

WARWICK  
CHRISTIAN COLLEGE



Parent Handbook

2020

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## General School Information

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**Slade Campus:** 70 Horsman Rd, WARWICK, 4370

**Glengallan Campus:** 106 Glengallan Rd, WARWICK, 4370

**Phone:** 07 4527 4800

**Email:** [admin@warwickcc.qld.edu.au](mailto:admin@warwickcc.qld.edu.au)

**Website:** [www.warwickcc.qld.edu.au](http://www.warwickcc.qld.edu.au)

**Office Hours:** 8:00 am – 3:30 pm during term times.

**School Hours - Slade Campus:** 8:30 am – 2:55 pm

**Glengallan Campus:** 9am start. End time as per individual student timetable

School Hours (Supervised) – Students are not supervised in the school grounds prior to 8.00 am or after 3:30 pm. Alternative arrangements will need to be made outside these hours. (Until we get a bigger bus, any student arriving on the early bus is supervised in the Barnes classroom until 8:00 am.)

## Principal's Welcome

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Welcome to Warwick Christian College. Our College commenced in 2007 with a small number of students at the Kingswood Campus on Canningvale Rd. In 2013 we commenced operation at Slade Campus and now also run the Southern Downs Flexible Learning Hub, known as The Hub, at the Glengallan Campus on Glengallan Rd.

Warwick Christian College is co-educational and has a total enrolment of around 165 students in Primary and Secondary years, 135 students at Slade Campus and 30 students at our alternate education site, The Hub, Glengallan Campus. We have a non-denominational Christian ethos and cater for children from a wide variety of Christian backgrounds and traditions. We also cater for families who, though not necessarily Christians themselves, desire a Christian school culture and educational experience for their children. All staff are committed Christians from various denominations selected for their professional competence as well as their calling to the ministry of a Christian school.

We now have a new logo with Christ, Community, Character as the motto that better reflects the direction of Warwick Christian College. We aim to keep the end in mind – how will what we do promote CHRIST, how will this benefit the COMMUNITY and how will it build the CHARACTER of the students?

Christ is the highest and loftiest goal any could aim for, yet He is meek and lowly. His self-sacrifice is the ultimate and highest standard any could model. By teaching the historical reality of biblical Christianity, we are showcasing the only perfect life lived and providing the best role-model available.

We all serve in a community and our goal is to prepare all our students to be the best citizens to be found anywhere. The best way to do this is to build children's characters. We encourage students to reach their full potential in God, in an atmosphere of love, respect, peace and discipline. We believe it is our calling to help students achieve academic excellence, receive sound spiritual guidance based on a biblical foundation, and to help students develop and use their God-given talents in the service of Christ and our community, and in the interest of character development.

I can confidently promote the wonderful staff of Warwick Christian College as the best, most competent, most caring and humble team I have had the joy of working with. They genuinely love your children and are committed to the Christian Community Ministries' focus of Educating for Eternity and Equipping for Life.

I thank you for your support of our College and ask that you also continue to support us in prayer as we work towards helping the many students in our charge to reach their God-given potential.

Yours in Christ,



Carmelo Rubio

*Principal*

## Statement of Faith

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The College strives to create a non-denominational Christian ethos, catering for students/families from a wider variety of Christian backgrounds. In the interest of Christian unity, issues about which Christians differ will be avoided.

Beliefs, doctrines and practices contrary to the Statement of Faith will not be allowed within the College.

We encourage parents, who are new to the evangelical Christian faith to undertake a "Christianity Explained" course during their child's/children's first semester at the College, preferably with a church of your choice. An opportunity to attend a brief explanation of the evangelical Christian faith will be offered every year. Dates for these briefings will be advertised through school communication channels. This is important because parents need to understand the College's Christian goals and ethos, and know what their children are learning about the Christian faith.

The Christian beliefs on which the College's ethos are based, are stated below:

*Bible:* The Bible is the inspired Word of God and is the sole authority in all matters of Christian faith and practice.

*God:* God is a Trinity of Persons, Father, Son and Holy Spirit, and is eternal, infinite, loving, wise and sovereign (i.e. in complete control).

*Humans:* God created humans in His own image and likeness. Humans failed to obey God. This resulted in sin entering into the human race and separating people from God. In their fallen state, humans are not able to save themselves and remain in this fallen state under Satan's rule until receiving spiritual life through Christ.

*Salvation:* God, in grace, made it possible for people to be brought back to Himself by sending His Son, Jesus Christ, into the world. Born of the Virgin Mary, through the power of the Holy Spirit, He was sinless in every respect. By His death and resurrection, He is able to save all who come to Him in humble repentance and accept Him by faith.

*The Church:* The Church is the company of all true believers, formed by the Holy Spirit into one body, of which Christ is the Head.

*The Local Church:* There are local expressions of this body termed local churches. The ideal is that they all come together on the common ground of faith in Christ for praise, prayer, listening to the preaching of the Word, worship and witness.

*The Second Coming:* The Lord Jesus Christ will return as Lord, King and Judge.

*The Holy Spirit:* The Holy Spirit comes to live in every believer from the moment of salvation. The filling of the Holy Spirit is the result of living in devotion and obedience. The Holy Spirit's influence is to produce Christlike character.

## Teaching of Creation

Warwick Christian College upholds the teaching of a Christian worldview which incorporates the principle emphasised throughout the Bible that all things were created through, by and for Jesus Christ. The creation model is seen as foundational to the wider curriculum of a Christian school.

The miraculous healings that testify to the divinity of Jesus Christ demonstrate that He is capable of creating (matter, cells, tissues, organs) instantaneously and without recourse to a process that we can necessarily understand. By faith we understand that what is seen (the material world) was not made out of what was visible (Hebrews 11:3). To learn about the creation events, we look to both the knowledge God has revealed in the Bible and to the knowledge derived from research.

In our teaching of creation, we seek to demonstrate that there is a significant body of evidence that supports the biblical account. In this regard we emphasise that there is a need for students to adhere to the values of intellectual integrity and open-mindedness in the processes of enquiry and in interpretation of the evidence. We believe it is important that students are aware of and respect other points of view, and be gracious towards the people who hold these. In the scope of our teaching we may discuss how Christians attempt to reconcile and relate the Creationist model to different and often contrary ideas about origins. Faith will always play a significant part in our thinking about origins and be the ultimate determinant of our position.

Because we acknowledge that God is Creator and that in His nature, He is consistent, we see His fingerprint of love, beauty, grace, faithfulness and majesty in what has been created. This calls for an appropriate response of praise, worship and gratitude. We would also expect that accurate models of creation and origins would uphold and be consistent with the divine nature.

A Creationist view of origins includes:

- the sudden creation of the universe including all its matter, energy, its laws and life forms out of nothing by a deliberate or sovereign acts of God over a period of 6 literal days
- the proposition that species may adapt and change within fixed limits but not change into other species through natural selection or mutation
- the proposition that cataclysmic events (like the flood of Noah's time) have impacted upon the processes and time-frames of uniformitarian models or origins.

We recognise that the creation has been diverted from its original perfection due to man's rejection of the will of God. We also look forward in hope, to its promised liberation and redemption from bondage to decay.

We encourage students to be good stewards and work for the preservation, reconstruction and unselfish management of our environment.

We understand that ideas inherent in evolutionary thinking currently dominate many fields of learning. It is envisaged that in the teaching of some subjects (such as Biology) the ideas and processes incorporated in Evolution Theory will be examined, but not presented as truth.



# Introduction to Warwick Christian College

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We are a Christian Community Ministries Ltd (CCM) ministry serving the schooling needs of those families seeking a Christian education for their children; helping them with their God-given responsibility of nurturing and training their children. In doing so, presenting the gospel of Jesus Christ as part of a Christian worldview that will help all community members learn and grow in their understanding of the Christian Faith.

## Goals and Objectives

- To present God as Sovereign Ruler of all things and Christ, His Son as Saviour and Lord, through the power of the Holy Spirit
- To prepare educational programs which are in harmony with the revealed truth of the Bible and fulfil government and community educational requirements consistent with this truth
- To help students develop and use their God-given talents in the service of God and mankind by providing quality education programs addressing spiritual, academic, physical, social and emotional needs
- To teach students a biblical world view and their roles and responsibilities both as individuals and as members of the community
- To present students with the choice they have to become followers of Christ and to help them understand the challenges, responsibilities and blessings of Christian living
- To resource the College with dedicated Christian staff, committed to the Mission of the College who, through professional skills and spiritual gifts, influence and encourage students and the wider College community in the ways of God and recognise the role of faith in their ministry
- To support families in the role of raising their student children and to encourage them to be involved in the life of the College
- To create an educational environment which encourages students to learn of God and respond to Him in love, obedience and service
- To encourage members of the College community to be active participants in their local churches

## Contacts

<b>Principal</b>	Carmelo Rubio
<b>Teacher in Charge – SDFLH – the Hub</b>	Sarah Gilmour (acting)
<b>Registrar</b>	Anita Greening
<b>Facilities and Functions Manager</b>	Maritta Hutley
<b>Inclusive Education Teacher</b>	Samara Sargeson
<b>Finance</b>	Sharon Ryan
<b>Reception, Uniform and Bookshop Convenor</b>	Cindy Nicholls
<b>Marketing &amp; IT Services</b>	Nathan Dearling
<b>Head of Primary</b>	Sean Greenacre
<b>Primary Teachers</b>	Ann Burns – Prep
	Shannon Freeman – Yr 1/2
	Margie Wood – Yr 3/4
	Raylene Lomas – Yr 3/4
	Marius Booyesen – Yr 5/6
<b>Head of Secondary</b>	Jason Gay – English, Humanities
<b>Secondary Teachers</b>	Sarah Bailey – Music, The Arts
	David Hannah - Mathematics
	Fhine Ultra – Science & Technology
	Daniel Gilmour – HPE & Jnr Science
	Patricia Sheil – English and Humanities
<b>Vocational Education and Training (VET)</b>	Sally Clifford
<b>Bus Driver and Maintenance</b>	Mark Nicholls

# **Policies and General Information**

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## Standard Collection Notice

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The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the school. The primary purpose of collecting this information is to enable the school to provide for your son/daughter.

Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.

Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.

Health information about pupils is sensitive information within the terms of National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

The school, on varying occasions discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners and people providing services to the school, including specialist visiting teachers, sport coaches and volunteers.

If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter.

Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in school newsletters, magazines and on our website.

Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Pupils may also seek personal information about themselves. However, there will be occasions when access is denied. Such occasions would include where access may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence.

As you may know the school engages in fund raising activities. Information received from you may be used to make an appeal to you. (It may be disclosed to organisations that assist in the school's fundraising activities solely for that purpose). We will not disclose your personal information to third parties for their own marketing purposes without your consent.

We may include your contact details in a class list and school directory. If you do not agree to this, you must advise us now.

If you provide the school with personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school. The reason why you should inform them is so they can access that information if they wish, because the school does not usually disclose the information to third parties.

# Enrolment Policy

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## Christian Community Ministries Ltd

### Policy

Christian Community Ministries Ltd authorises the Principal to enrol students, subject to this policy statement.

### Definitions

*Parent:* Where the word parent or parents is used in this document, this also includes legally approved carers and guardians.

*Principal:* Where the word Principal is used in this document it means the person in authority at the College at any given time, or his or her delegate.

### Policy Rationale

The primary purpose of the College is to provide children with a Christ-centred education.

The Board expects the enrolment process to be rigorous and thorough. They want to ensure that a parent or parents enrol their children in the full understanding of the commitment that will follow from the enrolment of their children. In this regard, the Board requires the enrolling parent or parents, as a pre-condition to the enrolment coming into effect, to provide their written agreement to specific conditions of enrolment which are detailed on the Enrolment Form. *See Christian Community Ministries Ltd Enrolment Policy.*

The Board also expects the parent or parents to be involved in voluntary help within the College. Whilst a written commitment from the parent or parents in this regard is not required, the Board does require that the parent or parents be advised of the needs within the College and of the avenues by which the parent or parents can assist.

### Enrolment Acceptance Criteria

All enrolments must be considered by the Principal in the light of the general impact on the student body, especially so where an enrolment application is made for the enrolment of:

- a student with behavioural problems or learning difficulties; or
- a reference for either the family or student is cause for concern; or
- there is some other complicating factor

The Principal, in exercising his/her discretion as to whether or not to enrol a potential student, will always uphold certain mandatory standards as detailed in this policy.

Every student will be enrolled subject to one semester's probation.

Every enrolling family will nominate two referees who may be contacted by the College to obtain additional background information.

A parent or parents of children for whom enrolment is sought may be required to submit a reference for each child. The reference may be from a former teacher or from their youth group leader (including organisations such as PCYC, Scouts, Guides, etc.), Sunday School teacher or Pastor. References are not applicable to enrolment of students below Year Two. See *Christian Community Ministries Ltd Enrolment Policy*

A parent or parents, who are not actively involved in a Christian church when enrolling their children, will be encouraged to undertake a "Christianity Explained" or similar course as provided by the church or fellowship of their choice, within a reasonable time of their child's enrolment. Assistance to make this connection can be provided upon request.

Each enrolment application shall include a statement referring to the requirement that an enrolment application will not be processed unless certain specified conditions of enrolment are agreed upon. These conditions of enrolment concern:

- Parental agreement to allow the student to participate fully in the life of the College
- Parental commitment to support the visions and goals of the College at all times
- Parental encouragement of the student to behave in ways that are consistent with the expectations of the College
- Parental acknowledgment of and commitment to following established College processes when dealing with any concerns that they may have with the College
- Parental agreement to empower the Principal to discipline the student whilst at College
- Parental agreement to pay College fees by the due date; and
- Parental agreement to release certain information to DEEWR for purposes of College funding.

The absolute minimum age for commencement in the Prep class is that the child must be four and a half (4.5) years old or older, prior to the start of the Prep year. It is a requirement that students commencing Prep must have their fifth birthday on or before 30 June of their Prep year.

Any consideration for *Early Entry to Year 1* will be initiated upon formal written request and will involve extensive interview/s with the Principal and Learning Enrichment Coordinator. During the course of interviews, detailed explanation and discussion will be engaged in regarding assessment/eligibility criteria. A position of this nature must include documented evidence in the presentation of a student portfolio and include diagnostic assessment with a commitment to obtain psychometric assessment for cognitive functioning.

# Student Undertaking

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## Introduction

All at Warwick Christian College hope and pray that you as a student will find your school years at the College to be a very positive experience – which will help you fulfil your God-given potential as a person. But whether you succeed – or not – as a student here, is to a large extent up to you and the choices you make during your stay. A positive attitude and a firm resolve are essential if schooling is to be of full benefit. You will also need to develop your personal organisational skills and accept appropriate guidance. Think also of what you can contribute to college life – as well as what you can get out of it.

We require that you thoughtfully work through the following criteria. Some will require that you read about the College's policy on the particular issue. We realise that no one is perfect and expect there will be slip-ups at times. But these should be rare – and over time, a desire on your part to be and to do what is expected should be evident. For the College's part, every support will be provided to assist you in keeping your commitment.

## Undertaking

In applying to become a student of Warwick Christian College, I agree to:

- Be regular and punctual in attendance – also observing correct procedure when arriving late or leaving school during the school day.
- Comply fully with the Uniform Code - including expectations regarding hair and jewellery.
- Strive to meet academic work requirements and reach standards that reflect my ability.
- Work and co-operate with the staff as they seek to do their jobs here.
- Respect other members of the College community as people - including fellow students, staff members and volunteers – their rights and their property.
- Accept and abide by College policies – including policies regarding drugs (including tobacco and alcohol), relationships and moral issues, computer and internet usage and policy regarding mobile phones.
- Participate willingly in all aspects of the curriculum, including: - excursions, workshops and camps.
- Act safely and responsibly on school vehicles and on camps and excursions.
- Be a worthy representative of the College out of school hours – including on the way to and from school.
- Respect the Christian goals of the College and the Christian standards of the wider College community – at no time speaking or acting to undermine these.

Students will receive a separate form with the details above at the commencement of each year (also on enrolment) and will sign to show commitment to being a student at the College.

## Student Welfare

Warwick Christian College is aware that the educational, personal and social experiences at school impact on young people's personal growth as well as on their learning and life options. We are committed to helping families to raise their children in a safe Christian environment. 2019 will see the introduction of the *Student Wellness Program* framework and principles of Positive Behaviour Support which explicitly teaches expected acceptable behaviour.

Discipline helps all of us to achieve God's purpose in our lives. People who are disciplined (i.e. self-controlled and responsible) lead fruitful and successful lives.

Therefore, high standards of class and individual conduct are expected at the College. Rules help communities live and work together. Our Student Behaviour Agreement outlines the rules and consequences. For example, our universal rule is:

Students are expected to act in a safe, healthy, fair and respectable manner at all times at school (this includes any College activity and coming and going to and from school).

When something negative has happened, we work with the student through a process. This includes:

- facing the reality/truth of the choices that have been made and the hurt it has caused (Confession),
- considering the rules and values that have been broken, and considering positive alternative solutions (Repentance),
- finally considering ways of putting things right including the need to face any other consequences imposed by the community (Restitution).

This way we aim to help the young person to accept that an action – when it has occurred – has been wrong. We encourage them to realise that wrong actions always have unhappy consequences, to accept whatever consequence is imposed and go on humbler and wiser – with God's help – having learned from the unfortunate episode.

In addition to our Student Behaviour Agreement, we have specific policies and procedures regarding:

## Bullying and Harassment

The bullying and harassment policy is a comprehensive, whole school approach, which aims to enhance the development of a school environment where students feel safe, valued, engaged and purposeful.

## Child Protection

To provide written processes about the appropriate conduct of Warwick Christian College staff and students that accord with legislation applying in Queensland about the care and protection of children, thereby reducing the threat of harm to students in and out of school.

You can receive copies of the full policy documents by requesting it by email.



## Child Protection

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Warwick Christian 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 our College will always be a primary consideration.

We expect our students to show respect to our staff and volunteers and to comply with safe practices and we expect all employees to ensure that their behaviour towards, and relationships with, students reflect proper standards of care for students, and are not unlawful. The College will respond diligently to a report of suspected or actual harm, or risk of harm to a student.

### What does the College mean by harm?

Recent Queensland legislation defines harm as:

- any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It does not matter how the harm is caused. Harm can be caused by:
- physical, psychological or emotional abuse or neglect
- sexual abuse or exploitation
- domestic or family violence

### How does the College protect students from harm?

The College has a comprehensive Child Protection Policy, which covers the actions to be taken if a member of staff or a parent of the College becomes aware or reasonably suspects that harm has been done to a student of the College by other staff, people outside the College, by other students or self-harm.

### What should you do if you become aware or reasonably suspect that harm has been caused to a student of the College by a member of staff, someone outside the College, by other students or self-harm?

You should report your concerns to the Principal or to any other member of College staff.

### What will happen next?

If you report your concerns to a member of staff other than the Principal, the member of staff will report it to the Principal immediately.

### What will the Principal or the CEO do?

If the Principal or CEO receives a report of harm or suspected harm to a student of the College and he/she becomes aware of the harm having been caused or reasonably suspects the harm to have been caused, then it will be reported as mandatory reporting policy. This report may be made to Police, Department of Child Safety, Allied Health professionals and/or Christian Community Ministries Ltd.

