school. The College will not assume responsibility to take students to a medical practitioner except in cases of extreme emergency when the student would be taken to the local hospital and the student's parents/guardians would be contacted.

If Secondary students are unwell at the College and need to go to the sick bay, they are to report first to the Secondary Reception (K-Block) with a note from their class teacher.

In case of illness students **must** contact home through Secondary Reception and **not** via a text message or phone call from their mobile. (See Mobile Phone policy).

Students can be attended to in sick bay for minor illnesses and for a short period of time. However, if the illness appears to be prolonged, parents/guardians will be contacted and asked to collect their child. Children are not to be sent to school when parents/guardians are aware of them being unwell. Primary sick bay is located at Primary Reception and Secondary sick bay is

located at Secondary Reception. It is vital that the College always has up-to-date contact details of parents/guardians and that they or an emergency contact are always contactable throughout the day.

The College will only administer paracetamol if the student is exhibiting evidence of a fever as indicated by a thermometer and if parents have given permission on the student's medical records.

MEDICAL INFORMATION

All students must have a current medical form lodged at the College. Please let the College know if any new situations arise as the year progresses so the College records can be kept up to date at all times. Current telephone contact numbers and emergency contacts are vitally important.

For information on common childhood illnesses and recommended exclusion times please see the National Health and *Medical Research Council* guidelines on the College website under Parents tab, Resources/Links.

Medicines and tablets are not to be kept in the classroom. These need to be taken to Primary or Secondary Receptions and the appropriate form filled in for their use. Clear directions must be provided in order for the College to fulfil our duty of care. Only medication specifically prescribed for the student can be sent to school. No other medication can be given to any student. Please also check the expiry date as only current medication can be administered.

If a student has a serious medical condition that requires emergency treatment, eg epi pen, it is the parents'/guardians' responsibility to complete a *Medical Action Plan Form* signed by the student's doctor which clearly outlines procedures to be followed in order to manage the condition. This form can be collected from Main Administration or alternatively found on the College website under Publications > College Forms. If a student also requires medication, this must also be provided by the parent/guardian so the College can provide adequate care for students. In Primary, a *Medication Form* is to be filled in by the parent/guardian stating the medication, dosage and times it is to be given. In Secondary, a letter from the doctor will suffice. Medication is kept in a lockable cupboard.

ROAD SAFETY IN THE CARPARK

Students safety is our first priority! Each afternoon we have approximately 800 students leaving the campus in cars and buses within a fifteen minute timeframe. Parents/Guardians need to abide by the following rules within the College campus:

- 10km per hour speed limit
- keep traffic flow as directed by road markings and crossing attendants
- observe crossing attendant directions
- do not double park as this reduces visibility and access
- give way to students on all crossings

GENERAL COLLEGE INFORMATION AND PROCEDURES PREP – YEAR 12

- vehicles are to be parked before students disembark
- drop off and collect students in the allocated areas
- give way to all departing buses
- do not leave Primary aged children in an unattended car
- do not use mobile phones whilst driving
- do not park in disabled parking bays

WAITING AREAS AND DROP OFF ZONES

DROP OFF IN THE MORNING

- Parents/Guardians are invited to use the “Kiss and Go” area in front of the Church in the mornings. Alternatively, they must park their vehicles in the parent carpark (on the south side of the pedestrian island). The “Kiss and Go” is not in operation in the afternoon.
- Junior Primary parents/guardians who park in the car park are to walk their children into the Junior Primary playground.

PICK UP IN THE AFTERNOONS

- Students in Years 3-6 are to be collected from the Narnia Upper Playground, unless accompanied by an older sibling.
- Students in Years 3-6 can be collected from Emerald City or the covered waiting area between Prep and Junior Primary. Primary students are not to wait in front of the church. They may, if approved by you and when they see your approach, walk to a row of the carpark on the pedestrian island (accessed via the crossing) to wait to be picked up.
- Secondary students can be collected from the fenced off covered carpark waiting area.

PLEASE NOTE:

- Parents/Guardians are not to make other arrangements with students to drop off or meet anywhere else.
- The Kiel Mountain Road carpark is NOT to be used as drop off or pick up point.
- Supervision is provided in Narnia Upper from 3:00pm to 3:10pm each afternoon. Any Junior Primary students who have not been collected by 3:10pm are taken to Main Administration Reception to wait for parents/guardians to pick them up.
- Upper Primary students who remain uncollected by 3:30pm, should proceed to Main Reception.

CROSSINGS

Students are to use the walkways to the carpark and cross the crossing when directed by the attendant. The crossing attendant will not permit Junior Primary students across the crossing unless accompanied by an older sibling or parent/guardian.

GIVE WAY TO BUSES

In order for the College buses to leave the car park as quickly as possible in the afternoons it is vital that all vehicles give way to the buses. Delays in the carpark have a flow-on effect to the bus runs and to every parent/guardian waiting at pick up points across the coast. Parent's/Guardian's co-operation and understanding is appreciated.

STUDENT CARS AND DRIVING

As students' progress into Year 12, many will gain their learner's permit and eventually their provisional driver's licence. Students who drive to school may park their cars only in the staff area of

the College carpark. Once at school the vehicle is not to be used during the school day. This covers lunch breaks, study sessions and other out-of-class times. The vehicle is a means of transport to and from the College only; it is not to be used for any other purpose.

All students travel to sporting venues or other excursions in College vehicles/buses.

UNIFORM EXPECTATIONS

All students are expected to wear full and correct College uniform during the school day and when travelling to and from the College. This includes visits to shopping centres or other places which students frequent outside of the College hours while still in the College uniform.

Rightly or wrongly the public often judge a school by the public appearance and behaviour of its students. Therefore, if a student is unable to comply with the stated uniform requirements a note containing a legitimate reason must be sent into Primary or Secondary Reception from a parent/guardian.

The Uniform guidelines are found in the School Uniform Policy on SEQTA Engage under documents.



UNIFORM SHOP

The Uniform Shop is operated by the College to provide a service to parents/guardians. The Uniform Shop is located in the house next to J-Block and can be accessed via the amphitheatre or the Kiel Mountain Road carpark. Access to top carpark is available from 9am – 2:30pm & from 3:30pm onwards. Phone orders are accepted when the order is accompanied with payment by a credit card. Please phone the Uniform Shop on 5451 3641.

NORMAL TRADING HOURS

Term Time Trading Hours:

Monday	8:00am – 11:00am
Tuesday	8:15am – 11:15am and 2:00pm – 4:00pm
Wednesday	8:00am – 11:00am
Thursday	8:00am – 11:00am
Friday	8:00am – 11:00am

Uniform fitting times outside of these hours can be made by appointment – email: uniform@suncoastcc.qld.edu.au to check availability.

