



Endeavour Christian College

COLLEGE
HANDBOOK
2020

12 Charles Street | PO Box 110 Cooktown QLD 4895 | www.endeavour.qld.edu.au

P (07) 4082 0600 E admin@endeavour.qld.edu.au

1.1	MISSION STATEMENT	6
1.2	CHRISTIAN EDUCATION	7
1.3	ENDEAVOUR CHRISTIAN COLLEGE VALUES	8
1.4	PASTORAL CARE AND CHAPLAINCY	10
1.5	GOVERNANCE	11
1.6	AFFILIATIONS	11
1.7	STATEMENT OF FAITH	11
1.8	STAFF	12
	SECTION 2- ROUTINES AND PROCEDURES	13
2.1	TERM DATES 2020	13
2.2	BELL TIMES	14
2.3	SCHOOL LUNCHESES	14
2.4	TUCKSHOP	14
2.5	ATTENDANCE	15
2.6	ABSENCE	15
2.7	LEAVING THE COLLEGE DURING SCHOOL HOURS	15
2.8	VISITORS TO THE COLLEGE	16
2.9	VOLUNTEERS	16
2.10	UNIFORM SHOP	16
2.11	LOST PROPERTY	16
	SECTION 3 - ACADEMIC	17
3.1	HOMEWORK	17
3.2	ASSESSMENT	18
3.3	SUBJECT SELECTION	23
3.4	STATIONERY REQUIREMENTS	24
3.5	SPECIAL NEEDS OF STUDENTS WITH A DISABILITY (SWD)	24
3.6	LIBRARY RULES & PROCEDURES	25
3.7	STANDARDISED TESTING	25
3.8	DISTANCE EDUCATION	26
	SECTION 4 - COMMUNICATION	27
	General	27
4.1	DIARY	27
4.2	FORMAL COMPLAINTS	28
4.3	COMMUNICATION WITH TEACHERS	29
4.4	REPORTING PROCEDURES	30
4.5	PARENT TEACHER INTERVIEWS	30
4.6	NEWSLETTER	30
4.7	WEBSITE	31
4.8	PARENT PORTAL	31
	SECTION 5 - RULES AND GUIDELINES	31
5.1	STUDENT CONDUCT AND DISCIPLINE	31
5.2	UNIFORM	34
5.3	UNIFORM AND APPEARANCE RULES	37
5.4	STUDENT DRIVERS	38
5.5	LOCKERS	38
5.6	MOBILE PHONES	39
5.7	ELECTRONIC DEVICES	39
	SECTION 6 - HEALTH AND SAFETY / PROTECTION OF STUDENTS	40
6.1	FIRST AID, MEDICATION & HEALTH MATTERS	40
6.2	PARKING AND TRAFFIC	40
6.3	BUS TRAVEL	40

6.4	EVACUATION PROCEDURES	41
6.5	LOCKDOWN PROCEDURES	41
6.6	PRIVACY POLICY	42
6.7	COMPUTER USAGE POLICY	45
6.8	SUNSAFE POLICY	48
6.9	BULLYING	50

TABLE OF CONTENTS

PRINCIPAL'S WELCOME

SECTION 1 - GENERAL

- 1.1 MISSION STATEMENT
- 1.2 CHRISTIAN EDUCATION
- 1.3 ENDEAVOUR CHRISTIAN COLLEGE VALUES
- 1.4 PASTORAL CARE AND CHAPLAINCY
- 1.5 GOVERNANCE
- 1.6 AFFILIATIONS
- 1.7 STATEMENT OF FAITH
- 1.8 STAFF

SECTION 2- ROUTINES AND PROCEDURES

- 2.1 TERM DATES 2020
- 2.2 BELL TIMES
- 2.3 SCHOOL LUNCHES
- 2.4 TUCKSHOP
- 2.5 ATTENDANCE
- 2.6 ABSENCE
- 2.7 LEAVING THE COLLEGE DURING SCHOOL HOURS
- 2.8 VISITORS TO THE COLLEGE
- 2.9 VOLUNTEERS
- 2.10 UNIFORM SHOP
- 2.11 LOST PROPERTY

SECTION 3 - ACADEMIC

- 3.1 HOMEWORK
- 3.2 ASSESSMENT
- 3.3 SUBJECT SELECTION
- 3.4 STATIONERY REQUIREMENTS
- 3.5 SPECIAL NEEDS OF STUDENTS WITH A DISABILITY (SWD)
- 3.6 LIBRARY RULES & PROCEDURES
- 3.7 STANDARDISED TESTING
- 3.8 DISTANCE EDUCATION

SECTION 4 - COMMUNICATION

GENERAL

- 4.1 DIARY
- 4.2 FORMAL COMPLAINTS
- 4.3 COMMUNICATION WITH TEACHERS
- 4.4 REPORTING PROCEDURES
- 4.5 PARENT TEACHER INTERVIEWS
- 4.6 NEWSLETTER
- 4.7 WEBSITE
- 4.8 PARENT PORTAL

SECTION 5 - RULES AND GUIDELINES

- 5.1 STUDENT CONDUCT AND DISCIPLINE

- 5.2 UNIFORM
 - 5.3 UNIFORM AND APPEARANCE RULES
 - 5.4 STUDENT DRIVERS
 - 5.5 LOCKERS
 - 5.6 MOBILE PHONES
 - 5.7 ELECTRONIC DEVICES
 - SECTION 6 - HEALTH AND SAFETY / PROTECTION OF STUDENTS
 - 6.1 FIRST AID, MEDICATION & HEALTH MATTERS
 - 6.2 PARKING AND TRAFFIC
 - 6.3 BUS TRAVEL
 - 6.4 EVACUATION PROCEDURES
 - 6.5 LOCKDOWN PROCEDURES
 - 6.6 PRIVACY POLICY
 - 6.7 COMPUTER USAGE POLICY
 - 6.8 SUNSAFE POLICY
 - 6.9 BULLYING
 - 6.10 CHILD PROTECTION AT ENDEAVOUR CHRISTIAN COLLEGE
- 50

Principal's Welcome

Welcome to our 2020 Handbook. Endeavour Christian College commenced in 2012 with 36 students, when a small group of committed Christians decided to meet the need for Christian Education in the Cooktown area. As the years have passed, we have continued to offer a distinctively Christian Education and remained faithful to the original vision. In 2020 have a current enrolment of 127 students from Prep-12 (at date of this publication).

Watching students develop their skills, knowledge, understanding, and character is an exciting process; however, this process does not happen by itself. To support students in developing in all areas of their lives requires the setting of high expectations, organised and quality learning experiences, and a caring and personal approach. I'm thankful for an excellent team of staff which bring a diverse range of skills and talents to our College which benefits all our students. As a group, our staff we continue to improve their individual capacities so that as a collective College we serve our families with a quality Christian Education.