## What happens about confidentiality?

Your report will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Principal and those directly involved. The CEO, Christian Community Ministries Ltd may also need to be informed. It is the College's policy that confidentiality between the College and parents will be respected as much as possible and any concerns raised by parents will not rebound adversely on their children.

Each person who has access to information regarding suspected or disclosed harm is required to observe appropriate confidentiality. However, the College is unable to promise absolute confidentiality since the steps of the policy will require disclosing, internally and externally, certain details involved in responding to the report. State authorities can compel people to give evidence about actions under the Policy and to produce documents. You would be fully informed if information you provided was to be passed on to a third party.

Any action which needed to be taken under staff disciplinary procedures as a result of an allegation not requiring police intervention would be handled confidentially within the College and/or within Christian Community Ministries Ltd protocol.

## How will the College help my child?

The Principal will ensure that the following actions are completed to reduce the chance of harm occurring:

- ensure that each staff member understands and fulfils their obligations under this Policy and the Policy for reporting abuse.
- ensure that there is an acceptable reference for each staff member engaged since the commencement of this protocol, from his or her previous employer.
- ensure that each staff member and volunteer (who is not a parent) who has contact with children has a current Positive Suitability Notice issued by the Office of Public Safety Business Agency (formerly Commission for Children and Young People).

If the Principal receives a report of harm to your child, he/she will support the child by:

- responding rapidly and diligently to the report
- reassuring the student
- protecting the child's confidentiality as much as possible
- offering continuous support
- providing counselling if required

## What should I do if I require more information?

The College's complete Child Protection Policy is available at the school administration. Parents and students may have access to this policy at any time.

# Bullying and Harassment

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While bullying is an uncommon problem at Warwick Christian College, part of our safe at school policy is to train children in how to identify and deal with bullying types of behaviour. Being bullied or harassed means that someone is subjected to behaviour that is emotionally hurtful, threatening or physically harmful and this behaviour is repeated over time. It may also take the form of serious physical assault.

## Physical Bullying

Including pushing, shoving, punching, kicking, poking, tripping people up, gestures or invasions of personal space. It may also take the form of serious physical assault.

## Verbal Bullying

Including name calling, offensive language, putting people down, picking on people because of their race, gender, religious creed, physical appearance or academic ability.

## Sexual Harassment

Including unwanted touching or brushing against someone's body, sexually orientated jokes, writings, or drawings, using rude names, unwanted invasions of a sexual nature, asking questions about someone's private life.

## Other

Including offensive notes or material, graffiti, damaging or hiding someone else's possessions, picking on others, threats, intimidation, extortion, repeated exclusion or isolation.

## What to do – TELL SOMEONE!

There will always be people who will try to hurt us with their words or actions, but there are things you can do if you are being bullied.

## Anti-Bullying Strategies

Tell someone. Tell a staff member at the school or your parents.

Tell a friend what is happening. Ask him or her to help you. It will be harder for the bully to pick on you if you have a friend with you for support.

Try not to show that you are upset or angry. Bullies love to get a reaction – it's "fun". If you can keep calm and hide your emotions in front of them, they might get bored and leave you alone.

Don't fight back. Most bullies are bigger or stronger than you. If you fight back you could make the situation worse, get hurt or be blamed for starting the trouble.

It's not worth getting hurt to keep possessions or money. If you feel threatened, give the bullies what they want. Report it straight away to the teacher on duty or to the office.

Try to avoid being alone in the places where you know the bully is likely to pick on you. This might mean changing your route to school, avoiding parts of the playground or only using toilets when other people are there. It's not fair that you have to do this, but it might put the bully off.

"Excuse me?" Sometimes asking the bully to repeat what they said can put them off. Often bullies are not brave enough to repeat the remark exactly, so they tone it down. If they repeat it, you will have made them do something they hadn't planned on and this gives you some control of the situation.

Ignore. Often the best thing you can do is simply ignore the person and walk away. If they follow you, go and stand near a teacher and they will leave you alone.

"So?" The response of "So?" to someone who is teasing you lets them know that you don't care about what they are saying. It is also very hard for them to think of something else to say.

Keep a diary of what is happening. Write down details of the incidents and your feelings. When you do decide to tell someone, a written record of the bullying makes it easier to prove what has been going on.

Remember: If you feel threatened or scared, or this is happening repeatedly – report it. If you don't tell someone, no one can help you.

## **Who do you talk to if the problem does not go away?**

Usually, it's difficult to sort out the bullying on your own, or even with the help of friends. You should think seriously about telling an adult. It's the only way to get the bullying stopped. Telling about bullying isn't 'telling tales' or 'dobbing'. You have the right to be safe from attacks and harassment and you should not be silent when you are being tormented and hurt.

At Warwick Christian College you have the right to tell someone if there is a problem. You may just want to talk it over with someone who will listen to you and help you to decide what you would like to do about it. It is your choice. If you speak to staff about it, it will be taken seriously and dealt with discreetly. Silence may only encourage further bullying and harassment. If you see someone being harassed, tell the bully to stop and inform staff.

## **Who could you talk to?**

- Your class teacher
- The teacher on duty
- Your primary/secondary pastoral coordinator
- Any one of the office team
- The school chaplain
- Any other staff member you feel comfortable with
- Your parents
- Your church minister/pastor

## Student Conduct

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We want everyone to be able to learn in an atmosphere of love, respect, peace and discipline. There are many aspects that go together to achieve this type of atmosphere. This includes providing a positive, caring environment and worthwhile lessons to ensure everyone has the best opportunity to learn. Yet, as with most communities, problems do arise between what different people want at different times. In our classes the teacher is the person in charge. They have the authority of the College community and the wider society to promote learning by conducting their class in a fair, safe, healthy and respectable manner.

To help build a spirit of cooperation and to help children to succeed in their schooling we aim to ensure discipline and other organisational matters are clear, consistent and fair. We base our discipline on the 'truth with grace' Biblical model of respect, responsibilities, rules, consequences and reconciliation. This agreement acknowledges the cooperation required between students, families and staff if children are to work towards their potential for God at school. Therefore, this agreement is what we refer teachers, families and children to when problems arise.

### Respect in a learning community

Everyone needs to respect:

- The authority staff members have in carrying out their roles.
- The right of staff members to carry out their roles without disruption.
- The right of other children to learn without disruption.
- The right of others to be and feel physically and emotionally safe.
- The right of others to be and feel respected, to be treated with dignity.
- The right of others to have their property cared for.
- The effort of families and others (including volunteers) to enable children to have the learning opportunities that exist at the College.

### Responsibilities

We all need to uphold and act in a manner that protects the rights and needs of others. In our class, on the bus, in the playground, everywhere at the College we are responsible for our behaviour (actions and words). Whilst wearing the College uniform, we represent the College and must adhere to the College Code of Conduct and dress standards. We do not blame other people or other things for making us behave the way we do. Every day we have to make choices on how we deal with situations. *Even when we sometimes become angry with others or ourselves we need to act in an appropriate way.* We always own our behaviour.

### Girl/Boy Relationships

Whilst the College encourages all students to act in a natural and friendly manner towards others (including students of the opposite sex) we do not allow students to participate in any special/romantic relationships whilst on campus.

The College is a shared place with children as young as 4 years old all the way through to secondary aged students. We also hold a position that “dating” or “courting” behaviour should be done with a view to finding a life-long partner. To that end, whilst under the duty of care of staff rather than parents, we don’t believe the school grounds is the right place for this type of behaviour. Specifically, the following is forbidden, particularly between teenage students:

1. Physical contact of an affectionate nature (e.g. hand holding, kissing, hugging, etc)
2. All kinds of sexual contact.
3. Pairing off into unsupervised areas.
4. Having a “dating” status

Any breach of the sentiment of this policy will be met firstly with general counsel from staff followed by an expectation that the policy will be met in full.

## Rules in a learning community

Rules help learning communities succeed. Rules enable people to learn, play and travel in an atmosphere of love, respect, peace and discipline. Our rules are based around safety, health, fairness issues and other Christian community standards. While we have general community rules, we have specific rules for areas such as the playground, bus travel, and classrooms. Teachers use age appropriate language to teach these rules and at times specify other rules that help the children to learn and play.

## Uniform Policy

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Amongst other things, Warwick Christian College aims to develop in its students a sense of integrity and identity, and identity is about character. Who we are and what we stand for is fundamental to the development of young people, and is valued highly at the College. Uniforms remind us that we share common experiences and at Warwick Christian College we aim to provide our students with valuable and liberating ‘life’ experiences. Young people are often put off by the thought of appearing to look the same as their peer group by wearing a uniform. Ironically, that same group invariably idolises a national sporting team that has a very strict uniform code.

Uniforms are an important part of the process of developing character because they eliminate the superficial aspects of growing up, the ‘image’ issues, and allow us to focus on the core. They remind us of who we are and what we stand for. The Warwick Christian College uniform is smart, flexible, and suitable for the climate and can be worn with pride. It unites the team and encouragement is given to all students to wear it with pride.

The wearing of the correct college uniform is important. Students and parents must be aware that this includes the wearing of the uniform before and after school. Students wearing the college uniform are ambassadors for the college in the public eye. Every student is asked to wear the uniform with pride at all times.