PAYMENT ACCEPTED BY:

- cash, Cheque, EFTPOS
- Flexischools
- credit card (VISA or Mastercard)
- Layby is available with a deposit on initial purchase, payment to be finalised by end of term purchased in
- lay-by is available with a 25% deposit with the balance required in six weeks, not available during January. All lay-by packages are to be collected at the end of Term 4.

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- payment by BPAY cannot be accepted for uniforms. This is for College fee payment only.
- no credit or account facilities accepted.

JANUARY TRADING HOURS

The Uniform Shop will be closed for a certain period of time over the Christmas holiday period. Please refer to the College website for Christmas holiday trading hours.

If you need new uniforms, you are strongly encouraged to make an appointment in January to reserve your time and ensure that staff are available for prompt service. Please phone the Uniform Shop on 5451 3641 before the end of Term 4 to make an appointment. If making an appointment in the holidays please email [uniform@suncoastcc.qld.edu.au](mailto:suncoastcc.qld.edu.au). During Launch Day the Uniform Shop will be open from 7:15am – 1.15pm.

SECOND HAND ITEMS

Second hand uniforms can be sold and purchased through the “[Buy Swap Sell Uniforms@Suncoast](#)” closed Facebook group.

OTHER LOCATIONS

Parents are able to purchase the school uniform from The School Locker located at the Maroochydore Homemaker Centre.

VISITORS TO THE COLLEGE

As part of the College’s ‘Duty of Care’ and ‘Workplace Health and Safety’ all visitors including parents/guardians, Church staff, contractors and volunteers calling in need to sign in at Main Administration and collect a visitor’s badge that must be worn so it is visible at all times. On leaving, all volunteers/visitors are to sign out and return their badge. Young adults, including past students, are to remain in Main Administration Reception where their student friends will be called during morning tea and lunch only. All are to remain in this supervised area until departing the campus.

SUNARTS

Each week at Suncoast a significant portion of the College population from Years 1 to 12 attend a diversity of lessons in contemporary voice, instrumental music, drama and dance. The purpose of SunArts is to give students the opportunity to be trained in their chosen area of musical interest. Students will develop personal discipline through regular practice and individuals become skilled to a level where they can actively participate in College bands, ensembles and other performance groups. Research has proven that learning a musical instrument helps children succeed in many areas of their social, personal and of course educational development.

TUITION

Specialist SunArts teachers deliver a comprehensive and progressive program for students from beginner through to advanced levels. Teachers in the program are competent musicians, and most perform regularly at various venues outside of College life. Most tuition is scheduled within College hours; however some of the groups such as Drama and Acting classes and Concert Band rehearsals may be held out of College hours. A report will be sent home at the end of each semester that will discuss the student’s progress. The report covers areas of core skill development, work habits and other relevant comments by the teacher.

TUITION IS AVAILABLE IN THE FOLLOWING AREAS:

- keys - piano, keyboard
- guitar - bass, electric, acoustic
- drum kit
- strings - violin, viola, cello
- brass - trumpet, trombone
- woodwind - flute, clarinet, saxophone
- contemporary voice
- drama and acting
- dance

Details of each program can be found on the College website: [Life at Suncoast > Performing Arts > SunArts](#)

PRIMARY SCHOOL

PREP - YEAR 6



PRIMARY SCHOOL INFORMATION AND PROCEDURES **PREP – YEAR 6**

The Primary School is part of the Prep – Year 12 College and is located on the west side of the Library. Prep to Year 2 (Junior Primary) is currently located in Narnia and Years 3 – 6 (Middle and Upper Primary) is located in Emerald City. The Primary School is overseen by the Head of Primary and supported by the Deputy Head of Primary. **Communication is very important to us, so if you have any questions or concerns in regard to Primary School, please contact the Head of Primary via**

ALLERGIES AND MEDICAL CONDITIONS

A severe allergic reaction to peanuts is a life threatening condition and is becoming more prevalent. As all Junior Primary students regularly sit in a common eating area, your assistance in adhering to the following would be greatly appreciated.

We request that no peanut products be brought to school in Junior Primary. This includes: peanuts, peanut butter and other products containing peanuts.

It does not include: other nuts (almonds, cashews, etc), other nut products (eg Nutella) or products marked 'may contain traces of nuts'. These latter products do not have nuts as an ingredient; food companies use this warning as blanket protection against litigation cases where nut particles are accidentally included in products as a consequence of using the same machinery for processing nuts.

Please remind your child of the importance of not sharing their food with others and washing their hands after eating.

In cases where children with other serious medical situations requiring any special consideration are in the same class as your child, you will receive written advice containing any pertinent information.

BEHAVIOUR MANAGEMENT

A full copy of the Primary School Behaviour Management Policy is available on SEQTA Engage under documents.

BUS SAFETY FOR JUNIOR PRIMARY STUDENTS

Your child's safety is of paramount importance to us, and we regularly evaluate our policies and procedures to ensure that our systems are operating most effectively.

If your child catches a College bus in the afternoon, please keep in mind the following things to assist us:

- Let your child's teacher know, with a note in the Student Diary, when their bus catching commences, the days of travel and of any changes to the usual routine (eg child going on a different bus or not travelling on the bus on a particular day). Some parents write a short reminder each day for a week at a time (eg Bus 15 today) which is very helpful.
- Please meet your child at the bus door each afternoon. This allows the bus driver to become familiar with you and ensures that your child is handed over into your direct care.
- Please carry out any changes at latest the day before via RollCall and ensure your child fully understands any changes to bus or stop location. Rollcall changes the driver's roll appropriately.
- Please advise Primary Reception as early as possible if the day's circumstances change and your child is not travelling on the bus, so we have adequate time to inform the teacher and your child. You must then remove them via RollCall as not to cause unnecessary delays to the bus departure time.
- Changes during the day should be avoided wherever possible and when unavoidable, must be made before 11:30 and Primary Reception informed. There is no guarantee

that changes after this time can be relayed to your child. No additions or changes can be accepted after 2.30 pm.

- Please contact the Transport Department if you are prevented from meeting your child at the allocated time due to an emergency. You can then arrange for your child to be met by yourself at an alternative stop or, failing this, the driver will bring your child back to the College at the end of the bus run.
- Primary Reception is open until 3:30pm each day for any further queries. Please telephone 5451 3652. After this time, please telephone Main Administration on 5451 3600.
- All Prep and Year 1 students are accompanied to the bus in the afternoon by a teacher's assistant. If your child is in Year 2 and you would also like them accompanied until they have established a routine, this can be arranged.

If your child requires a bus buddy, please contact the Deputy Head of Primary through Primary Reception who will organise an Upper Primary or Secondary student to accompany them to class in the morning.



CHAPEL

Chapels are held once a week for Primary and are a highlight of the school week. Students come together to praise and worship God and to learn more about living a Christian life. Junior Primary (Prep – Year 2) and Primary (Years 3 to Year 6) meet separately for Chapel in the Suncoast Auditorium.