Whether you have been part of our College community for many years or have recently joined us, I commend our College Handbook to you. Contained inside is information which explains our policies, procedures, and guidelines on a range of issues. I trust that you find the Handbook a helpful reference guide to make the year's schooling a smooth and positive experience.

Yours in Christian Education,

A handwritten signature in blue ink, appearing to read 'P. Connell'.

Peter Connell
Principal

Section 1: General

1.1 MISSION STATEMENT

Endeavour Christian College, upholding the eternal Lordship of Jesus Christ, strives to educate, nurture and disciple students for a life of serving Him with heart, mind and hand.

Statement of Philosophy and Aims

Christian education is the process of teaching and learning whereby a student develops spiritually, intellectually, socially and physically. This is a process of teaching and learning the truth in regards to the realities of life. Endeavour Christian College believes that the source of all life and truth is God, who has revealed Himself to us through His Son Jesus Christ, His Word the Bible, and through the created world. Endeavour Christian College therefore seeks to honour God in the education process by placing Christ at the centre of all that we do. The Bible is the foundation of faith, truth and practice, and as such, all aspects of College life are designed to reflect a Biblical Christian perspective.

The aim of the educational process at Endeavour Christian College is change. Whilst the College's foundations are built on the eternal and unchanging truth of God, the evidence that learning has taken place in a student's life is that there has been a change in their knowledge, values, beliefs, skills and understanding. The College therefore desires to see students grow in wisdom and knowledge in Christ, mature in character and discipline, develop a sense of purpose and responsibility, and attain the necessary skills to productively serve God and others.

In support of the Melbourne Declaration on Educational Goals for Young Australians, Endeavour Christian College believes in the pursuit of excellence in all areas of life through diligent and wholehearted effort. As an educational organisation it is committed to ongoing improvement through the process of review and refinement. Students are encouraged in this same endeavour of improving through the setting of high expectations and standards.

Endeavour Christian College recognises that parents have the primary responsibility before God in the raising of their children. As such, it exists to support parents in the education of their children by providing an educational service to enable each student to develop their potential. The relationship between the school and home is intended to be a close working relationship built on open communication, trust, and a common desire to see the student develop into the person that they were created to be.

The College's curriculum serves the purposes of equipping students with the knowledge, understanding, values, and skills they require for life, and to reveal God's truth on all aspects of life. The curriculum seeks to weave a Biblical perspective through the content so that students are able to recognise how the different fields of study fit into God's world. The content is also designed to prepare students with the capacity to engage and be productive in the modern world and the Australian context as active and informed citizens.

1.2 CHRISTIAN EDUCATION

In the last 30 years, many Christian Schools have been established in Australia. The push for these types of schools came from church groups and Christian parents who wanted to raise and educate their children with the Lord Jesus being central to the whole learning environment. Parents were not happy with the content or the values and beliefs that their children were being taught in other school systems and wanted the school to be supporting them in raising their children in a Christian way. The number of Christian Schools has grown steadily so that there is now hundreds of Christian Schools around Australia.

‘Worldview’ is the term given to describe what we believe to be true about life, which informs our values, choices, and lifestyles. Everyone has a worldview. Some have a ‘religious’ worldview whilst others have a less formalised belief system. Within every education system there is an underlying worldview, which creates the foundation and purpose of the education and informs the education itself. Christian Schools operate from a Biblical Christian Worldview, which means that they recognise the Bible as the ultimate source of truth regarding knowledge, understanding, relationships, purpose, and indeed all areas of life. And so, when teaching all the various subjects, whether it is English or Maths, Science, HPE, and others, each subject is taught from the understanding that God made all things and that all things reflect something of who He is and His purposes for life. The Bible is what God has revealed to man about who He is, what His purposes are, and how we fit into His world. As such, the education process in a Christian School is all about helping students to understand these aspects of life so that they are equipped with the knowledge, understanding, skills, and purpose with which to live the life for which they were created. Of course, other education systems do the same, except their foundational beliefs about life do not include God.

Many believe that a state education is neutral. That is, it is it does not have any of these underlying beliefs about life, which are formally taught as part of the curriculum. The belief that the world and all the knowledge about it can be studied without reference to origin and purpose is a worldview in itself, which when unpacked is not at all neutral, but is built on a range of philosophies, beliefs, and values.

A Christian worldview is one, which is informed through knowledge of God and His Word the Bible. The Christian worldview is incompatible with the idea that subjects can be studied as neutral pieces of knowledge without reference, foundation, understanding, and purpose in God. At the centre of a Christian Worldview is the Lord Jesus Christ who is “the way, the truth, and the life” (John 14:6). All things were made by Him and for Him and nothing has meaning outside of Him (John 1). The study of life, the laws of our universe, and indeed all knowledge should reflect and reveal God. Endeavour Christian College holds these understandings as foundational truths that inform how we teach, our curriculum, and all aspects of College life. We aim to give our students a comprehensive Christian worldview through which they understand all aspects of life, make sense of the world we live in, and defend and live out their faith.

1.3 ENDEAVOUR CHRISTIAN COLLEGE VALUES

WHAT ARE VALUES?

“A value is a principle, a priority, or a standard that derives from a set of beliefs about the world, about people and about God. A value is most beneficial if it is consciously held, and thus intentionally informs the ways in which one thinks, feels and acts. Values form the basis of character and determine the ways in which we relate to others, how we behave in private, and how we answer to our own conscience.” (Graham Leo)

Specifically, for Endeavour Christian College, values are a set of Biblical standards and principles that are the basis for Christian community, which when lived out individually and collectively, not only bring honour to God by reflecting His character and purpose, but also create an environment of peace and productivity.

WHY DO WE PROMOTE THESE VALUES?

We desire to see our students aspiring to be people of character based on Godly values. In establishing these values, we were guided by a consideration of the type of character that we are seeking to develop in our students. A student who has a deep faith in God, who lives a life of love, honour and integrity, who courageously stands for what is right, and who diligently and wholeheartedly works with the gifts they have been given in order to serve God and others. At Endeavour Christian College, we want to encourage our students to live out a very positive set of values that will produce a wholesome and healthy lifestyle.