## Student Uniform Requirements

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Below is a *summary* of uniform issues (the full policy is made available to all families):

- **College uniform** is to be worn in full (or not at all) in public places or on public transport. Uniform should be worn neatly, correctly and with pride at all times. Navy skivvies may be worn during winter; however, a plain white singlet/t-shirt (no logos, motifs, writing etc.) may be worn underneath College shirts at other times during the year if required.
- Uniforms are expected to be ironed and pressed.
- **Specific dress and sports uniforms** are not to be mixed except that the sports tracksuit jacket may be worn for extra warmth with the dress uniform.
- College **hats** correct for year level and dress/sports uniform are to be worn at all times around the school, except indoors, when they are to be carried rather than worn. It is expected that students wear their hats to and from school for sun protection. **Hats must be at school every day.**
- Secondary and senior boys' dress shorts and trousers are to be worn with a plain black leather **belt** and at the **correct height on the hips**.
- **Girls and boys** are to wear regulation **navy socks**, which are worn **covering the ankle**.
- Allowable **jewellery for girls** is one pair of **small, plain gold/silver sleepers** or **small, plain studs** worn in the ear lobe, a watch, by negotiation with the Principal, a purity or signet ring may be worn. Wearing of medic-alert jewellery is encouraged.
- Allowable **jewellery for boys** is a watch only (but a medic-alert neck chain or bracelet may be worn also where this is required).
- Jewellery relating to/maintaining **extra ear/body-piercing** is not acceptable while attending the college.
- Body **tattoos** are not permitted, including temporary.
- Boys are to be **clean-shaven** at all times. Sideburns are to be no lower than the bottom of the ears.
- **Face Make-up:** No wearing of make-up is allowed. Make-up (concealer) permitted to cover blemishes only.
- **Nail enamel** and other nail products are not allowed.
- **Hairstyles** are to be conservative. No extremes in style or cut are permitted. Hair should not be styled in such a way as to interfere with correct wearing of the hat.
- **Boys' hair** is to be short, above the ears and collar, neatly styled and worn off the face (not covering the eyebrows).
- **Girls' hair** is to be tied back in a simple style with hair ties in school colours (navy, green or white), if longer than collar length and worn off the face (not covering the eyebrows)
- **Hair-styling products** (such as gel/mousse/hairspray etc.) are not to be used excessively.
- **Hair** is to be of a natural looking colour.

From time to time a student's uniform/presentation no longer meets the uniform code. Usually this is because hair grows and/or students have their hair styled/cut to be outside the code or they become lazy in how they dress. We work with students to help them gain access to class

by helping them understand their responsibilities. In no way are we making a judgement regarding an individual's taste, rather we work to help students understand their obligations as members of Warwick Christian College to be dressed and presented in a manner that meets the uniform code.

In most cases the uniform infringement can be remedied immediately by the student. If this is not possible, the student's parent/guardian will be contacted to ascertain if the corrections can be fixed by the parent/guardian bringing the required items to the college or failing that to take the student home until the uniform code is met.

Repeated uniform infringements are a display of disobedience or disrespect and as such will incur behaviour penalties and consequences.

When extreme situations or difficulties arise with respect to abiding by the uniform code, communication with the College is essential before the student comes to the college so that plans can be put in place so that the student is not disadvantaged.

**The Principal's judgement on all uniform issues will be final.**

## Reports

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As a parent, you need to know how your child is going in school. You also need to have access to information about academic grades etc. You are always welcome to speak to your child's teacher to either share information or ask for information. However, we also have the formal process of sending student reports home. If you require two reports for one child (due to family circumstances) please make your request in writing, with the addresses to which the reports need to be sent.

Parents are invited to attend Parent Teacher Interviews towards the end of Term 1 to discuss their child's progress. Parents are welcome to contact staff throughout the year to arrange a time to talk more in-depth about their child.

## Drugs Policy

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### Background Information

A drug may be defined as any substance which affects physical or mental functions. As such, drugs include a range of materials, many of which are legal in our culture although prohibited from use at school. These include alcohol and tobacco products.

This policy addresses the use of prescription drugs, legal and illegal drugs at school and gives guidance to teachers, parents, students and administrators on the consequences of a drug incident at the school.



## Rationale and Objectives

The primary objective of this policy is to provide for a school environment free of drugs, whether the drugs in question are legal or illegal.

The following values underpin all that follows in the policy and may need to be referred to when the policy itself is unclear in its application to one of the many situations which may arise.

Every student has the right to come to school to learn in an atmosphere free from the distractions and dangers imposed by drug use.

Parents have the right to expect that their children will be educated in an atmosphere free from the distractions and dangers imposed by drug use.

It is the responsibility of the school to guarantee that the rights of students and parents are respected in this matter.

The school acknowledges that it shares responsibility with parents and the wider community to provide students and parents with factual information on drug abuse and advice on the legal questions surrounding the use of drugs. Principles underpinning the school's Drugs Policy are:

- Parents and students have a right to be consulted in the formulation of the policy to contribute to the ongoing application of the policy.
- The school acknowledges that it shares with parents the responsibility to inform students of the best ways of resisting pressures to become involved in drug use and creating experiences to build their self-esteem to the level where they feel confident to make informed decisions for themselves.
- The school commits itself to dealing compassionately with students who become involved in situations of illegal drug use, but such treatment must always be given within the context of due regard for the needs and rights of the whole school community.
- The school commits itself to working closely with the police and welfare agencies in this matter and with other secondary schools which face common problems in this area.
- Experience suggests that students who divulge information to school staff regarding drug matters sometimes do so at considerable risk to themselves. The school commits itself to the protection of students who have the courage to assist the school community in this way.
- It is the responsibility of the Principal to advise the Board on the formulation of policy and the responsibility of the Board to support the school in the difficult decisions it may be called upon to make in these matters.
- Teachers share with parents the responsibility for modelling appropriate drug usage both in and out of school. Teachers accept that they are under an obvious professional obligation to set an example to their students in this matter.
- This policy will apply to all school activities including school social events, camps, excursions and sporting events in which the school may participate. Students travelling away from school on official school activities are automatically covered by the policy.
- Although this policy refers directly to drugs, it will by extension apply to the implements involved in the use of drugs. Such implements indicate an intention to use the prohibited drug and will attract penalties consistent with the use of drugs at school.

## Administration of Drugs to Students

From time to time parents may request that members of staff administer prescribed medication during school hours. All such requests MUST be in line with the school's Medication Policy. Broadly, the following procedures are to be followed:

1. The student's parents must provide a written request to the school, from the treating doctor, which includes instructions for administration of the drug, and any special needs of the student.
2. The Principal will authorise a staff member to administer the medication.
3. Only the designated member of staff has this authority. The designated member of staff must ensure that all medication is in a container labelled by a health care professional or pharmacist, showing:
  - a. The name of the drug
  - b. Use-by date
  - c. Name of medical practitioner prescribing the drug
  - d. Name of student
  - e. Dosage
  - f. Frequency of administration
4. Medication which is not so labelled must not be administered.
5. Non-prescription medication such as analgesics are not be administered by school staff.
6. All medication is to be kept in a lockable cupboard.
7. An official register on the Administration of Drugs to students is to be kept by the Registrar.
8. Parents are to be notified in writing of the school's policy including the requirement that the school takes no responsibility to ensure that medication is within its use-by period or that sufficient quantities of the medication are provided.
9. The designated member of staff is to return all unused medication to parents when the parents inform the school in writing that medication is no longer needed or is past the use-by date.
10. If a member of school staff becomes aware that a student has possession of a medication without written advice from a parent, or the parent's advice is inconsistent with the medical instructions provided, he/she should confiscate the medication, store it securely and notify the Principal. The Principal or designated member of staff will contact the parents.

## Use of legal drugs

There are clear legal sanctions governing the sale to and use of alcohol and cigarettes by minors. These legal sanctions will apply at Warwick Christian College as in the rest of the community. A policy for the use of legal drugs must be considered in relation to both staff and students within a school.

In formulating the policy, the following has been considered:

1. Health and Safety legislation places a duty of care on the employer to provide a safe working environment.
2. It is not unlawful or discriminatory for an employer to ban or restrict smoking or use of alcohol on school premises or at school related activities.
3. Smoking is now banned in Queensland in various public spaces, in motor vehicles when a person under 16 years of age is in the vehicle, and within 4 metres of all enclosed spaces.
4. It is illegal to supply cigarettes or alcohol to children less than 18 years of age.

5. It is illegal for persons under the age of 18 to purchase cigarettes and alcohol.
6. An employer may be held liable for illness resulting from passive smoking.

The following applies in relation to the use of alcohol and cigarettes on school property or at school functions:

1. Students are prohibited from using alcohol and/or tobacco on school property or at school functions and activities.
2. Students who use alcohol at school or at a school activity will face the one or more of the following consequences: expulsion, counselling, involvement of parents, and other penalties depending on the nature of the offence.
3. Staff at school camps and excursions will refrain from drinking alcohol or smoking. This observation is in keeping with the legal duty of care incumbent on all school staff and with the acknowledged need to model appropriate behaviour for students.
4. Schools were declared 'smoke free zones' in 1989 and this prohibition on smoking applies to staff, students and members of the public. Students who are found to have brought tobacco, cigarettes, matches or smoking materials to school will face the following penalties: loss of the prohibited product; counselling, other consequences, possible suspension or expulsion. Where students continually offend, students will lose their rights to participate in school activities (such as sporting trips or school excursions) where a student's compulsive smoking could cause considerable supervision problems. A period of suspension may also be appropriate.
5. In this policy, glue, solvents and other inhalants will be treated in the same way as alcohol. That is, their use at school is prohibited and their use will attract similar penalties.
6. The school undertakes to develop as part of its curriculum, information for students on the responsible use of alcohol and the dangers of tobacco use.

## Use of Illicit Drugs

An essential aspect of dealing with the use of illicit drugs is recognition of the fact that even though students may become involved in unlawful activities, they retain certain rights as citizens. These include the right not to divulge information that may incriminate themselves or others; the right to have a legal guardian present and the right to refuse a search of their possessions or person. Schools should consider police involvement on a case by case basis when dealing with matters related to use of illicit drugs, however, the law makes it mandatory for police to be called if a student is found in possession of or using an illicit substance at school.

It should be noted that students who are 17 years or older are regarded, in the eyes of the law, as adults for the purposes of this policy. An incident involving an adult is very likely to result in court action. Where a student is considered an adult there is no requirement for another adult to be present at the formal interview and parents do not have to be advised, although schools may choose to do so.