All Primary classes present Chapel once a semester. We welcome parents/guardians and guests to come and support their children. A letter, sent early in first term, will advise you of the relevant dates and times for each class.

PRIMARY SCHOOL INFORMATION AND PROCEDURES PREP – YEAR 6

COLLEGE CAFÉ

The College Café is a service to the students, parents/guardians and staff. It is open five days a week 8:00am to 3:30pm. The College Café is open to 3-6 students each lunch time from 1:45pm – 2:15pm. Morning Tea purchases are via an ordering system only for Upper Primary and allows parents/ guardians to monitor their student's choices and promote healthy eating. All Primary students may order lunch and the class box is collected at 1:20pm. The Café aims to provide a wide range of choices and actively promotes healthy eating. A current College Menu will be provided to every family on Launch Day when they register in the Library and is available on the website under Our Community > College Café or from the Café.

HOW TO ORDER:

Go to Flexischools online www.flexischools.com.au to place your child's order, or

- use a paper bag
 - write name of student
 - write name of teacher and class
 - write lunch order including prices and total
 - place money into the bag
 - students place the bag in the Café box in their classroom and this box is taken to the Café by nominated students from each class by 8:45am each day. At morning tea and lunch time the class box is collected by nominated students and orders handed out by the classroom teacher.

DIARY

All students will be provided with a Student Diary. This diary is not to be defaced in any way during the year. Replacement diaries can be purchased from Main Administration for \$15. It is a major source of communication between home and school. In Primary, parents/guardians are asked to check the diary daily for any information being sent home and to initial the diary every day. Teachers or Teacher Assistants will check diaries each day for any communication from home.

The information in the front of the diary is very important for parents/guardians to read and discuss with their child. The information covers a range of topics that will help parents/guardians gain an understanding of life in Primary. Information and Communication Technology Acceptable Use Policy in the front of the diary must be discussed with your child and signed by a parent/guardian for students to use College technology. The monthly Scriptures are also located in the back of the diary.

FIRST AID

First aid boxes are kept in each Primary classroom for general use. First aid bags are used by all staff when they are on playground duty. For more serious needs, students go to Primary Reception located in Emerald City. Please note most College staff are first aid trained and are regularly updated.

PHYSICAL EDUCATION

Students from Prep to Year 6 participate in physical education specialist lessons within our HPE program. Students must wear the complete sport uniform including non-marking rubber soled sport shoes and have their College hat to participate in physical education. In addition to Physical Education lesson, students in Prep also

participate in a Perceptual Motor Program (PMP).

Students from Prep to Year 2 participate in swimming lessons in Terms 1 and 4. Students in Years 3 – 6 participate in both a swimming and gymnastics program in Term 1 and beach safety/surf skills program in Term 4.

HOMEWORK AND HOMEWORK BAGS

Homework helps to develop disciplined study habits and reinforces skills the students have been learning. Maximum times a child should be completing homework apply from Monday to Thursday; no homework is set for Friday, Saturday or Sunday.

MAXIMUM TIMES FOR EACH YEAR LEVEL:

Prep	10 minutes
Years 1-2	30 minutes
Years 3-6	45 minutes

Parents/Guardians are to advise the teacher if their child is not coping with the level of homework or needs more time than recommended above, to complete tasks. This can occur via email or Student Diary.

College Satchels, which are compulsory for Primary students, can be purchased from the Uniform Shop. This is to contain their Student Diary, homework books, any communication to come home and is also used as their library bag.

LIBRARY

The Library is available for all students from Years 1 to 6, to make use of at morning tea and during lunch time.

Borrowing from the Library is part of weekly class activities. Students from Prep to Year 2 need their College Satchel to borrow from the Library. These are a compulsory purchase from the Uniform Shop.

LUNCH AREAS AND ACTIVITIES

Each year level has a designated eating area. The designated eating areas (see below) are for use at morning tea and lunch times. All students need to be seated for 15 minutes eating time from 1:30pm – 1:45pm daily.

- Prep children eat on the Secret Garden veranda.
- Junior Primary eat on the Narnia Upper veranda.
- Years 3 – 6 eat in the Emerald City precinct including outdoor playground tables.

Playgrounds are located adjacent to the classrooms. Students in Years 2 to 6 can use the oval at morning tea and lunch time and supervision is provided by teachers and teacher assistants during these times. Students from Year 1 upwards can also use the Library at morning tea and lunch-time for board games, school work or for reading.

A variety of activities and lunchtime clubs occur during break times. Information will be available to students at the start of each term. Activities as diverse as Primary choirs, dance, art, technology, Italian, sustainability and construction happen on a weekly basis.

MOBILE PHONES

Mobile phones must be handed into Primary Reception for safe keeping at the beginning of the day and collected again after school.

The College is not responsible for missing phones/items not lodged with Primary Reception.

PRIMARY SCHOOL INFORMATION AND PROCEDURES PREP – YEAR 6

OUTSIDE HOURS SCHOOL CARE

OHSC is a safe and fun place for children to go before and after school. OSHC is where your child can be cared for while participating in a variety of fun games and activities with other school-aged children.

- operates during Term Time
- located on campus within Suncoast Little Learners
- Before School Care begins at 6:45am
- After School Care operates between 3:00pm – 5:45pm
- includes breakfast and afternoon tea
- for children from Prep age up until 13 years old
- fee information: Before School Care – \$12 daily and After School Care – \$20 daily
- Government subsidies are available for eligible families

ENROLMENTS

All enrolments are handled either by the Suncoast Little Learners Office or through Suncoast Christian College. In either case please call 0428 144 974 for assistance.

For more details on OSHC policies and procedures please access the OSHC Family Handbook and the Little Learners Parent Handbook. These are accessible via www.suncoastcc.qld.edu.au/our-community/oshc/ and will assist you in becoming familiar with our OSHC guidelines, policies and general information.

PARENT COMMUNICATION

Diaries are a useful means of communication for teachers, parents/guardians and students. Teachers are also able to be contacted via email. The College staff email addresses are their first name initial followed by their surname followed by @suncoastcc.qld.edu.au (eg mmitchell@suncoastcc.qld.edu.au). Open and regular communication is vital between teachers and parents/guardians. If you would like to talk to a teacher, please make a time for this via the diary or a phone call to Primary Reception on 5451 3652. Teachers are required to be teaching during class time and are not able to have interviews before class. Tuesdays are staff meeting afternoons so teachers are unavailable to meet with parents after school on this day.

PLACEMENT OF STUDENTS IN CLASSES

The philosophy and procedure of the College for the placement of students in classes is as follows:

Year level classes are not streamed (ie each class comprises a range of academic abilities). Special consideration is given to the composition of multi-age classes to ensure successful outcomes for all students.