BE KIND (Proverbs 11:24-25; 1 Corinthians 13:4; Ephesians 4:32; Galatians 5:22-23)

Kindness is an attribute that is commensurate with the Christian life. It is a value we believe will benefit students in many ways throughout their lifetime. As students learn to be kind-hearted, they will also experience the God’s blessings that follow. Proverbs 11:24-25 says: *“One gives freely, yet grows all the richer; another withholds what he should give, and only suffers want. Whoever brings blessing will be enriched, and one who waters will himself be watered.”* While Ephesians 4:32 points out how we should forgive as we have been forgiven: *“Be kind to one another, tender-hearted, forgiving one another, as God in Christ forgave you.”*

BE RESPECTFUL (Matthew 7:12; Romans 12:10; Romans 13:7; Philippians 2:3-4; Hebrews 13:7,17)

In our modern Australian culture, and in many western cultures around the world, respect for others and self has fallen by the wayside. We endeavour to build into our students a positive and healthy view of respect as taught in the Bible. Predominantly using Matthew 7:12 as an overarching axiom: *“So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets.”* Students will find they will experience real joy when they apply the biblical principles such as Romans 12:10: *“Be devoted to one another in love. Honour one another above yourselves.”*

Finally, when students respect their parents, teachers and other leaders, their lives will be blessed and with this kind of attitude and goodwill they will see doors of opportunity open, and growth occur in a myriad of ways throughout their lives. Hebrews 13:7 encourages us to: *“Remember your leaders, who spoke the word of God to you. Consider the outcome of their way of life and imitate their faith. Jesus Christ is the same yesterday and today and forever.”* And verse 17 of the same chapter says: *“Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Do this so that their work will be a joy, not a burden, for that would be of no benefit to you.”*

BE SAFE (Psalm 4:8; Psalm 32:7; Psalm 91:1; Proverbs 27:12; 2 Thessalonians 3:3)

The safety of our students is paramount to our school community. Teaching our students to value safety and make it a part of their own value system will hold them in good stead as they grow and live out their lives. It does not mean students shouldn't take healthy risks such attempt new things, or try to beat their personal best academically or in physically demanding pursuits, but it does mean doing so in a wise and sensible way.

Wisdom regarding safety is found in Proverbs 27:12: *“The prudent see danger and take refuge, but the simple keep going and pay the penalty.”*

BE RESPONSIBLE (Luke 16:10; Romans 14:12; Galatians 6:2; James 4:17)

Students demonstrating responsible behaviour is a blessing to all school and local communities around the world. Being responsible in all aspects of life is our fourth key value we seek for students to pursue in their lives. We are confident that this attribute will be another key aspect of their success as a student, citizen and leader throughout their lifetime no matter what lies challenges lie ahead. The Bible is clear about our need to be responsible in all areas of our lives: from our trust and faith in God Himself, to the way we treat others, to the way we treat ourselves. Responsible students make their lives and the lives of all those them blessed.

The Bible is also clear about those who work and live responsibly and with integrity and those who do not. Luke 16:10 says, *“One who is faithful in a very little is also faithful in much, and one who is dishonest in a very little is also dishonest in much.”*

1.4 PASTORAL CARE AND CHAPLAINCY

At the heart of Christian Education is the pastoral care of our students. We see the development and support of our students not just in academic or vocational pursuits, but also in spiritual and emotional matters as well. For this reason, we actively encourage and support the pastoral care of our students through the employment of Christian staff who recognise that this is very much a part

of their role as a teacher and staff member. At the beginning of each day, we have 'Form Class' for 20 minutes which is used to support students spiritually, emotionally and in general administration. Our Form Class Teachers are available to encourage and help students with any difficulties that they are experiencing in school or life in general. We also have a Chaplain who is available to talk with privately should the student require that type of support.

1.5 GOVERNANCE

Endeavour Christian College is a school that is owned and managed by Christian Community Ministries (CCM). Christian Community Ministries manages 13 Christian Schools throughout Australia in 4 states, including 8 schools in Queensland: Groves Christian College, Livingstone Christian College, Whitsunday Christian College, Staines Memorial College, Chinchilla Christian College, Dalby Christian College, Warwick Christian College, and Endeavour Christian College.

CCM has a board of directors that are responsible for the strategic planning and direction of the College.

1.6 AFFILIATIONS

Endeavour Christian College is affiliated with Independent Schools Queensland (ISQ)

Independent Schools Queensland (ISQ) exists to act in the best interests of Queensland independent schools; to assist, strengthen, represent, and promote the interests of independent schools in Queensland; to protect the autonomy of member schools including the right of a school community to decide its form of governance and school policies including enrolments, staffing, curriculum, and co-curricular activities.

Endeavour Christian College also has strong links with Queensland Curriculum and Assessment Authority (QCAA), which is a statutory body of the Queensland Government. QCAA provides Preparatory Year to Year 12 syllabi, assessment, and reporting, accreditation, and certification services for Queensland schools.

1.7 STATEMENT OF FAITH

We believe the Bible as originally given by God is divinely inspired, infallible, and entirely trustworthy, and is the supreme authority in all matters of faith and conduct, from which we can know that:

1. **God:** There is one true eternal creator God — Father, Son and Holy Spirit.
2. **Creation:** God created all things, making man and woman in His own image and for relationship with Him.
3. **Sin:** Sin entered into the world through human disobedience following the rebellion of Satan against God.

4. **Christ:** The Son, Christ Jesus, was born of a virgin and lived as a sinless man. Out of the abundance of God's love the Father gave His only Son, Jesus Christ, to die to save all people from sin. Christ rose from the grave defeating the power of sin.
5. **Salvation:** The death and resurrection of Christ brings salvation by grace through faith to those who repent, seek forgiveness, and believe in Him.
6. **Spirit:** The Holy Spirit, following Jesus' return to His Father in heaven, lives within those who have salvation as a comforter and guide; guaranteeing their eternal hope.
7. **Life:** Those who trust in Jesus as their Lord and Saviour are called to live a transformed life and as such we have the responsibility to:
 - a. Encourage other Christians through meeting together for worship and fellowship;
 - b. Uphold moral directives and ethical values contained in the Bible as expressed within the context of their personal life, their marriage life (the covenantal relationship of one man and one woman), and their relationships with others;
 - c. Share the good news to all the world;
 - d. Be active in expressing God's love through social justice.
8. **Eternity:** Jesus is the only way to a relationship with God. Those who have received salvation have eternal life as joint heirs with Christ. Those who do not believe in Christ are separated from God for eternity.
9. **Return and New Creation:** Christ will return as Lord to the earth and everyone will see him. There will be a new heaven and a new earth.