## Responding to an Incident of Illegal Drug Use

### Before the Incident:

1. Include information about drug abuse and decision making as part of the school's Human Relationship/Life Skills/Health and Physical Education programs.

2. Teachers on playground duty need to be vigilant and aware of this issue. They should, for example, know how to recognise objects commonly used as bongs. Teachers should be in-serviced in this area.
3. Inform students, parents, teachers and the police of the school's drug policy.
4. Build on trust between students and staff, particularly staff with a welfare responsibility for students such as pastoral care teachers and year level coordinators.

### **During the Incident:**

1. Once the school has established that there is a drug incident, we will inform the parents of the student/s concerned immediately.
2. Where a number of students are involved, isolate students as much as possible from one another during the school investigation. This will make it easier to arrive at the truth.
3. Schools have a limited capacity to search students and their property. Unless given permission by the student, school authorities cannot search their possessions for suspected illicit drugs. School authorities do not have the right to do a body search of a young person. Given this limitation, it is better to call the police whose responsibility in this area is much clearer.
4. Because of the seriousness of this kind of incident, staff conducting an investigation should ask another member of staff to be present to take notes of the questioning. This also allows the staff member asking the questions to give the matter his or her undivided attention.
5. Accurate record taking is crucial. Writing up clear and direct records of the incident as soon as possible after the matter has passed may be very important in later enquiries.
6. Inform the whole staff as soon as possible after the incident, provided that the College is not breaching any aspects of the Privacy Act by doing so. They will hear bits of the story anyway and it helps people to trust the school community to share the trials as well as the successes of the school.
7. If police are called to the school, school staff must respect the responsibility of the police as they conduct their investigation. Police have considerable discretionary power when dealing with juveniles and have shown themselves to be resourceful and compassionate in handling matters of this kind. Students and the whole school community benefit when police and the school work closely, sharing information and openly seeking the same goals. Of course the school cannot limit or define the role of the police once the matter has been referred to them for consideration.

**Note:** In implementing the school's drug policy, consideration must be given at all times to protecting the privacy of individual students and their families.

### **Minimising Illegal Drug Use**

1. Advertise widely that illicit drug use, possession and supply in the school is unacceptable and, when detected, will result in serious consequences, including police and parental involvement.
2. Reinforce the unacceptability of illicit drugs in schools by consistently carrying through on stated actions.
3. Identify consequences and apply them consistently and fairly to users and suppliers.
4. Establish an environment in which all school community members have enough care and concern for each other that they will confidentially pass on information about people using, carrying and/or selling drugs.
5. Implement education programs which reinforce consequences of having illicit drugs at school.

6. Ensure that detection and deterrent processes are maintained and sustained.
7. Inform the whole community about the processes, possible consequences and potential outcomes of being found with drugs at school.
8. Review and evaluate strategies and procedures regularly and revise them as required.

## Computer Use Policy

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### Synopsis

This policy provides direction to be used in managing usage of the College's computer (and information technology) resources/devices and in allowing or denying access to the College's computer (information technology) resources/devices. Users of these resources agree to certain conditions. Failure to comply with this policy may result in temporary or permanent loss of access to these systems, devices and/or services. Use of the College's computing and network resources is a privilege and not a right.

### Policy Purpose

This policy provides direction to be used in managing usage of the College's computer (information technology) resources/devices and in allowing or denying access to College computer (information technology) resources/devices. It is important for the IT/computer users at the College to practice ethical behaviour in all IT/computing activities and applications because users have access to many valuable and sensitive resources and the users' IT/computing practices can affect the work of other people.

### Scope and Policies

Users of these systems agree to the following conditions. Failure to comply with this policy may result in temporary or permanent loss of access to these systems and/or services. An individual who uses the computer resources provided by the College should be aware of the following:

1. *College computer (information technology) resources/devices:* are defined as all publicly available networks, processors, peripherals, software and supplies under the central administrative offices of Warwick Christian College and its campuses. Use of the College computing (information technology) and network resources is a privilege and not a right.
2. *Login ID:* An individual member of the College community may be issued a Login ID to access one or more of College's computer resources. This Login ID will remain valid so long as the individual is associated with the College. The proper use of a Login ID is ultimately the responsibility of the individual under whose name it has been assigned. Therefore, guard your passwords and do not share your Login ID. Sharing of passwords is an offence.
3. *College's electronic mail (email):* It is designated as a primary means for distributing critical information to the college community. The college assigned e-mail account is intended for communication between individuals and clearly identified groups of interested individuals, not for mass distribution. Mass distribution is defined as sending an e-mail to a group of college users who have not otherwise indicated their desire to receive messages that are not directly related to their college position or academic studies. Mass distribution of messages is permissible only for relevant college business. Mass distribution of other non-college business and non-college sponsored activities may be considered "spamming" and a violation of the conditions for use of computer resources.

4. *Access and Security:* Inappropriate use of the Internet and other networks to which the College is directly or indirectly connected will be deemed abuse of computer privileges. Examples of inappropriate use of the networks are listed below but not limited to:
  - Participating in network activities that place a strain on our limited computer (information technology) resources including any type of network games, downloading of games and/or other large files without permission.
  - Sending of obscene and/or harassing messages to other individuals on the network,
  - Attempting unauthorised access of another network computer system from College computer (information technology) resources,
  - Attempting installation, modification or removal of computer (information technology) equipment, software, or peripherals without proper authorization.
5. *Electronic Documents:* Users who elect to leave the College shall have their electronic documents deleted after documents of a departmental nature are identified and archived. Those users who have been terminated or have received notification of termination will be restricted from access to the system unless expressly permitted by the Head of Campus/Principal.
6. *Copyrights and Licenses:* Users must respect copyrights and licenses to software and other online information. All software protected by copyright must not be copied except as specifically stipulated by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any College facility or system, except pursuant to a valid license or as otherwise permitted by copyright law. In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer (information technology) or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is subject to the same sanctions as apply to plagiarism in any other media.
7. *Violations of the Policy:* The College will take the following action against an individual who abuses or fails to comply with the stated Computer (Information Technology) Use Policy:
  - *Suspension of Privileges:* The Principal/Head of Campus/IT Manager may temporarily suspend user access privileges if he or she believes it is necessary or appropriate to maintain the integrity of the computer system or network.
  - The appropriate Parent/Guardian will be informed with notification of the investigation.
  - Actions taken by the administrative authorities will depend on the severity of the computer (information technology) abuse.

## Procedures

### Warwick Christian College's Computer (Information Technology)

#### Access Rules

- All users of computer equipment at Warwick Christian College are expected to comply with the College's Computer (Information Technology) Use Policy.
- No food or drink may be consumed in the Computer Labs or at any desk where any College computer (information technology) equipment or peripherals are installed or being used. No open container containing any drink or liquid or any other potentially spillable product may be brought to any desk where computer equipment is installed. This rule applies to all students, staff, teachers, administrative personnel, and anyone else who may be granted access to College computer (information technology) resources/devices.

- No white-out shall be brought into the Computer Labs or used at desks where computer (information technology) equipment is installed or being used. If your notes or hardcopy need alteration, put a line through it while at the computer/device and take it elsewhere to make the alteration.
- Always log off from the computer/device when leaving it for any reason, unless the computer/device is designated for your sole use and is located in an office to which nobody else has access.
- All monitors must always be left turned on, except when inappropriate materials have been inadvertently accessed, in which case the monitor must be turned off and a teacher called immediately.
- Students are not permitted to enter any of the Computer Labs, or to use any other College computer (information technology) equipment without teacher supervision.
- No bags may be brought into any of the Computer Labs.
- Students with lessons in the Computer Labs are to wait for their teacher outside of the room unless another teacher/supervisor is present.
- Students are to report any damage to a computer/device they are working on at the start of the lesson to the supervising teacher.
- Students are not to tamper in any way with the physical hardware, even if it is an attempt to fix a problem.
- Students are not to install software, change settings, or save anything to any local hard drive of school computers/devices. All student files should be saved on the servers in the individual's one drive folder.
- Students must not tamper with another student's computer/device. Do not touch the keyboard, the mouse, or any other physical part of a computer/device, which is being used by another student. If assistance is required, please ask a teacher.
- Students are not to bring their own programs, CD's or DVD's (containing programs, audio or video materials) and use them on any of the school computers, except at the specific request of a teacher. This includes bringing programs or games on USB drives and/or other portable hardware.
- When a student leaves the College, their Login ID and account will be disabled. Their files may shortly thereafter be deleted from the school servers.

## Private Technology

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Staff of Warwick Christian College will not use their own private technology to contact students in or out of school hours. This includes but is not limited to social networking sites like Facebook, chat software such as MSN, mobile phones, etc.

The reason for this is one of transparency from the College's point of view. College staff will only contact students and parents through college email, phone, etc.

## Parent Communication Policy

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Healthy parent/school communications form one of the key aspects of an excellent educational experience for students. At Warwick Christian College we strive to foster excellent communication practices between the school and parents.

### Standard Communication Methods

Our standard forms of communicating with parents are:

1. *WCC Newsletter* – used for broadcasting a range of relevant information on a fortnightly basis to all families.
2. *Posted Letters* – sent to parents to communicate confidential information such as fee statements, important behavioural follow-up, etc.
3. *Letters sent home with students* – for things such as excursion permission, whole-year level letters, etc.
4. *Student Diary* – used for small notes between teachers and parents in order to keep in contact regarding daily matters. You should request that the teacher signs the note to confirm that they received the message. It is important for lower primary children to have notes made about how they are travelling home so that teachers can ensure they are in the right place at the right time.
5. *Parent Teacher Interviews* – held at least once each year and at other more informal occasions depending on the school department.
6. *Phone Calls* – for things such as booking appointments, following up attendance records, etc.
7. *Email*: our school email account [enquire@warwickcc.qld.edu.au](mailto:enquire@warwickcc.qld.edu.au) can be used for sending and receiving information of all types. Normal expectations of appropriate use apply. Emails for teacher communications are to be sent via [sally.clifford@warwickcc.qld.edu.au](mailto:sally.clifford@warwickcc.qld.edu.au)
8. *Reports*: sent home at least twice per year.
9. *Web Page*: used for communicating information about our school to members of the College community.
10. *Text Messages*: used for communicating student absences and general information.