In an attempt to balance classes, a number of factors are considered: gender balance; friendship groupings; social; emotional; academic; behavioural and learning needs; gifts and special talents within a group. Consideration also has to go to particular skills and abilities the staff have and their teaching styles. Additional factors, such as how the class and individuals worked together in the previous year, are also taken into consideration.

Various methods are used to collect and collate this data. Student summary records, student input, teacher notes and information from the database are all used. Support staff are also involved in discussions during this process.

This system is comprehensive and achieves the fairest outcome for most of the students. It is therefore not possible to

accommodate requests for a particular teacher.

Due to fluctuating enrolment numbers over the Christmas holidays, we do not announce class lists prior to Launch Day.

PROHIBITED ITEMS

The following are not permitted at school:

- sharp or dangerous objects of any kind
- cap/toy guns, sling shots, matches, lighters, fireworks, etc
- baseball bats
- hard case cricket balls
- knives of any kind
- MP3 players
- expensive toys
- aerosol cans eg deodorant, glitter hair spray
- large amounts of money, (no more than \$10)
- all offensive or inappropriate material
- medication and prescription drugs (unless handed into Primary Reception with parent/guardian permission/ instruction letter) including paracetamol

Games, including card games, may be brought from home but trading or giving items away is not permitted. Personal items (such as balls) need to be clearly marked with the student's name.

REPORTING

Assessment and reporting are vital elements in the learning process. Assessment involves the purposeful, systematic and ongoing collection of evidence for use in making judgments about students' demonstrations of learning outcomes. In each year level, units taught are assessed based on common elements and a process of moderation to ensure consistency of teacher judgements.

Quick chats, arranged interviews, phone calls, return of test and assessment task results and formal semester reports are all forms of reporting. Each is valuable on its own and together they all help inform parents/guardians of their child's learning in a more complete manner than any one report form offers.

The Primary Family Information Evening is held early in Term 1. Parent-Teacher interviews are held early in Term 2. Interviews are also available over the course of the year upon request via your child's diary.

Formal reports are issued mid-year and at the end of the year. Follow-up interviews are held with the class teacher as requested by either the teacher or the parent/guardian.

SCRIPTURE MEMORY

All children from Prep to Year 6 are encouraged to study and learn God's word. Suncoast's aim is for students to develop a love for the Word and to see how it applies to their life and live out what they have learnt.

Towards the end of the year, students in Years 3-6 are encouraged to recite all scriptures again over a two-day period. The monthly scripture pages are located at the back of the student diary. Students are rewarded for successful completion of this process with a certificate and a special celebration.

PRIMARY SCHOOL INFORMATION AND PROCEDURES PREP – YEAR 6



SPORT

All students are divided into houses for sport carnivals held throughout the year.

COLLEGE HOUSES ARE:

Shadrach	Yellow	Meshach	Blue
Abednego	Red	Daniel	Green

House coloured sports shirts are to be purchased from the Uniform Shop.

Each year we have a Primary Swimming Carnival for Year 3 to Year 6 students, a Junior Primary (Prep to Year 2) Sports Day, a Cross Country Carnival for Prep to Year 6 students and an Athletics Carnival for Year 3 to Year 6 students.

PRIMARY SCISSA

The Sunshine Coast Independent Schools Sports Association (SCISSA) is the premier inter-school sport competition on the Sunshine Coast.

Years 4-6 students participate in SCISSA sport on a Thursday afternoon. Primary SCISSA Gala days are held once a term. Students in Years 4 to Year 6 must wear full sport uniform and the College hat or bucket hat and have sunscreen applied prior to leaving home.

SEMESTER 1 SCISSA (MARCH TO JUNE)

Boys	Girls
Rugby 7's	Netball
Basketball	Softball
Football (Soccer)	Touch Football

SEMESTER 2 SCISSA (JULY TO NOVEMBER)

Boys	Girls	Mixed
Aussie Rules	Football (Soccer)	Water Polo/Flippaball
Volleyball	Basketball	European Handball
Touch Football	Volleyball	

***Sports are subject to change**

REPRESENTATIVE SPORT PATHWAYS

Students also have the opportunity to be selected for Independent District representative teams to take part in Sunshine Coast School Regional Trials. This means students can proceed from school representative through to Independent schools, Regional schools and finally State/National representative pathways for both team and individual sports.

STAFF MEETINGS

Staff meetings are held every Tuesday afternoon and teachers are unavailable for interviews on this afternoon. These meetings are very important for the teaching team and for the development of best practice in teaching for the students; therefore it is essential that all teachers attend the whole meeting each week.

SPONSOR CHILDREN

There are two sponsor children in Primary School. Each year approximately \$580 is needed per sponsor child. Each class has a Compassion tin which children are encouraged to place money in any day of the week. Other ways your child can be involved are by praying for their sponsor child and writing them letters.

STATIONERY REQUIREMENTS AND BOOKWORK

Stationery requirements for each year level and subject are published in Term 4 of the preceding year.

The College engages the services of a specialist stationery supplier to provide a one-stop online service supplying all students' books and stationery directly to parents/guardians. The online service is easy to use and time efficient. Stationery packs are delivered to homes in mid-January. This helps busy families avoid any last-minute rush before the start of the new school year.

There is no obligation for parents to use this service and families are welcome to purchase their child's stationery elsewhere in time for the commencement of the school year.

All items should be clearly marked with the student's name and class.

- All students are provided with a Student Diary.
- All students from Prep to Year 6 are required to have the College Satchel to hold their homework, diary, readers and library books. This will last for the duration of Primary school and can be purchased at the Uniform Shop.
- All students are requested to have a set of earphones/headset for personal use.

All Junior Primary students (Prep - Year 2) are provided with all art and craft supplies and a generous number of lead and coloured pencils, glue, scissors, ruler erasers, sharpeners and scissors.

Parents/Guardians provide items as per the Book Pack that are shared for ease of access in Years 3 and 4. Once they are exhausted, they are replenished by the College. Parents/Guardians provide items for students in Years 5 and 6 for their child's personal use and these need to be replenished by families when used up, broken or lost.

Students are encouraged to aim for consistency and neatness as well as maintaining a standard of quality with their learning tools. Students will work towards the habit of clean hands, ruling

PRIMARY SCHOOL INFORMATION AND PROCEDURES PREP – YEAR 6



SPOTLIGHT

Spotlight is an annual performance night that gives Primary students the opportunity to express their talents in a variety concert format that includes song, dance, instrumental items and drama. Students from all year levels are encouraged to participate by developing an item. Students rehearse and then audition for a place in Spotlight. Spotlight involves all of the Upper Primary students performing as part of their class item and student attendance is expected on this evening. Spotlight involves all students in Years 3-6 performing as part of their class item and student attendance is expected on this evening.

lines, appropriate setting out, looking after books, neat writing and drawing. All books are to be covered with non-clear contact or a suitable substitute. Textbooks should be covered with clear contact. The covering of books improves their durability and keeps them in presentable condition. Names and subject are to be in the top right corner. No graffiti, doodles, scribbling, etc on or inside workbooks is allowed. Only appropriate name tag stickers can be placed on books. Students are encouraged in the pursuit of excellence in all aspects of the work required in their books.