1.8 STAFF

Peter Connell	Principal	peter.connell@endeavour.qld.edu.au
Amanda Louw	Deputy Principal	amanda.louw@endeavour.qld.edu.au
Meagan Bourne	Prep teacher	meagan.bourne@endeavour.qld.edu.au
Simone Sibley	Year 1/2 teacher	simone.sibley@endeavour.qld.edu.au
Catherine McIntyre	Year 3/4 teacher	catherine.mcintyre@endeavour.qld.edu.au
Robyn Naylor	Year 5/6 teacher	robyn.naylor@endeavour.qld.edu.au
John Jenyns	Year 7/8 teacher	John.jenyns@endeavour.qld.edu.au
Cassandra Grover	Year 9/10 teacher	cassandra.grover@endeavour.qld.edu.au
Chris McPhail	Year 11/12 teacher	chris.mcphail@endeavour.qld.edu.au
Kylie Davis	HPE/Christian Studies teacher	kylie.davis@endeavour.qld.edu.au
Lainie Franzl	Art and Design teacher	lainie.franzi@endeavour.qld.edu.au
Lucie Higgins	Hospitality and Food Technologies tutor	lucie.higgins@endeavour.qld.edu.au
Carol Fossett	Inclusive Education teacher	carol.fossett@endeavour.qld.edu.au
Amy Meyer	Teacher	amy.meyer@endeavour.qld.edu.au

Lesley Kirsche	Teacher Librarian	lesley.kirsche@endeavour.qld.edu.au
Desiree Irwin	Teacher Aide	desiree.irwin@endeavour.qld.edu.au
Jacynta Hunt	Teacher Aide	jacynta.hunt@endeavour.qld.edu.au
Julie Frame	Teacher Aide	julie.frame@endeavour.qld.edu.au
Sonja Guinea	Teacher Aide	sonja.guinea@endeavour.qld.edu.au
Leslie Ryder	Teacher Aide	leslie.ryder@endeavour.qld.edu.au
Ross Franzi	Tutor	ross.franzi@endeavour.qld.edu.au
Arnaud Gougeon	Tutor	
Teila Winton	Administration Officer	teila.winton@endeavour.qld.edu.au
Josh Louw	Corporate Services Manager	josh.louw@endeavour.qld.edu.au
Yvonne McPhail	Cleaner	Yvonne.meaney@endeavour.qld.edu.au

SECTION 2: ROUTINES AND PROCEDURES

2.1 TERM DATES 2020

Term 1	Monday 28 th January to Friday 3 rd April
Term 2	Monday 20 th April to Friday 26 th June
Term 3	Wednesday 15 th July to Friday 18 th September
Term 4	Monday 6 th October to Thursday 3 rd December

STUDENT FREE DAYS FOR 2020:

Monday 20 th January to Friday 24 th January
Monday 13 th and Tuesday 14 th July
Friday 4 th September
Friday 4 th December

PUBLIC HOLIDAYS FOR 2020:

Australia Day	Monday 27 th January
Good Friday	Friday 10 th April
Easter Monday	Monday 13 th April
Anzac Day	Saturday 25 th April
Labour Day	Monday 4 th May
Cooktown Show Day	Friday 17 th July
Queen's Birthday	Monday 5 th October
Christmas	Friday 25 th December
Boxing Day	Monday 28 th December

Assessment and other Calendars can be accessed via the website

2.2 BELL TIMES

Time:	Activity:	Duration:
8:30	Form Class	20 min
8:50	Period 1	50 min
9:44	Period 2	50min
10:30	Morning Tea	20 min
10:27	Eating Time End of Recess	13 min
11:00	Period 3	50 min
11:50	Period 4	50 min
12:40	Lunch	30 min
1:07	Eating Time	13 min
1:20	Period 6	50 min
2:10	Period 7	50 min
3:00	Dismissal	

2.3 SCHOOL LUNCHES

The food you give your child for lunch can influence behaviour for the rest of the school day. Different food additives and even natural additives such as sugar may have an adverse effect on children's behaviour and therefore the learning environment. Healthy lunches and snacks provide children with the energy and nutrients they need to play, concentrate and learn all day. For this reason, we encourage parents to aim to provide fresh natural food types. For younger children, it helps your child if food is packed into separate containers for morning tea and lunch. Water is the best drink for children at school.

2.4 TUCKSHOP

The College Tuckshop is open one day each week (Wednesday) for Lunch. A menu can be found on the College website. Students must order lunch from the tuckshop before school or by the end of Chapel at 9:00 am. Volunteers are always appreciated in the tuckshop. If you can assist us in any way, please contact the Office.

2.5 ATTENDANCE

Endeavour Christian College expects that parents and students will be committed to the student's maximum possible attendance at school in order to optimise learning outcomes. Attendance is compulsory by law for the majority of students until they are 16 years of age or until they have completed Year 10. While some students in Year 10, 11 and 12 are involved in school-based apprenticeships/traineeships, the College does not support students being absent from school to pursue casual work. All aspects of curriculum activities are compulsory, therefore adherence to full attendance is expected. It is therefore essential that an explanation for each absence be sent to the College. Unless other arrangements have been made by parents, students are not to arrive at the College prior to 8:00am (with the exception of bus students). Students that do arrive prior to 8.00am must stay seated on the veranda until the duty teacher arrives at 8:00am. Students are to leave the College at the 3:00pm bell unless they are waiting to be picked up by a parent, or they are attending a College activity. Students waiting to be picked up by parents are to wait at the front of the College, but within the College grounds.

2.6 ABSENCE

If a student is absent from the College, parents need to adhere to the following guidelines;

- Please ring the College Office before 9.00am and speak to the receptionist or leave a message
- Student absences can also be verified through the Parent Portal
- When the student returns to the College, he/she needs to have a note written in the Diary or an email explaining why he/she was absent. The note needs to be signed by the parent or guardian

A medical certificate is essential for students in Years 11 and 12 who miss assessments, hand in assignments late, or feel disadvantaged by a period of illness during the senior course (see section on assessment page 17).

Lateness

Students are expected to be on time each day. Continual lateness will be followed up with parents. Students that arrive late must report to the College Office before going to class so that the roll can be altered.

2.7 LEAVING THE COLLEGE DURING SCHOOL HOURS

Students must present a note in their diary from parents / guardians requesting permission for them to leave the College before the end of the day. The note will be given to the form/class teacher at morning devotions. The note should:

1. Be dated
2. Give the specific reason for leaving early
3. State time of departure
4. Be signed by a parent or guardian and be countersigned by the form or class teacher
Prior to leaving school, students must report to the College Office with a note to sign out.

No student is permitted to leave the College grounds without permission.

If a student returns to the College after leaving for an appointment, they must once again report to the College Office.

2.8 VISITORS TO THE COLLEGE

All visitors to the College are required to sign in at the College Office (A Block) and display a Visitors' Pass during their visit. Visitors are also required to sign out. Social visits to students during class or break times, i.e. those visits other than officially recognised or pre-arranged through the appropriate member of staff are generally discouraged. Parents are very welcome to visit their child's classroom and do not require a visitor's pass, but should make contact with their child's teacher prior to visiting.

2.9 VOLUNTEERS

At Endeavour Christian College, we welcome and value the work of volunteers in the College. There are positive benefits for children to see their parents in the classroom and around the school. Grandparents, who may have a little more time on their hands, are also encouraged to become involved. There has been a recent push to have volunteers become involved in the reading program by listening to children read. At Endeavour Christian College, we wholeheartedly support this initiative and encourage people to become involved in this valuable activity.