It is our goal to return phone calls and emails within 24 hours of receipt.

### How Often?

As with any organisation, schools have limits on what can reasonably be provided through our staff and other resources. At Warwick Christian College we do an excellent job of supplying great service whilst keeping fees relatively low. The following table is a guide as to what we provide:

Communication Method	Used for ...	Frequency
Text messages	General notices and reminders	As required
WCC InTouch (Newsletter)	General notices, news, organisational matters, etc.	Fortnightly during school weeks.



Student Diary	Brief communication direct between parent and teacher.	Can be used daily.
Parent Teacher Interviews	Discussing student progress reports.	Scheduled at least once per year.
Parent Teacher phone contact	Raising matters of an academic or behavioural nature.	As required.
Parent Teacher discussions (in addition to gazetted interviews)	Raising matters of concern.	As required.
Email	Contact with staff members regarding your child.	As required.
Student Reports	Formal report on progress	At least three times per year.
School Web Page	General school information.	Available 24 hours via website.
School App	General notices, news, organisational matters, etc.	Available 24 hours, notices posted as required.
IEP Meetings (where relevant)	To discuss IEP goals for students with special learning needs.	Held twice each year or more as required.

## Phoning a Teacher

Teachers are difficult to contact during the day. They spend most of their day in a classroom where they cannot take phone calls. If you need to contact a teacher, you should phone Reception to leave a message. The teacher will phone you back when they are available.

## Phoning the Principal

The College has a Receptionist (Administration) who will be the first to receive any phone calls to the Principal's office. In order to allow for correct prioritisation, the Receptionist will ask you what the communication is about and may redirect your call to the person who can best answer your call if necessary. It is unlikely that a request to see the Principal on the same day of a call will be granted. Please do not be disappointed should this occur, but if your query is urgent, please contact the Registrar who will endeavour to speak with you as soon as practicable.

## Expectations of School/Home Communication

It is expected that all communication between the school and parents will be done by staff and parents in the following manner:

1. In a spirit of friendliness, using excellent manners and appropriate language.
2. In a manner which is concise and purposeful. Long-winded or overly frequent communication can be counterproductive and is often a sign that communication isn't working properly.
3. In a timely way. It is better to communicate about things when they are current. It is also better to attend to phone calls as quickly as possible. It is understood that the nature of a given person's work may mean that communication can at times be difficult.

4. In such a way as to make the most efficient use of resources. Multiple communications of the same information can be costly.
5. Meetings: Meetings are held for groups or individuals throughout the year to give out or discuss various pieces of information. It is realised that face-to-face meetings, whilst often the best form of communication, are sometimes a labour-intensive means of communication.

## **What happens when communication isn't working?**

You need to follow the normal lines of complaints handling when communication isn't working as it should. The step in the process is to follow the Matthew 18 principle (and seek to resolve the matter of miscommunication with the other person/source of the information needing to be shared). The Registrar also acts as a parent liaison for seeking to assist in timely resolution to dissatisfaction with communication. If the Principal is concerned that a parent is communicating inappropriately with students or staff, he may introduce guidelines to make the communication process between the parent and the school more orderly and manageable. This ranges from a simple meeting to reinforce existing structures to creating new structures such as a case manager or in the worse cases to enforcing section 349 of the Education General Provisions Act (2006) prohibiting the parent from entering the school. Remember, parents sign an enrolment agreement which addresses the manner in which parents deal with the school.

## **What if my child has special needs?**

We acknowledge that every student in our school is unique. If there is a short term special need (e.g. medical condition, family situation, etc) we are happy to discuss ways to work with this. For ongoing special needs (e.g. learning adjustment needs, medical needs) both the school and the parent need to mutually assess whether existing structures within the school will accommodate the need in the long term. The school will always steer away from long term commitments to specialised structures which are intensive in their use of resources.

## **What about an emergency?**

In a true emergency, we will always do whatever is possible to help a person in need. This includes communicating via whatever means seems most appropriate at the time.

## **How do I request copies of student file information?**

You must do this in writing, addressed to the Principal.

## **Privacy**

All communication is subject to the school's privacy policy.

## **Non-Custodial Parents**

Many non-custodial parents feel frustrated by communication and miscommunication between school, family members, etc. Whilst the College communicates in an active manner with custodial parents, we work with non-custodial parents in the following way (unless written orders state otherwise):

1. Access to student information upon request subject to privacy and other policies.
2. Contact in the event of emergency only when listed as a contact by the enrolling parent.
3. Email a copy of the Newsletter upon request
4. A second copy of student progress reports can be made upon request.
5. Financial information regarding account holders can only be given to the account holder.
6. We ask that any issues and/or disputes between custodial parents and non-custodial parents be dealt with directly between the parties without involving the school.
7. The College reserves the right to inform the custodial parent of any contact made with the school by a non-custodial parent.
8. The College does not act as a conduit for non-custodial parents to organise communication with their children or to visit their children. These things should be kept outside of school and be done through other avenues.

In the case of families where children spend time with both parents, we ask that the parents nominate only one main contact person for the school. Frequent double-handling of communication is an unjustifiably inefficient use of resources. Some families find it easier to have communication to go a mutually agreed third party who distributes it to relevant parties.

**Please browse our website:** [www.warwickcc.qld.edu.au](http://www.warwickcc.qld.edu.au). There you will find calendar dates, and much more.

## What about Court Orders?

The College would like copies of all relevant court orders relating to students and/or their parents. The College is not a law enforcement agency. This is done by the Queensland Police Service. However, we do wish to remain compliant with any orders relevant to the students in our school.

## Child Protection Cases

It is an obligation on all schools to report certain matters to the Department of Child Safety. Such matters relate to when a student is deemed to be at risk of harm according to our Child Protection Policy. Any report to the Department of Child Safety is not reportable to parents.

# Parents – How to Raise Concerns

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The College welcomes suggestions and comments from parents and takes complaints and concerns that may be raised very seriously. This section will explain our complaints system.

A complaint will be treated as an expression of genuine dissatisfaction that needs a response.

We wish to ensure that:

- parents wishing to make a complaint know how to do so,
- we respond to complaints within a reasonable time and in a courteous and efficient way,
- parents realise that we listen and take complaints seriously, and

- we take action where appropriate.

### **How should I complain?**

When you contact the school, aim to speak to your child's class teacher in the first instance (Matthew 18 principle). Be as clear as possible about what is troubling you. The Registrar is also available to assist as needed.

Members of staff will be happy to help. It may be best to start with the person most closely concerned with the issue.

### **"I don't want to complain as such, but there is something bothering me"**

The school is here for you and your child, and we want to hear your views and your ideas. Contact a member of staff using the procedure described above.

### **"I am not sure whether to complain or not"**

If as parents you have concerns, you are entitled to raise them. If in doubt you should contact the school, as we are here to help.

### **"What will happen next?"**

If you raise something face-to-face or by telephone, it may be possible to resolve the matter immediately and to your satisfaction.

If you feel the concern needs to go further than this, we do have a formal complaints procedure which must be followed. The Registrar will be able to walk you through this process. As part of the College fulfilling its accreditation criteria through the Office of Non-State Education, we need to have a procedure for handing formal complaints and be able to provide evidence of following it. To do this, we ask that you read and fill out our formal complaints booklet (available from the College upon request). The booklet will then be given to the relevant staff member.

In many circumstances, the person you contact will need to discuss the matter with a colleague and consider it further before responding. You will be given a date by which time you will receive a response. If a detailed exploration of the issue is needed, a letter or report will be sent to you as quickly as possible. This will tell you the outcome of your complaint. It will explain the conclusion, the reasons for it, and any action taken or proposed.

### **"What happens about confidentiality?"**

Your complaint or concern will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Principal and those directly involved. The CEO of Christian Community Ministries Ltd may also need to be informed. It is the school's policy that complaints made by parents should not rebound adversely on their children.

We cannot entirely rule out the need to make third parties outside the school aware of the complaint and possibly also the identity of those involved. This would only be likely to happen where, for example, a child's safety was at risk or it became necessary to refer matters to the Police.

While information relating to specific complaints will be kept confidentially on file, we cannot guarantee that anonymous complaints will be pursued.

Staff disciplinary procedures taken as a result of complaints will be handled confidentially within the school.

**“What if I am not satisfied with the outcome?”**

We hope that you will feel satisfied with the outcome, or at least that your concerns have been fully and fairly considered. However, if you are not satisfied you should arrange an interview with the Principal depending on nature of the matter.

If you are not satisfied after this meeting, the Principal will offer to refer the matter to the CEO of Christian Community Ministries. Alternatively, you may wish to write directly to the CEO. The CEO will call for a full report from the Principal and will examine matters thoroughly before responding. This may result in a positive solution, but if it does not, the CEO will invite you to a meeting. You may wish to be supported by a friend, but legal representation would not be appropriate at this stage.

The school recognises and acknowledges your entitlement to complain and we hope to work with you in the best interests of the children and young people in our care.

## Students – How to Raise Concerns

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Any problems, complaints, or suggestions? If so, the school would like to hear.

### How do I make a complaint?

- By talking about it with a trusted adult member of the College community – or by writing it down if you find that easier. If you write it down, hand it in at the Office.
- You can do it by yourself, or as part of a group, or through your parents.

### To Whom?

- To anyone on staff.

### Does it matter what the issue is?

- No, it can be a big problem or a small one. By discussing it, you may come up with some positive solutions.