STUDENT LEADERSHIP PROGRAM

2018 saw the introduction in the Primary School of 'Family Groups', each headed by a pair of our student leaders. Over the course of the year, Year 6 take responsibility to guide and support their appointed small group of students across Prep to Year 5. They will also facilitate a personal development module in Term 2 and engage in training and leadership development in preparation for this important role. In addition, Year 6 students work in teams and rotate, each term, through four broad categories of Leadership:

- Peacemakers: Leadership development, Student Council representation and peer support
- Environmental: reduction of our landfill footprint through a commitment to recycling and waste sorting together with sustainable practices through the Community Garden
- Administration and Events: including Assemblies, Chapels and Open Mornings; and
- Sports: overseeing carnivals and lunchtime sporting activities and equipment.

SUNSMART POLICY

Suncoast Christian College is passionate about being SunSmart. We teach guidelines and practices for protecting skin from the

dangers of exposure to ultraviolet radiation from the sun whilst students are attending the College. Please refer to the SunSmart Policy which is available on the College website Publications > Suncoast Christian College Policies.

SUPERVISION

The safety of our children is a major priority at Suncoast. We thank our parents/guardians for partnering with us in ensuring we maintain a safe and secure environment for our Primary students. Students onsite prior to 8am without a nominated adult or Secondary sibling should proceed to OSHC.

PRIOR TO SCHOOL

Students in Prep to Year 3 are supervised from 8:00am in Narnia Upper (Junior Primary) playground. The supervising teacher remains on duty until children have proceeded to class. Prep teachers collect children on their return from morning devotion (usually between 8:20am and 8:25am) and take them to class. Students in Years 3 to 6 are supervised from 8:00am in the Emerald City precinct. The supervising teacher remains on duty until children have proceeded to class.

On arrival at school (if prior to 8:20am) parents/guardians are free to accompany their children into the Prep area or down to Narnia Lower for the purpose of putting their bags away.

Thereafter, parents/guardians should bring their children to the supervised area.

SWIMMING

Primary students in Years 3 – 6 participate in a swimming and gymnastics program in Term 1 and beach safety/surf skills program in Term 4. All Junior Primary students participate in a swimming program in Terms 1 and 4.

PRIMARY SCHOOL INFORMATION AND PROCEDURES **PREP – YEAR 6**

TIMETABLE

8:20am	Bell sounds
8:25am	Enter class to commence at 8:30am
9:00am	Morning Session
10:45am	Morning Tea
11:15am	Middle Session
1:30am	Lunch - 15 minutes eating time, followed by play
2:10am	Afternoon Session
2:55am	Finish class

UNIFORM EXPECTATIONS

Primary students are required to wear full day uniform three days per week.

YEARS 3 - 6: Sports uniform to be worn on Tuesday and Thursday.

PREP - YEAR 2: Sports uniform to be worn on Friday and their Physical Education lesson day which is advised at the beginning of the year.



SECONDARY SCHOOL

YEARS 7 - 12



SECONDARY SCHOOL INFORMATION AND PROCEDURES YEARS 7 - 12

The Secondary School operates with a Middle Years approach (Years 7, 8 and 9) and Senior Years approach (Years 10, 11 and 12).

MIDDLE YEARS

The transition from childhood to adulthood is more challenging today than ever before. This is due to the much higher level of knowledge and awareness of the outside world among the children of this era, together with the continuously changing nature and fluidity of the world and of society. The ground is shifting constantly and it is essential that the bridge between the worlds of childhood and adulthood supports and nurtures the adolescent across the intense years of growth and recovery. In the Middle Years each student belongs to a 'home class' with its own home class teacher whose role it is to take particular interest in the overall welfare of the student. This is an approach rather than a program.

Students usually have two teachers for their core subjects, one of whom is the home class teacher. In this way, significant, supportive relationships can be developed between student and teacher and among the students themselves thus creating the stability necessary for them to confidently navigate their education and the journey to adulthood.

SENIOR YEARS

The Senior Years is a rewarding but challenging time. One of growing in personal responsibility, of advanced learning, the setting of life goals and of spiritual growth. It is an exciting and fulfilling three years as students approach their graduation.

As Seniors, students are leaders. This can be expressed in peer tutoring, the Year Level Delegate Committee, the performing arts, sport, being a student leader and in community activities.

Subjects, traineeships and University study in the Senior Years are chosen with future goals in mind, understanding personal interests, strengths and preferences.

Graduation is a significant time in the College. The Senior Presentation Night and the Senior Graduation Formal honour and celebrate the culmination of 13 years of schooling.

SECONDARY ACADEMIC MATTERS

There are high expectations for student participation and engagement in all learning activities and assessment with attendance and participation in classes of the highest importance. The curriculum which teachers prepare and teach is designed for in-classroom participation and learning. Every school day counts, and each and every lesson has a purpose and role.

THE THREE-WAY PARTNERSHIP

Suncoast encourages parents/guardians, students and teachers to form a three-way partnership regarding students' academic, spiritual, physical, emotional and social welfare. Suncoast places paramount importance on encouraging parents/guardians to partner the College in all aspects of students' development. A partnership of learning where students, teachers and parents share responsibility for each student to reach their unique potential is enhanced through open cooperation and communication.

WHO TO CONTACT REGARDING CONCERNS ON ACADEMIC MATTERS

Both students and parents/guardians are openly encouraged to contact staff should any concerns arise. Contact can be made by phone or by email, or in person.

Concerns about subject or class related academic matters should always be directed to the subject teacher in the first instance. If necessary, subsequent contact should then be made with the relevant Head of Department and/or Director of Studies. Similarly, concerns about the quality of teaching and learning should always be directed to the subject teacher in the first instance. If necessary, subsequent contact should then be made with the relevant Head of Department and/or the Director of Teaching and Learning.

The Director of Teaching and Learning is ultimately responsible for the quality of teaching and learning in the Secondary School. The Director of Studies and Director of Teaching and Learning are ultimately responsible for students' academic welfare.

When concerns or queries are related to broader progress, cross-curricular, behavioural or personal issues, the first point of contact is a student's Year Level Coordinator.

STUDENT PARENT TEACHER CONFERENCES

One of the ways the strong three-way partnership of students, parents and teachers is strengthened is when students and parents are active participants at the Student-Parent-Teacher Conferences.