Volunteering should not only be confined to the primary school. If secondary students are concerned about having their parents in the classroom, there are activities where parents can be involved outside of the classroom. Some of these include the tuckshop roster, library work, catering and sporting events.

If you would like to contribute by volunteering, please speak to your class teacher or ring the College Office.

2.10 UNIFORM SHOP

All uniform requirements can be accessed through the College Uniform Shop. This can be accessed by asking at the College Office. During term time, the uniform shop is open every day except Friday afternoon when it will close at 1.00pm. At the beginning of the year, it is also open during the week before school starts. During this busy time, before school commences, and to ensure that you are not held up, we ask that you call the office to make an appointment.

2.11 LOST PROPERTY

Any property that is lost is generally handed in at the front office and can be collected from there. Students should label all personal items including clothing, hats, lunch boxes, and drink bottles to assist with the return of lost property.

SECTION 3: ACADEMIC

3.1 HOMEWORK

Homework can often be perceived as an inconvenience to parents and children, and it is not always easy to complete the tasks with enthusiasm; however, homework plays an important role in a student's successful achievement at school. Following are the reasons why homework is a vital part of the educational program at Endeavour Christian College:

FOR STUDENTS:

- To review and practise skills covered in class
- To explore subjects more fully than classroom time permits
- To extend learning by applying skills already gained to new situations
- Memorisation
- Practise basics
- Reinforce concepts
- Develop independent study habits and responsibility

FOR PARENTS:

- Homework enables parents to show an interest and be involved with schoolwork
- It enables parents to nurture a love of learning in their children
- It gives opportunities for increased communication regarding a student's progress
- It makes parents aware of the educational program

If there are occasions where homework is proving to be difficult, or when there are family circumstances that prevent homework being done, parents are asked to communicate this to teachers via email, a hand-written note, or arranging a time to see their child's teacher at school.

3.1.1 HOMEWORK EMAILS

Teachers will email set homework to parents as it is given to students. Parents should also expect to receive a copy of any assignment issued to students via email.

3.1.2 RECOMMENDED TIME

Years 1 to 6

The recommended homework times are Monday to Thursday night and are set out below; however, there may be times when students will need to do additional homework:

Year 1	10 to 15 minutes
Year 2 to 3	20 minutes
Year 4 to 5	20 to 30 minutes
Year 6	30 to 60 minutes

A large amount of the homework set in the primary school will involve either memorisation or reading. It is important that you, as parents, understand the expectations that are being placed on students. If, at any time, you do not understand the expectations, please feel free to contact the appropriate teacher for clarification. To assist us monitor how individual students are coping with homework tasks, we request that parents write the time taken to complete homework each night as well emailing their child's teacher if necessary.

YEARS 7 to 12

The recommended homework times per night are set out below; however, there may be times when students will need to do additional homework depending on their exam and assignment timetables:

Year 7 to 8	60 to 75 minutes
Year 9 to 10	90 to 120 minutes
Year 11 to 12	120 to 150 minutes

The recommended homework times above include; daily homework, assignment preparation and personal study. Students need to prepare for assignments and exams well before the due date to maximise their opportunity for success.

3.2 ASSESSMENT

3.2.1 WHAT IS ASSESSMENT?

Assessment refers to the collection of information about student learning and achievement. It is an important tool in the process of;



The major purposes of an assessment program are to;

- promote, assist and improve learning
- improve teaching
- encourage students to strive to do their best
- provide meaningful reports to parents or guardians on students' achievements
- provide information for the issuing of certificates of achievement (e.g. QCE, tertiary statement etc.)
- assist students to set goals for their learning

3.2.2 TYPES OF ASSESSMENT

Children are unique and are created with differing learning styles. One student will learn quite easily by studying from a textbook, while another student may learn better from hands on experience. While the College provides a broad subject choice to cater for differing student interests, teachers also strive to use different teaching methods to cater for students' differing learning styles. A variety of assessment techniques are also used to support the teaching and learning in class. Examples of various types of assessment include:

- a) **Assignments** (Reports, essays, posters, brochures, multi-modal / oral presentations etc)
- b) **Exams** (Multiple Choice, Short Answer, Essay, Practical etc)
- c) **Teacher observation and checklists**

Term Overviews - Primary

Term overviews are issued to all students at the beginning of each term. These give a general outline for primary. Term overviews can also be found on the College website.

Assessment Calendars

Assessment calendars are issued to secondary students at the beginning of each term. These are issued so that students have the opportunity to plan for the timely completion of tasks. They outline the assessment items and due dates. Assessment calendars are also available from the College website.

Assignments

Assignments are an important assessment tool that often contributes significantly toward student's overall level of achievement. It is important for students to take assignment work seriously and strive to submit quality work.

Following are the guidelines for the submission of assignments:

Presentation of Assignments:

- No assignment will be accepted from a student without a Cover page and a task sheet attached.

The task sheet will contain the following information:

- Date for assignment progress check.
- The due date for assignment completion.
- The requirements of the task.
- A Criteria Sheet – specific descriptors outlining the expectations of the task.
- Assignments should not be presented in expensive folders and should be presented in plastic sleeves only at the explicit request of the teacher.
- Assignments, as a norm, should be presented stapled in the top left hand corner with the task sheet as the top sheet.
- Handwritten assignments should be in blue or black ink on one side only of ruled A4 paper with a 3cm ruled margin.
- Word processing of assignments is highly recommended.
- Students are advised to take photocopies of handwritten assignments that are submitted and save files of word processed assignments.
- Appropriate formatting for quoting and bibliography should be used. (Refer to the Student Diary).
- Submission of Drafts.

- Students are encouraged, but it is not compulsory, to complete a draft or detailed plan of all major assessment items and present it to the subject teacher no later than 1 week before the due date.
- Drafts should be presented in a legible manner with a margin to allow for teacher's comments.
- Students should be aware that a draft is submitted for general advice only. Students should note that teachers are not required to correct spelling and grammatical errors such as phrasing and paragraphing in the draft.
- Teachers should have all drafts returned no later than a week prior to the due date of the assignment.

Progress Checks:

- Teachers will check on the progress of the assignment one week prior to the due date.
- If, in the teacher's opinion, students are not on track to complete the assignment by the due date they will contact parents.