### What will happen next?

- If possible, the staff member will deal with it in person. If not, he or she will go on your behalf to someone who can help.

### Do others have to know?

- If you are worried about confidentiality, tell the staff member assisting you with your concern – he/she will understand. If your complaint relates to yourself or someone you know being harmed or at risk of harm, then confidentiality with the trusted adult will need to extend to the Principal.

*Even if you find the issue hurtful or embarrassing, don't worry – it will only be discussed by staff members who can help you.*

## Hours of School Supervision

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Students are permitted on the school grounds during scheduled school days between 8:00 am and 3:30 pm (exception is made where students arrive on an early bus and are supervised in Barnes House till 8:00am and for teacher supervised activity or other advertised school function is being held). Direct supervision of students will occur between 8.00am and 3.30pm.

Families need to arrange before or afternoon care if required to care for their children outside these hours. If you need to collect your child from school early you are required to sign them out first at Administration at which time an 'early departure' slip will be issued.

If you need to bring your child to school late, you are required to sign them in at the Administration office at which time your child will be issued a 'late' slip which he/she will take to his/her class teacher.

## School Hours

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School commences at 8:30 am and concludes at 2:55 pm.

## Volunteers

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At Warwick Christian College we invite and appreciate parent/volunteer help. This can be done in various ways around the school to name a few:

- Tuckshop
- Classroom
- Library
- Resources
- Excursions
- Home reader room

All volunteers will be expected to complete the Volunteer Agreement and orientation paperwork.

## Uniform Shop

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Our Uniform Shop is convened by our Facilities Manager and is open between 8:15am – 9:30am, Monday to Friday. If the Uniform Shop is unattended, please phone the school Office to make special arrangements.

The Uniform Shop will not normally be open during school holidays. Check with Office staff as to any appropriate times. A uniform price list is available upon request.

## Tuckshop

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Tuckshop runs on Friday each week. A price list is available on the College website and outside Tuckshop for your convenience.

## Chapel

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At Warwick Christian College, we try to make sure that all subjects are taught from a Christian World View. However, we also believe it is important to teach students the value of meeting collectively for a time of praise and worship, teaching and sharing of God's Word. It is compulsory for all students to attend Chapel every week.

## Chaplaincy

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Chaplains play an important and integral role within a school and focus on the welfare and general well-being of the College's students and families. We are blessed to have a chaplain on staff who has a sincere care and concern for the spiritual and emotional well-being of the college community. The Chaplain (together with the Learning Enrichment Coordinator) takes a lead role in the coordination of the student welfare team and provision of timely student support.

Chaplaincy is fundamental in the sense that students and families not only receive a high standard of quality care and teaching, but they also have extra support, guidance and prayer as needed within the school community.

The Chaplain can offer support and assistance in many ways with programs and activities such as:

- Mentoring for students
- Offering support and assistance in lunchtime programs/prayer groups and camps
- Providing referrals for local counselling services and support groups within the area.
- Building relationships within the community at large.

## Assemblies

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School assemblies are held on a regular basis for the purposes of:

- Presenting students who have performed well.
- Giving out information to students.
- Reminding students of school policy.
- Helping to keep students organised.



## School Excursions – School Camps

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As part of the education of your child, he/she will be required to attend school excursions and/or camps throughout the year. All students are expected to attend unless there is a medical reason prohibiting them from attending.

Depending on the nature of the event, an additional charge may be requested to cover the cost of entry into a venue. You will be notified of this in writing at the same time as you receive the permission slip for signing.

All students are expected to follow all school rules whilst in attendance at school events or in school uniform.

## Sick Bay

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Warwick Christian College provides a limited health care service to students. Every student is welcome to attend if they are feeling physically or emotionally unwell and they are treated with dignity and respect. Some of the services that sickbay offer are first aid, rest and pain relief. If pain relief is necessary, consent is always gained, either by a phone call or via the Family Medical Record.

## Crossings

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Pedestrian crossings are to be used. Please model correct use of footpaths etc. for your children.

## Bikes

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Please ensure students wear bike helmets. Students are required to dismount from their bikes before entering the school gate/s. **NO BIKES RIDEN ON SCHOOL PREMISES.** Bikes need to be locked at the designated bike racks.

## Playground / Games After School

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No games (including ball/chase) or use of playground equipment is permitted after school.

## Car Parking

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All students are to be dropped off and picked up in Horsman Rd or in the school carpark following the assigned directions of traffic flow (as per map). Failure to follow the direction of traffic as indicated on the carpark map will likely result in denial of access to the carpark.

## Issuing of Secondary Text Books

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Warwick Christian College provides a textbook lending service for secondary students. Each student receives a complete set of textbooks for which they are accountable. *These books must be returned before students leave at the end of their school year or at the completion of a subject should a subject change occur.* Students are sent reminder notices when the textbooks are overdue for return.

Textbooks will be made available to students in the first week of school.

All textbooks are barcoded and issued in the students' names. It is therefore essential that students return the books originally issued to them to avoid having to pay for un-returned books. Students should also ensure that they use only the books issued in their name. The practice of swapping books means that students sometimes return another's book, while the book for which they are accountable for is not returned. This will result in the "un-returned book" costs being charged to the person whose name is listed as the borrower.

Parents are accountable for all school property issued to students. Your co-operation is requested to avoid the consequence of receiving an account for un-returned textbooks.

## Stationery Requirements

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Booklists are available upon request from Administration or from our website. Booklists for the next year are issued to all existing students in Term 4. To assist you in ensuring your student is fully prepared, the school has arranged compiling of book packs on your behalf, and delivered to your child's classroom ready for day one.

## General Rules

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Students are expected to act in a safe, healthy, fair and respectable manner at all times at the College (this includes any College activity and coming and going to and from school). Some of these rules are highlighted particularly for our older students and do not need to be elaborated to younger children. Definite rules include:

- No bullying – physical, verbal, emotional
- No teasing and harassment of others – this includes jokes/remarks about physical appearance, family or parents, race or religion
- No swearing, blasphemy or other offensive language
- No fighting/violence
- No bringing offensive material/items to school
- No having or using banned substances, e.g. cigarettes, alcohol, drugs
- No chewing gum
- No mobile phones or other electronic devices not specifically required by your educational program (these are to be handed in to Student Services upon arrival at school).

- No disobedience and/or disrespect towards staff
- No inappropriate behaviour towards the opposite gender
- No wilful damage of property
- Students must follow the uniform code
- No expensive toys or other items of value
- No trading cards etc.
- No selling or fundraising activities unless specific permission from the Principal has been given.
- Students are at school to work and therefore they need to finish their work to the appropriate standard for their age and ability.

## Playground Rules

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### Be Fair: Our being fair rules

- We treat others in the playground with respect. We act in kind and helpful ways.
- We solve problems by useful words, not by hitting, pushing, kicking or negative words. Swear words and put-downs are never permitted. Teachers help us problem-solve big problems.
- We do not engage in bullying or lewd conduct. We immediately report such incidents.
- We immediately report any accident or damage to ourselves, others or property to the playground duty teacher.
- We courteously follow instructions given by any staff member.
- We work hard at maintaining a wide group of friends by not isolating ourselves or excluding others.
- We respect personal space by avoiding physical contact that could be taken the wrong way by others.

### Be Healthy: Our being healthy rules

- We sit down to eat and enjoy our food in the primary school.
- We try to eat something healthy at each break.
- We do not bring 'fast food' to the College grounds.
- We help to put all the rubbish in the bin.
- We try to do something active at break times.
- We have a drink during breaks.
- We go to the toilet during the breaks and wash our hands.

## **Be safe: Our being safe rules**

- We take responsibility for our actions while at school. We report unsafe behaviour.
- We walk on the concrete.
- We are Sun Smart by wearing our hats outside.
- We play in a safe way, keeping our hands and feet to ourselves. Remember the non-contact rule, avoid rough play.
- We play with appropriate play equipment. We do not use sticks or throw stones/sand at school.
- We stay in the school grounds and in our right area.

## **Class Rules**

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We have a general class rule as well as specific rules that we focus on at particular times to help teach worthwhile teaching and learning habits that promote and protect a learning community.

The class rule: We are community of learners. Learning is what our class is about. In our class we need to always act in a safe, healthy, fair and respectable manner. Learning in this way helps us to honour and serve God together.

## **Treatment Rules: the way we treat each other**

- We keep our hands, feet and other objects to ourselves.
- We never speak nasty words.
- We look after people and their things.
- We solve problems between each other by using positive words.
- Students sometimes need to go to the 'Time Out' space in the classroom, a buddy class, the Detention Room or to the 'Chill Out' space at the Office to think about better ways to manage the situation.
- We say sorry and forgive each other when we need to.
- We ensure a safe place by walking, lining up, leaving in an orderly way, and keeping in two lines without pushing when we walk as a class.

## **Communication Rules**

- We put our hand up when we need the teacher.
- We listen by facing the speaker.
- We speak politely to each other.
- We speak when it is our turn.
- We do not call out in class.
- We save non-work talk for break times.

## Learning Rules

- We are ready to learn.
- We try hard in all our work.
- We stay at our place.
- We keep our work neat and tidy (we do not write or draw on book covers except as requested).
- We clean up and put everything away when we are finished.
- We listen and think about what others are saying in lessons, particularly the questions and answers of other children.
- We drink, eat and go to the toilet during break times.
- We may have a water bottle in the classroom.

## Consequences

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It is the reality of life that consequences result from the choices we make. Whether it is responsible or irresponsible behaviour, consequences result. Irresponsible behaviour (including foolish and unsafe) usually has bad outcomes (e.g. injury) for someone. The College uses consequences to help children learn to act according to the agreed rules. This protects not only the child, but also other community members and maintains learning as the central purpose of the College.