These conferences are held over two nights at the beginning of Term 2, and one night at the beginning of Term 3. Conferences are with each teacher for 10 minutes per subject. Students are present for the interviews. Parents make bookings electronically to see specific teachers.

Teachers may request conferences for students if they have specific concerns regarding achievement and/or attitude and behaviour. Parents are asked to acknowledge these teacher requests and make their bookings accordingly.

HOMEWORK & STUDY

Effective learners know that learning does not simply take place in the classroom. It takes place in our minds through the construction of new thoughts, memories and patterns of thinking. Effective learners are active, questioning, resourceful and reflective about their learning in class and at home.

At the end of each school day, effective learners take time to reflect upon the major knowledge, understandings and skills developed during the day. They identify what has been learnt and what needs to be consolidated or completed. They then set clear goals for the afternoon or evening's learning at home and they work efficiently so that they have time to address aspects of their learning or assigned tasks that need attention.

Here are some specific questions to guide students' reflection on their learning. Parents/Guardians should encourage students to ask themselves questions such as:

- i) What made sense today in subject "X"? What did I not understand?

SECONDARY SCHOOL INFORMATION AND PROCEDURES YEARS 7 - 12

- ii) Do I need to contact a classmate or my teacher to get help?
- iii) Are my notes from today useful? Do I need to supplement them by referring to my textbook?
- iv) How did today's work relate to the rest of the topic?
- v) Could I explain the major ideas and concepts that we are learning now to someone else? If not, I probably do not have a full understanding. What should I do about this?
- vi) Can I give clear meanings of new terms introduced over the last few days? If not, I need to develop a vocabulary list and meanings for each term.
- vii) Can I list the major subtopics and/or ideas of this topic? If not, I need to review what we have done, generate a list or a mind map and read about what is coming up.

WHAT IS 'HOMEWORK'?

'Homework' should be seen as any out-of-class learning or assigned task. It may be set by teachers as extension or elaboration of classroom work, but students should also perceive it as including their own review, preparation for upcoming work or assessment, assignment work or reading. With this view of homework, it is clear that it is a central part of their total learning experience.

WHY IS HOMEWORK NECESSARY?

- i). It provides the opportunity for extra individual work, allowing practice and consolidation of work done in class or research and preparation for future learning.
- ii). It provides teachers with feedback on how well students know and understand class work and an opportunity to assess students' progress and mastery of work.
- iii). It develops effective learning habits and self-discipline, training for students in planning and organising time, and encourages them to own and take responsibility for learning.
- iv). Most importantly, it establishes the idea that learning is not something done only at school but is ongoing and involves input from parents, family and influences other than teachers.

HOW SHOULD STUDENTS VIEW HOMEWORK?

Homework should be viewed as comprising two components: 'Immediate Study' and 'Long Term Study'.

1. IMMEDIATE STUDY

- I. PRACTICE** - Practice homework is used to practice and reinforce skills they have already learned in class.
- II. COMPLETION** - Completion homework is used to complete tasks assigned in class.
- III. PREPARATION** - Preparation homework helps to prepare students for subsequent lesson units. Homework of this type helps provide opportunities to gain background information in order to increase learning for an upcoming lesson.
- IV. EXTENSION** - Extension homework assignments require students to produce self-selected projects which allow them to apply and analyse information presented in class.

- V. CREATIVE** - Creative homework offers students the opportunity to think critically and engage in problem-solving activities. Creative assignments encourage them to put a variety of skills and concepts together and to demonstrate understanding in new situations.

VI. ASSIGNMENTS

2. LONG TERM STUDY

Long Term Study is homework that is not specifically set by teachers. It is not an 'extra'. During effective study, powerful learning occurs. When studying, students reflect on their learning and progress and undertake activities that they believe will be most beneficial for their learning.

Depending on the subject and learning required, activities could include:

- Summarising
- Reading
- Doing exercises
- Speaking
- Rehearsing
- Note-taking
- Concept mapping
- Memorising
- Practising

TIPS FOR OPTIMISING THE EFFECTIVENESS OF STUDENTS' WORK AT HOME

- i). Doing set tasks and study in the same room, at the same desk and chair, and at the same time provides a routine that is conducive to productive work
- ii). Monitoring the time spent on each subject and homework task and undertaking a variety of tasks helps keep the mind active.
- iii). Thinking about the extent of personal understanding and progress is vital for effective learning.
- iv). Having a 5 minute break every 30 minutes is very effective.
- v). During breaks, it is best to move out of the study area and do something completely different. This has been found to make the study time far more productive.
- vi). Maintaining an organised work space helps the clarity of their thinking.
- vii). Explaining to others and having someone ask them questions is also helpful because it forces students to verbalise their thoughts.

TIME ALLOCATION FOR HOMEWORK AND STUDY

Expectations vary with each subject however, as a guideline the following times (per school night) are suggested:

YEAR 7	1 hour
YEAR 8	1 – 1.5 hours
YEAR 9	1.5 – 2 hours
YEAR 10	2 – 2.5 hours
YEAR 11 AND 12	3+ hours

SECONDARY SCHOOL INFORMATION AND PROCEDURES YEARS 7 - 12

ASSESSMENT POLICY

Please refer to the Middle Years and Senior Years Assessment Policies, available in the Documents tab on SEQTA Engage for information regarding:

- Assessment calendars
- Absence during term time
- Non-submission of assessment on the due date of an assessment and/or absent for an exam
- Extensions and rescheduling of assessment dates
- Issues of academic misconduct, such as cheating or plagiarism
- Drafts and teacher feedback during assessment preparation

COURSE INFORMATION

For information regarding course and subject selections, please refer to the Middle Years and the Senior Years Course Information Booklets which are available at Secondary Reception, from the Enrolment Officer and on the College website www.suncoastcc.qld.edu.au.

SUBJECT CHANGES

Subject changes must be made within the first two weeks of each semester for Years 7 - 10, or in the first two weeks of Unit 1, 2 and 3 in Years 11 and 12. It is the student's responsibility to direct this process. Once a subject change form is obtained from Secondary Reception, the student needs to personally speak with the teachers from both the current and the new subject to ensure they have all of the facts. Parent/Guardian approval is also required.

Once all of the relevant parties have been seen, the student makes an appointment with the Director of Studies who will either approve or disapprove the request. In Years 11 and 12, issues surrounding QCE eligibility and ATAR eligibility must always be considered. If approved, the Director of Studies will inform the student of the new subject start date, along with any work and/or assessment that needs to be caught up. Subject changes outside of this time (first 2 weeks of each semester or unit) will only occur in exceptional circumstances.

CLASS CHANGES – ENGLISH AND MATHS

Heads of Departments and department teachers put much thought and work into the creation of English and Maths classes each year. Factors such as academic capabilities, personality, and gender balance are considered. In the event that a student wishes to change their Maths or English class, these requests will be processed by the relevant Head of Department. It is the student's responsibility to direct this process. An 'Application for Class Change' form is available in documents tab in SEQTA Engage.