Submission of Assessment:

- All assessment tasks must be submitted as they form a mandatory part of any course of study.
- All assessment must be submitted on or before the due date. Student responses to assessment tasks will be submitted to the subject/ classroom teacher no later than the start of class on the due date unless an extension has been approved.
- Students unable to submit the completed task at this point should be prepared to hand in any work completed. This may include drafts and other assessment preparation material. If a student is unable to submit any work at this time and has not been granted special permission, they will be given that lesson to produce some work relevant to the task. The teacher will use this supporting evidence to assign a result. Teachers will phone parents to inform them of the student's failure to submit the assignment. Teachers will immediately inform the Principal (Year 7-12) and the Deputy Principal (P-6) of the student's failure to submit the assignment who will monitor the student across the entire curriculum. Parent/ student meeting will be convened by the Principal or the Deputy Principal if trends to submit assessment across the curriculum are evident.
- Students need to be aware that submitting incomplete assignments and non-submission of assessment tasks may jeopardise the completion of the mandatory requirements of the syllabus. This may result in the student being ineligible for a result in that semester for that subject. For Year 11 and 12 students, this will impact on gaining sufficient credit for a Queensland Certificate of Education (QCE), or the awarding of an Australian Tertiary Admission Rank (ATAR) and/or meeting prerequisites for the entry into further study.

Special Circumstances

Oral/ Multimodal Presentations:

- Students will be required to submit written scripts for their oral/multimodal presentation prior to the commencement of the presentation. Students are then expected to present an

oral based on these written notes over the next days/week as determined by the presentation schedule arranged by the teacher.

Practical Performances:

- Practical performances are task that already involve a large amount of scaffolding and practice in class time. Evidence presented in class time before the due date can be used by the teacher to make a judgement about that particular assessment task if the student is not able to complete the practical performance on the due date.

Technical Difficulties:

- Technical difficulties with computers, printers, USBs etc. do not constitute a valid reason for failure to submit and assessment task. Students should adopt the practice of saving work on the College network on their dedicated drive, on a home computer if used, and on an USB. The College library will be open at lunchtime to allow students to print work. Students may at any time submit handwritten/drawn work if they are having difficulty accessing working technology.

Work Left at Home:

- In the event that a student has left an assessment task at home on the due date work, will be collected as above (see Submission of Assessment dot point 3). However, if a student is able to provide the teacher an emailed or hard copy of the task by 4:00pm the day of the due date, this work may be used to assign a result. A letter signed by a parent or guardian verifying the task was completed and was left at home unintentionally will be required to support the claim.

Absence on the Due Date of Assessment:

- If students are aware in advance that they will be absent the day the assessment task is due or there is an exam, they must complete a Request for Extension Form available from the College office.
- Students absent on the day any scheduled assessment item is due and who has not been granted special provisions should;
 1. Contact the College office on or before the morning of the due assessment prior to 9:00am to register an absence and to request the office to notify the relevant subject/class teacher/s.
 2. Depending on the type of assessment, students should still endeavour to submit the assignment, notes for oral presentation, folio etc. on the due date. These can be delivered to the office by a family or friend or an electronic copy emailed to the office at admin@endeavour.qld.edu.au
- Students unable to submit assessment items, attend exams or present orals on the due date should supply a medical certificate (Years 11 and 12) or a letter from parent/guardian (Years 7-10) on the day of their return. Any difficulty obtaining a medical certificate for Years 11 and 12 should be discussed with the Principal/Deputy Principal on the day of illness. Upon the morning of their return to school they should obtain a Request for Extension Form from

the office. This should be completed and once approved, attached to the completed assessment piece along with the copy of the medical certificate/letter.

- Exams and orals will be conducted at the earliest opportunity upon their return to the College as determined by the subject/class teacher and or the Deputy/Principal. Rescheduling assessment cannot be guaranteed, particularly assessment involving group or practical work.
- The College recognises that extraordinary circumstances occur from time to time. Students and parents are welcome to seek clarification of points of the policy with the Deputy Principal (P-6) or the Principal (Year 7-12), but the College will address these issues from the point of view to ensure a fair and level playing field for all students.

Extensions:

- It is expected that assignments be handed in on time.
- A student may request more time to complete the assignment if special circumstances prevent them from submitting the assignment by the due date (e.g. severe illness). The due dates of all assignments and assessments are published in each Year level Assessment Calendar and on the College Website.
- Extensions for Secondary assignments can only be given out by the Deputy Principal / Principal.
- Students should follow these steps when applying for an extension;
 1. See the Subject Teacher or the College Office at least 3 DAYS BEFORE the assignment is due and ask for an "Assignment Extension Form"
 2. Take the completed form with evidence of assignment progress (e.g. rough notes, first draft, summaries) to the Subject Teacher
 3. If the Subject Teacher approves the extension, the teacher will take all evidence to the Deputy Principal / Principal for the final approval.
- Extensions will only be granted if there is a valid reason and if the student has attempted to do at least part of the work.

Plagiarism/Cheating

Plagiarism

Plagiarism is using words and ideas of other people and submitting it as your own work. Some common forms of plagiarism include:

1. Submitting a downloaded assignment from the internet
2. Copying another students' assignment and submitting it as your own work
3. Using the words of someone else and presenting them as your own (e.g. copying a section of a book or an article and submitting it as your own work, without acknowledgement, is plagiarism)
4. Using ideas from someone else and not acknowledging the source (e.g. copying an idea from a source, changing some words or the sentence structure, and not acknowledging the source, is plagiarism)
5. Copying the written expressions of someone else without proper acknowledgment
6. Quoting from a source 'word for word', without using quotation marks is plagiarism

Any assignment submitted must be the student's own work. A student may read what other people have written about the topic, but the assignment or essay should be based on his/her own ideas and should be written in the student's own words. Ideas and quotes from other sources must be acknowledged via correct referencing (please refer to the College Diary).

Students who have plagiarised other people's work will be deemed to have cheated in the assessment item.

He/she will be required to re-do the assignment, however the student will not receive a result for the work. Students in Year 11 & 12 will lose their credit for that semester in that subject. This could potentially prevent that student from receiving a Queensland Certificate of Education (QCE) or a Tertiary Entrance Statement upon completing Year 12.

Collusion

Incidents of collusion in the production of an assessment item will be penalised at the discretion of the Deputy Principal / Principal. Expected penalties for cheating would include both notification of parents/guardians and a zero grading.

Cheating

Incidents of cheating in an examination will be referred to the Head of Primary or Head of Secondary who will determine the penalty to be applied. Expected penalties for cheating would include both notification of parents and a zero grading for the assessment item.

Examinations

Timing of Examinations

Student assessment takes many forms and at times the College may set formal examination sessions in the College calendar at the end of each term or semester.

Examination timetables will be published for each student and placed on the College website.

Attendance during Examination Session:

- A timetable will be issued for students in Years 9-12 to attend school and sit an examination block to complete exams. If not at school, students will be expected to be at home studying.
- If students do attend school during the examination period and there is no scheduled examination, students will be required to study in an allocated and supervised study room.
- Students in all year levels are required to remain in the examination room for the entire duration of the examination.
- If Year 7 -12 students are absent for exams, parents/guardians should contact the Deputy Principal / Principal on or before the exam to make arrangements for the exam to be completed at the earliest instance.
- Students will need to supply a medical certificate.
- Students arriving late for examinations will not be admitted, but referred to the Deputy Principal / Principal.