## Students Signing Out at Reception

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All students, including secondary students and students who are over 18 years of age, must be accompanied by a parent/guardian to be signed out of the College. Some circumstances may occur where this is not possible. In this instance permission from the Principal must be given to approve the student leaving the campus.

We do not encourage the practice of parents delivering lunch to their child(ren) just before the lunch break bell. We expect families to plan ahead and ensure that students bring lunch or tuckshop money to school with them.

## PPP – Presentation, Preparation, Productivity

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At Warwick Christian College we believe it is important that students are functional members of the school community. We wish to educate students not only in the traditional academic areas but also in appropriate social behaviour, organisation etc. We also wish to protect the policies of the school from people who may wish to undermine them.

For this reason, students can only attend classes if they fulfil the following key points.

- Presentation: Must be present at school in full and correct uniform and grooming.
- Preparation: Must bring correct equipment to learn.
- Productivity: Must do all set work.

Students failing to do this will be taken aside and helped to solve the problem before continuing their formal class lessons.

## Absentees

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Please notify the Office of your child's absence by phoning 4661 7554 or texting the child's name and absentee reason to 0438 942 176. You may call after hours, during office hours or report the absence to reception. A note to the teacher on return is also required. For a prolonged absence (2 or more days) please supply a doctor's certificate.

If you are seeking to take your child out of school for an extended period of time (more than 2 days for a non-school-related event e.g. holidays, traveling overseas, hospital, etc.), you must seek the approval of the Principal in writing. The College has an obligation to the Government to be sure students enrolled at the College are in attendance for a certain quota of school days. The letter should be addressed to the Principal – but will be processed by the Registrar, who will advise all relevant staff.

Some students receive payments from Centrelink such as Youth Allowance, Austudy and ABSTUDY. Centrelink requires schools to report the students' unapproved absences to them each term. If the school has not been notified by a parent and approved the absence, it will be reported to Centrelink and payments may be reduced as a result.

## Banned Items at the College

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Students are banned from using aerosol cans at the College and are also banned from drinking energy drinks. This is for the health and safety of every student. Students found in possession of these items will have them confiscated and parents will be expected to collect them from the College.

## Mobile Phones & Other Expensive Items

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Mobile phones are not to be used at school and must be turned off during school hours. For security reasons, students who bring mobile phones, MP3 players or any other valuables to school must sign them in at Administration and collect them at the end of the day. In an emergency situation, parents should contact the student through the Office. Students may choose to keep mobile phones in their lockers.

Students are not permitted to use the camera facilities on mobile phones while at school. This action contravenes privacy laws.

If a student is found to have possession of any valuable item during school hours, they will receive the following consequences:

**First Offense** – Warning. Student will be sent to the Office to sign item in.

**Second Offense** – Item will be confiscated from the student for one week with parents contacted to retrieve the item.

**Third Offense** – Item will be confiscated from the student for the remainder of the term. Parents will be invited to school to retrieve the confiscated item at the close of the term.

## Emergency Procedures

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In the event of an emergency evacuation, an alarm is sounded by a prolonged ringing of bells or, if power fails, by sounding a siren alarm. Evacuation drills are held each year.

## Student Drivers

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Warwick Christian College takes seriously the 'Duty of Care' it has for all students who attend the College. As students enter their senior years of schooling they may become eligible to drive. If a student has their licence and is able to drive to school, then the College has the following 'Duty of Care' Policy.

1. Written notification from parents/guardians is required to allow students to drive to/from school.
2. Transport is to and from school only. No driving during school hours.
3. No passengers can travel with a student driver, except their siblings, and with written consent from a parent/guardian.
4. Keys must be handed in at administration for security.

## Visitors to the College

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For Workplace Health & Safety reasons as well as the security of students, all visitors to the College are asked to present at the Office where they sign the visitors' register and are issued with a visitor's name badge. Parents who wish to contact students or staff must do so through the Office. The College observes the right to deny entry to anyone who might be visiting for unsafe or unnecessary reasons.

## Guidelines for Visitors Attending College Events

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Parents, guardians, other family members and close family friends have a standing invitation to some inter-house and inter-school events.

It is required that such visitors:

- Present and behave themselves in keeping with the College's standards. This includes being dressed modestly and appropriately, refraining from smoking, not bringing in alcohol and/or drugs, or being in any way under the influence of these, and refraining from using offensive language.
- Model good sportsman-like behaviour and good grace.
- Accept decisions and avoid criticising officials in a manner which undermines the children's confidence in them. Note: all concerns on the day regarding results, programming, behaviour, etc. should be directed to the organiser or Senior Official responsible for the day's activity.
- Observe all rules, requirements and instructions both of the College in general and as required at the particular event/function.
- Encourage and appropriately support all creditable performances, not just their own children's.
- Do not distract staff members with other issues while they are running events.
- Support the routine and timetable of the occasion e.g. do not call children away from where they are required to be.
- Mix and mingle with other parents to help build a spirit of fellowship and sense of community.
- Park and drive legally and safely at all times around the College premises and neighbourhood.

## Special Needs and Learning Support?

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Warwick Christian College is a mainstream school and also has a support program operating within the school. The goal of this program is to support students to achieve their full potential.

### **A variety of programs are offered to students who:**

- May require academic extension,
- Have a diagnosed disability such as Autism Spectrum Disorder (ASD), Hearing Impairment, Intellectual Impairment, Physical Impairment, Speech-Language Impairment, Social-Emotional Disorder, or Visual Impairment,
- Experience significant learning difficulties,
- Come from a background where English is their second language,
- Identify as being Aboriginal or Torres Strait Islander, or
- Have other special needs.



## How can my child access learning support services?

There are a few ways that a student can be identified as requiring support from the Learning Enrichment Department.

1. **Enrolment:** Many of these students are identified at enrolment, from information that you provide on the Enrolment forms.
2. **Standardised testing:** We identify many students in our yearly testing, conducted in early Term 1 each year.
3. **Teacher referral:** Class teachers will often refer to the Learning Enrichment Coordinator any students that they feel require this additional support. They will discuss this referral with you, as parents, before it is sent.
4. **Parent referral:** If you have concerns about your child's progress, or feel that they may fit into one of the above categories, please contact your child's form teacher or class teacher and discuss your concerns with them.

## Insurance

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Warwick Christian College holds a range of insurances including Student Accident Insurance. If your child has an accident at school or even at home, please request information about our Student Accident Insurance.

Warwick Christian College also insures school property. However, the excess payable normally prohibits small claims for personal belongings.

## Issuing of Accounts

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The College issues an invoice at the start of each year showing the fees for the full year. We then send out statements throughout the year showing all transactions made and the balance of the account.

## Credit Policy

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### Level of set fees and charges

School fees are set annually by Christian Community Ministries Ltd. Fees for each year are announced in Term 4 for the following year. The schedule of fees is available at any time from the College office and online from our website [www.warwickcc.qld.edu.au](http://www.warwickcc.qld.edu.au).

### Sibling discounts

Discounts are given to parent(s)/guardian(s) who have more than one child at the school. There is a discount on the 2nd child and the 3rd and subsequent children are free.

## **Payment of fees**

It is expected that all school fees be paid by Direct Debit or Centrepay (arranged prior to starting date) unless the full year is paid in advance.

## **Action on overdue accounts**

The College Board has determined that the school will not be able to continue to educate students whose fees are unpaid, except where special arrangements for payment have been made in writing.

The Finance Officer will report to the Principal on all overdue accounts.

If the school fees remain unpaid and no special arrangements have been made, the student's enrolment may be cancelled and appropriate recovery action commenced.

## **Arrangements for deferred payments**

The Principal may be approached by parent(s)/guardians(s) of students if the school fees cannot be paid by the due date for payment. These requests will be treated on a case by case basis according to the procedure outlined below. It is the policy of Christian Community Ministries Ltd and the College Board that this procedure be followed, and the Principal does not have authority to deviate from this procedure without the express consent of Christian Community Ministries Ltd and the College Board.

The initial request by the parent(s)/guardians(s) can be made in writing to the Finance Officer.

The Finance Officer may issue a form to the parent(s)/guardian(s), which must be completed by them and signed. The form will require the reason why the request for alternative payment arrangements has been made to be stated, and may require a statement of the parent(s)/guardian(s) financial affairs.

The form will then be returned to the Finance Officer who will discuss the request with the Principal. The Finance Officer will notify the parent(s)/guardian(s) of the decision whether or not to allow for an alternative payment method.

It is entirely within the discretion of the Principal as to what arrangement will be made (if any) and those arrangements may include instalment payments or deferral for a period of time.

As is the case for unpaid accounts, the Finance Officer shall maintain a file and keep the Principal informed as and when required of the progress of payment of school fees under the alternative scheme allowed by the Principal.

If the situation facing the parent(s)/guardian(s) changes such that they are able to meet the normal requirements of the school in relation to the payment of school fees, then the parent(s)/guardian(s) must inform the school of the change in their situation.

## **Change in the relationship between parent(s)/guardian(s)**

Parent(s)/guardian(s) must inform the Principal in writing if there is a change in their relationship with each other since signing the application form (e.g. Divorce or separation).

Unless otherwise directed, the Principal will require that the person who is to assume the obligation of paying school fees complete a new enrolment form. All information given will be treated in confidence.

## **Withdrawal or Termination of Students from the College**

One term's notice is required if you terminate this enrolment contract for any reason other than for:

- our breach, or
- an increase in fees within the time limited by this contract.

If you fail to provide us with one term's notice, payment of one full term's fees is still required. The school commits resources on the basis of confirmed enrolments and will most likely suffer loss from early termination. It may have difficulty filling the student's position at short notice.

If the student has his/her enrolment cancelled on the ground of misconduct, you must pay fees for the whole term during which the expulsion occurred.

*See Christian Community Ministries Ltd Enrolment Contract Page 3 of 5*