DRIVING TO SCHOOL

As students' progress into Year 12, many will gain their learner's permit and eventually their full driver's licence. Students who drive to school are to park their cars in the parent section of the College car park. Once at school the vehicle is not to be used during the school day. The "school day" includes lunch breaks, study sessions and other out-of-class times. The vehicle is a means of transport to and from school only; it is not to be used for any other purpose.

All students travel to sporting venues or other excursions on the school buses. Students are not to use their vehicles to leave the school grounds except at the end of the school day.

LOCKERS

Lockers are available for all Secondary students for the storage of books and other school materials. They are not to be used to store food or drink of any kind for more than 24 hours. Lockers are to be maintained and kept clean. If lockers are misused or unclean in any way the College reserves the right to remove this privilege and charge students for the cost of cleaning or any repairs needed. Combination locks with a unique code will be issued instead of keys. Any damage to a locker or combination lock must be paid for.

CONDITIONS OF USE

- The locker is compulsory. Students are not to carry bags around campus at all.
- There is not a hire fee. Students will be issued with a specific locker number and accompanying lock.
- If lock is lost or damaged, the student will need to pay \$10 to the Accounts office.
- The student will then take the receipt to Secondary Reception and Secondary Reception will supply a new lock and keep a record of this.
- Under no circumstances is a student to seek access to another student's locker.
- The College reserves the right to examine the contents of lockers after gaining the permission of the Principal.

LUNCH AREAS AND ACTIVITIES

The College operates a Café at morning tea and lunch times. Menus are displayed at the Café and on the College website under Our Community > College Café.

All classrooms are to be vacated at recess and lunch breaks unless students are attending scheduled meetings, detentions or tutorials. Students are to vacate the oval 10 minutes before the end of lunch to allow sufficient time to prepare for afternoon classes.

MOBILE PHONES

Mobile phones can interfere with the running of the school day in several ways:

- Disruption in a lesson by the phone ringing, SMS messages being sent and received, showing other students in the class a photograph, wallpaper or another facet of the phone.
- Peer pressure on other students to have a phone and the generation of a false sense of 'must have' this very expensive item.
- Student use of a phone camera at school that is likely to be in breach of privacy laws.
- Contact with students by other students on campus and unknown members of the community off-campus. These may be parents/guardians, boyfriend, girlfriend, employer or casual acquaintances.

MOBILE PHONES ARE PERMITTED IN SECONDARY SCHOOL BUT MUST BE TURNED OFF AND NOT USED DURING THE SCHOOL DAY (8:30AM TO 3:00PM).

- Making or receiving a call or SMS message or taking a

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photograph are all considered to be a use of the phone.

- Any out of school hours photography taken on campus must not contravene privacy laws. Students need to be aware of the issues involved with the taking of photographs of minors.
- Security of the phone is the responsibility of the student. The College will only be responsible for the phone when it is lodged with Secondary Reception for safe keeping.
- Use of the phone during morning tea or lunch breaks may result in short term confiscation until 3:00pm.
- A student's mobile phone will not be kept after school hours unless this has been communicated with parents/guardians beforehand.
- Phones may not be used at the end of the school day until a student has exited the grounds or after 3:00pm.

SECONDARY SCISSA AND COMPETITION SPORT

The Sunshine Coast Independent Schools Sports Association (SCISSA) is the premier inter-school sport competition on the Sunshine Coast.

Students from Years 7-12 have the opportunity to represent the College in the Wednesday after school SCISSA competition. Training sessions are held in school hours and team playing uniforms are provided by the College.

TERM 1

Junior and Intermediate Volleyball
Senior Football (Soccer)

TERM 2

Senior Volleyball
Girls Rugby 7's

TERM 3

Boys and Girls Touch Football

TERM 4

Junior and Intermediate Boys and Girls Football (Soccer)
Boys Rugby 7's

Students also have the opportunity to participate in the Sunshine Coast Secondary Schools Netball (SCSSN) competition (Monday night Netball) and Sunshine Coast Secondary Schools Basketball (SCSSB) competition (Friday night Basketball).

REPRESENTATIVE SPORT PATHWAYS

Students also have the opportunity to be selected for Independent District representative teams to take part in Sunshine Coast School Regional Trials. This means students can proceed from school representative through to Independent schools, regional schools and finally State/National representative pathways for both team and individual sports

STATIONERY REQUIREMENTS

Secondary stationery requirements for each Year level and subject are determined during Term 3 of the previous year and published in Term 4.

The College engages the services of a specialist stationery supplier to provide a one-stop online service supplying all students' books and stationery directly to parents/guardians. The online service is easy to use and very cost effective, saving families' time and money. Stationery packs are delivered to

homes in mid-January. This helps busy families avoid any last minute rush before the start of the new school year.

There is no obligation for you to use this service and families are welcome to purchase their child's stationery elsewhere in time for the commencement of the school year.

Other class requirements may be explained at the commencement of the year by the classroom teacher.



STUDENT LEADERSHIP OPPORTUNITIES

Year 12 Students are nominated by peers and staff for responsible positions of College Captains, Vice Captains and members of the Year 12 student Leadership Team. On the basis of the results of this voting, students are invited to apply for positions and undergo an interview process.

Senior Years and Middle Years House Captains and House Vice Captains mobilise and inspire the student body towards House activities and competitions.

House leaders and the Chair of the Year Level Delegate Committee are appointed by senior staff.

Students receiving such honour are those who have demonstrated leadership and organisational qualities suitable for guiding students toward a proper relationship with other students, staff and God. Student leaders have various duties to perform.

The Secondary Year Level Delegate Committee has a two-fold purpose. Firstly, it is a voice for the students of the College in Years 7-12, provided by up to three representatives elected from each year level. These representatives provide ideas and issues concerning college life that are highlighted throughout the relevant student body. Secondly, the YLDC acts to be of practical assistance service to the College community concerning service and operational matters as required by the Head of Secondary. Through students' opinions, innovations and ideas that are contributed through the YLDC, the school becomes a more interactive and intertwined environment, uniting the entire Secondary community and restoring credibility and faith towards institutions within the school.

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STUDENT PARKING

Students who drive to school may park their cars in the staff area of the College carpark via the Schubert Road entrance. Once at school the vehicle is not to be used during the school day. This covers lunch breaks, study sessions and other out-of-class times. The vehicle is a means of transport to and from school only; it is not to be used for any other purpose.

Please refer to 'Road Safety in the Carpark' in the General College Procedures section of the Handbook. These rules are to be strictly adhered to in order to ensure safety of all students.