- Students are required to attend examinations in dress uniform, unless otherwise directed by the class/subject teacher, due to it being a practical examination.
- Where a student is absent for an examination (other than one for which advance notice has been given), the student may be asked to complete the examination subsequently as a learning experience but results may not be used as summative assessment.

Teacher Observation and Checklists

Throughout the semester, teachers may take notes on a student's performance in class. Examples of observations may include:

- A student's participation in class discussions
- A student's ability to ask intuitive questions
- A student's ability to work cooperatively with other students
- A student's general attitude and effort towards learning

3.3 SUBJECT SELECTION

During Term 3, students in Year 9 & 10 are required to select subjects for the following year. Students and parents will be invited to a subject selection night where they will be provided with the relevant information necessary to make informed decisions. Students in Year 9 will have the opportunity to select 4 elective subjects to complement the core subjects of English, Mathematics, Science, History, Christian Studies, Health and Physical Education. Students in Year 10 will select six subjects for year 11 & 12 to support their desired career path. Subject selection booklets and subject selection forms can be found on the College Website for parents who are unable to attend the subject selection night.

Subject Changes

At the end of Semester 1, students in years 10, 11 may request a subject change for Semester 2. We strongly advise that students in Year 12 do not change subjects during Year 12.

Students who desire to change subjects will need to adhere to the following procedures:

1. Arrange a meeting to discuss a possible subject change with the Deputy Principal who will contact the parents to arrange a parent-student-school meeting about the proposed change.
2. Once an agreement has been made, the Deputy Principal will apply for the subject change.
3. If the student's application for change has been accepted, the Deputy Principal formalise the change of subject and contact the student and their parent(s).

Please Note: These changes should be finalised before the end of week 2 of Semester 2.

3.4 STATIONERY REQUIREMENTS

Endeavour Christian College provides all the stationery for each year level, except for some VET courses or specialised courses such as the Start Uni Now courses. It is important to the educational program that each student has what is listed on their course book or stationery list.

At the College, we endeavour to instruct students in the proper care of their own belongings. As a part of this, we expect all students to keep their supplies in a neat and orderly manner. This includes not only making sure that they have the correct tools for their work, but also making sure that all of their material is cared for appropriately. Students will be asked to replace items if any of the following is found:

- Graffiti
- Inappropriate pictures – including pop stars, bands and celebrities
- Incorrect use of books
- Damaged beyond the normal wear and tear

3.5 SPECIAL NEEDS OF STUDENTS WITH A DISABILITY (SWD)

Students with a diagnosis of disability in one or more of the recognised categories are supported through the Education Adjustment Program (EAP). Verification of the disability takes place through the Association of Independent Schools Queensland and funding levels are determined by the degree of disability and adjustments made which enable the student to access the curriculum and learning environment. An Individual Education Plan (IEP) for each student is collaboratively planned by all parties concerned with the student’s education, growth, and development.

The recognised categories of disability are:

- Physical Impairment
- Hearing Impairment
- Visual Impairment
- Intellectual Impairment
- Speech/Language Impairment
- Autism Spectrum Disorder
- Social/Emotional Disorder

At Endeavour Christian College, students with a disability are educated both in the general classroom in an inclusive environment and at times in a small group or individual setting. The Inclusive Education Teacher works with the class/form teacher, parents, other teachers, specialists, and aides to plan and implement strategies/therapies to achieve specific individualised goals for each student.

3.6 LIBRARY RULES & PROCEDURES

LIBRARY HOURS - CLASS TIMES PLUS:

Morning (Monday to Friday)	8:00am to 8:30am
Morning Tea	10:30am to 10:50am
Lunch	12:40pm to 1:10pm
After School (Monday to Thursday)	3:00pm to 4:00pm
Friday	Library is closed on a Friday

Borrowing:

- Prep students are permitted 2 book per week
- Primary students are permitted 2 books per week
- Secondary students are permitted 4 books for 2 weeks
- Selected reference books may be borrowed overnight

Parents

The library has many books and magazines that may be of interest to parents.

Computers and Printing

Computers and printers are available during opening hours for student use.

Textbooks

Textbooks are issued to secondary students through the library.

Care of Resources

Students are expected to care for materials borrowed from the library. While normal wear and tear is expected, damaged or lost materials must be replaced and parents will be billed for the item/s. If items are accidentally damaged, please return to the library as soon as possible. Please do not attempt to make repairs to books as the library staff are best placed to make these repairs.

3.7 STANDARDISED TESTING

Endeavour Christian College recognises that it is important to be able to track student's progress, identify weakness and strengths in students learning, and adjust teaching and curriculum to address any shortcomings and create the best possible learning environment. For this reason, we use a number of standardised tests throughout the year to enable us to track student progress objectively. These tests are separate from general assessment and exams.

Test	Who	What	When
NAPLAN Test	Years 3, 5, 6, 9 (every student nationally)	Numeracy & Literacy Reports are sent home in late Term 3 with information regarding how each student has gone compared to the national average.	Term 2
PM and PROBE Test	Prep to Year 6	Diagnostic Reading Assessment. This test gives very specific information on a student's ability to read and comprehend.	Week 6 of each Term
PAT Tests	Prep to Year 10	This tracks each student's progress in Maths, English - spelling, vocabulary, comprehension, grammar and punctuation - from year to year.	Term 3

3.8 DISTANCE EDUCATION

The College offers a broad selection of subjects, catering for a wide variety of career paths; however, if a student desires to study a specific subject that is not currently offered at the College, the student may access this subject via Distance Education. Parents who would like their child to study via Distance Education may be required to pay the fees associated with the course.

Please note: Studying via Distance Education, requires self-motivation and discipline. Although students can normally, contact a teacher from the Distance Education institution, communication, and accountability for the student is often limited. The College will do all it can to provide additional help, but students should only explore distance education if the subject has a significant impact on their career path.

SECTION 4: COMMUNICATION

General

Communication within the College community is an extremely important aspect of school life for staff, parents and students to consider. Communication can be a powerful tool for improving understanding and relationships, but it can also be a destructive force of misinformation leading to relationship breakdown. For this reason the College encourages open communication between school and home in a variety of ways.

4.1 Diary

In lower Primary grades and for some individual students in upper grades, the option of a Student Diary can be a very important resource for the student, parents and College staff. Although it is a good organisation tool, it is also designed to be a major channel of communication between the College and home.