TEXTBOOKS

All textbooks are owned by the College and issued for either a term, a semester or the whole year with the hiring charge included in the College fees. The average cost of a set of textbooks for one student is between \$300 and \$500. The books are to be returned to the Library at the end of each term, semester or year in good condition. A non-refundable handling fee of \$5 will be imposed on each book brought in after the due dates. If a book is not returned, wilfully damaged or lost, then the parents/guardians are required to pay the full replacement cost plus an administration fee.

REPORTING AND FEEDBACK

Academic progress of Secondary students is communicated in two key ways:

- Mid and End of Year reports
- Continuous assessment feedback

MID AND END OF YEAR REPORTS are a traditional, formal report which outline student achievement at key junctures in the year. For each subject, students receive an overall academic achievement grade on an A-E scale, a statement of learning in the subject, a summary of their progress, their achievement relative to the rest of the cohort, and ratings for the key

CONTINUOUS ASSESSMENT FEEDBACK is provided for each piece of summative assessment completed by the students as part of their studies. The purpose of feedback is to provide meaningful information about a student's strengths and areas for improvement to support them to progress their learning.

Continuous assessment feedback is:

- individualised
- specific to the teaching, learning and assessment
- related to the standards/descriptors
- clear, and in language that is readily interpreted by students and parents

- timely, so that students can act on it and adjust their learning

Feedback for each summative assessment task is provided to students through SEQTA Learn and parents through Seqta Engage.

This feedback will include:

- Overall result or mark for the assessment piece.
- Criteria and standards or ISMG (Instrument Specific Marking Guide) with ticks or shading to indicate how the response matches.
- Comment – written text that summarises achievement on the response and which highlights the areas of strengths, areas of weakness and the 'next steps' or ways to improve in future tasks.

Where appropriate, a teacher may also provide annotations on the student response, to provide further detail and advice.

Students and parents can expect feedback on an assessment item within two to four weeks of its due date. This timely feedback means that students can act upon the feedback and adjust their learning before they produce their next piece of assessment.

MODERATION

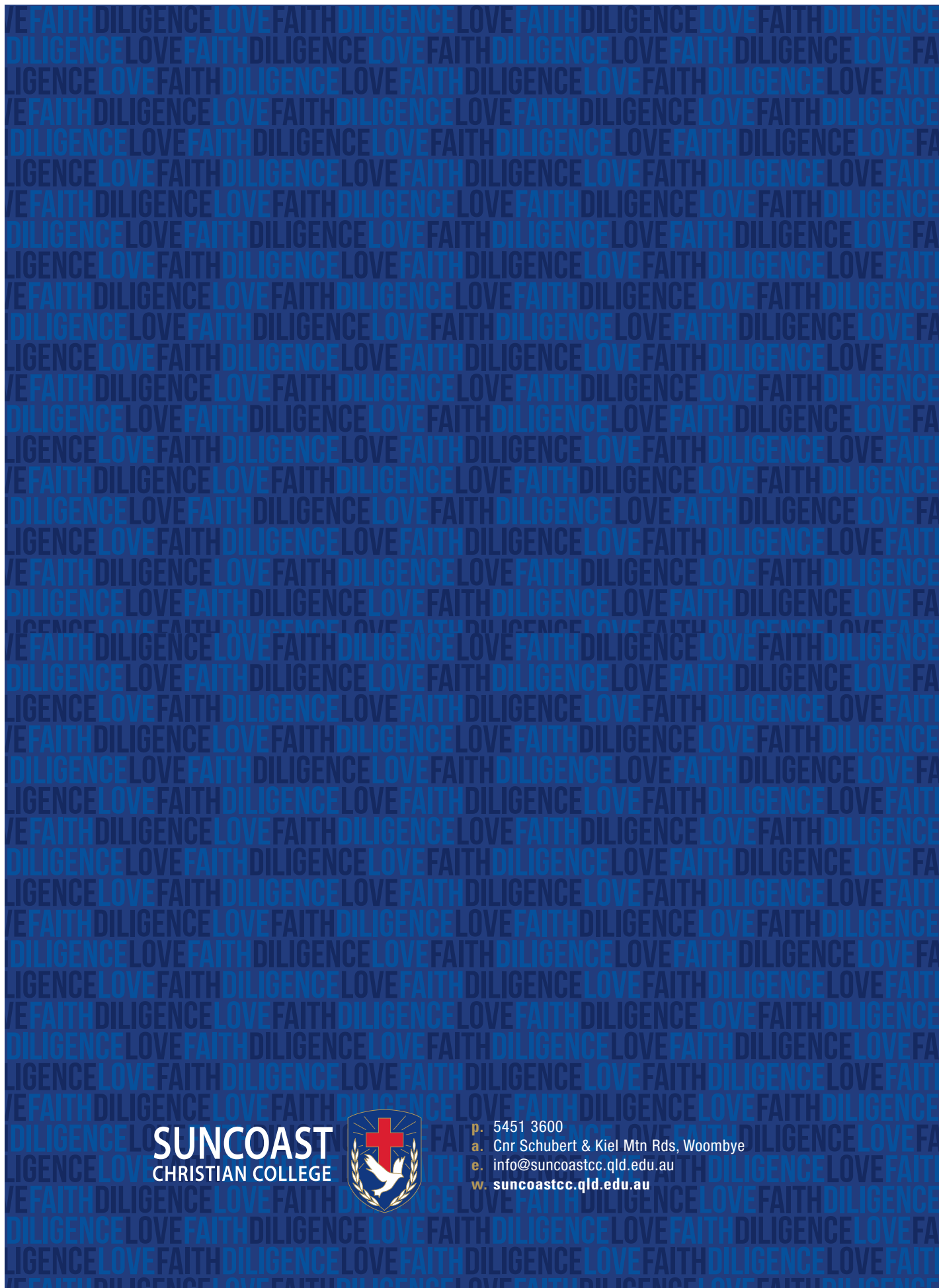
Every summative assessment task must go through a form of moderation before release to students and parents. Moderation enables greater teacher consistency of marking and grades.

For subjects with multiple classes in a year level (ie English, Maths etc) all of the class teachers participate in moderation. For stand-alone subjects, where there is only one teacher of the subject in the year level, moderation occurs with the HOD, a teacher in a related subject or who teaches the subject in another year level, or an external person/colleague. Each subject department will have its own specific methods and processes for moderation.

REVIEW OF FEEDBACK/RESULTS

Students and parents can always seek clarification and further explanations of assessment feedback. In the first instance, students speak face to face with the subject teacher. If there is not time for this in class, the student can set up a meeting with their teacher at a mutually convenient time. Parents are welcome to contact the subject teacher directly if there are still questions or concerns regarding the feedback or grade.

After contact and explanation from the subject teacher, a parent or student who is still concerned with the grade of a particular assessment piece should contact the Head of Department or Director of Teaching and Learning who will arrange for a review of the student's assessment. The findings of this review will be final.



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