The Diary will be collected at the end of the year and retained as a record of absences and communication. Students must keep the Diary in the best possible condition. Misuse (e.g. graffiti, foreign stickers) may result in replacing the Diary at the students' expense. It is important that students adhere to the following guidelines in relation to the use the Student Diary:

- Students should take the diary to and from home every evening and school morning
- Homework should be written into the Diary at the end of each lesson or as directed by teachers
- When homework tasks are complete, students should write down the time taken to complete the tasks

4.2 FORMAL COMPLAINTS

The College welcomes suggestions and comments from parents and takes seriously complaints and concerns that may be raised. If you are concerned, then you should deal with that concern. Having a concern is a valid reason to follow it up with the school. It is preferable not to discuss your concern with other parents.

As a Christian College, we urge everyone to deal with concerns in ways, which reflects Biblical teaching on dealing with disputes. We follow the Matthew 18 principle of going to see the person with whom you may be having a problem.

In dealing with your concerns, you are asked to observe the following:

1. Take your concern directly to the staff member involved. If, for example, you are concerned about the level of homework a certain teacher has given or a punishment given, then go directly to that teacher with the concern and express it openly in Christian love. To do this, make an appointment through the office or via email with the teacher.
2. If you believe that your concern has not been understood or dealt with adequately, then please feel free to make an appointment with:
 - a) The Deputy Principal – for concerns relating to Primary or Secondary school issues.
 - b) If the concern is still unresolved then please feel free to make an appointment to see the Principal.
3. If you are not satisfied after this meeting, the Principal will offer to refer the matter to the Chairman of the School Board. Alternatively, you may wish to write directly to the Chairman. The Chairman will call for a full report from the Principal and will examine matters thoroughly before responding.
4. If this does not result in a positive solution, the Chairman will invite you to a meeting.

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. 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 becomes necessary to refer matters to the Police.

4.3 COMMUNICATION WITH TEACHERS

As parents, you may organise an interview at a convenient time after school by ringing the office, writing an email message directly to your child's teacher, or for particular students with diaries, writing a note in your student's diary. Teachers will respond at a suitable time. We do request that parents be considerate of teachers once class has started. It is important that parents do not keep teachers from their supervision or teaching duties.

Parents are also welcome to visit the classroom to assist or to observe.

4.4 REPORTING PROCEDURES

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. You are always welcome to speak to your child's teacher to either share information or ask for information. The College also has the formal process of sending student reports home at the end of each semester. The reports will contain:

- Students' academic results
- Information on behaviour and attitude in class
- Comments on the student's strengths and weaknesses in class
- Strategies on how the student can improve.

As well as regular end of semester reporting, parents can also expect the following reports:

- National Assessment Program (Literacy and Numeracy NAPLAN), every year, all Australian students in Years 3, 5, 7 and 9 are assessed on the same days using national tests in Reading, Writing, Language Conventions (Spelling, Grammar and Punctuation) and Numeracy. Parents can expect reports of these results mid-September
- Student Education Profile, on completing Year 12, students will receive a Senior Certificate and, if eligible, a Tertiary Entrance Statement. The Senior Certificate records individual subject results, including relevant vocational education and training results. The Tertiary Entrance Statement is the key to university entrance and contains an ATAR score.
- Queensland Certificate of Education (QCE), students may also receive a QCE on completing Year 12. The QCE is a broad-based qualification that requires young people to achieve a significant amount of learning, as well as meet specified requirements for literacy and numeracy. Please contact the College if you require more information on Reporting.

4.5 PARENT TEACHER INTERVIEWS

Parent Teacher Interviews will be conducted towards the end of Term 1 and Term 3. The interviews provide an opportunity for parents to talk to teachers about the progress of their child. Information on how to make an appointment with a teacher during this time will be provided prior to Parent Teacher Interview night. Parents are welcome to meet with teachers or communicate through the diary at any time to discuss their student's progress or other related matters. Please contact the College Office.

4.6 NEWSLETTER

Every 3 weeks, unless unforeseeable matters arise, a College newsletter is published and is available by email, or accessible through our website. If you would like a printed hard-copy, please contact the College office. The newsletter contains up to date information on what is happening in College life, what events are coming up, as well as various other items.

4.7 WEBSITE

Our website contains general information regarding our College. Some specific information which students and parents might find helpful is our 'Community' tab, which has the school calendar of events as well as Yr 7 – 12 Assessment Calendars. All of our past newsletters can be found in the Community tab.

SECTION 5: RULES AND GUIDELINES

5.1 STUDENT CONDUCT AND DISCIPLINE

At Endeavour Christian College, we have high expectations for student behaviour, whilst recognising that students are still developing the ability to self-manage and be self-disciplined. The basis of our understanding of human relations, values, and behaviour management is the Scriptures. It is our aim that through actively teaching Christlike character through our College Values, and through intervening with firm disciplinary measures, our students will develop excellence of character which is God honouring.

In a school environment, behaviour management is important so that:

- Students learn to live under authority
- Students develop an understanding of right and wrong behaviour
- Students develop the skills to be self-disciplined
- We create a safe, respectful, and productive working environment for all

Student behaviour is in relation to five general areas: the College, staff, fellow students, facilities, and themselves.

College:

At all times students are expected to uphold the positive name of Endeavour Christian College in speech, actions, dress and attitude, when in the College, representing the College or outside of the College.

In doing this we recognise that:

- a) We bear the name of Christ and as such represent the Lord in all aspects of life
- b) We aspire to live out our College Values knowing that they are based on Godly values and set a high standard in all aspects of life
- c) When we fail to behave appropriately, it is not just a reflection on the individual but also brings shame to the College and family

Staff:

Students are to show the utmost respect for staff members

This is demonstrated by the following:

- a) Look and listen when a staff member is speaking
- b) Follow the instructions of all staff members

- c) Be courteous and polite when speaking with staff
- d) Be willing to help and support a staff member

Students:

Students are to show the utmost care and respect to fellow students.

This is demonstrated by the following:

- a) Encouraging others when successful or when trying to be successful
- b) Including others rather than excluding
- c) Recognising that we are all different and unique
- d) Look for opportunities to help other students in need.

Facilities:

Students are to show the utmost respect and care for our College facilities and resources.

This is demonstrated by the following:

- a) Using all facilities and resources in the way in which they are intended
- b) Keeping the College clean and free of rubbish by being responsible for our own actions and even in taking responsibility for others rubbish etc
- c) Being thoughtful in what we do to minimise the chance of damage to facilities and resources

Yourself:

Students are to commit themselves wholeheartedly to every endeavour in the College.

This is demonstrated by:

- a) A positive attitude to all activities and a 'can do' attitude, which creates a positive and energetic environment for all
- b) Diligence in getting all work, homework, assignments and revision completed by the due date in order to achieve the best possible results
- c) Not giving up when things are difficult or treating particular activities as unworthy of your full effort

Classroom behaviour

- 1) Students should move to class immediately after hearing the bell
- 2) Students should line up quietly outside of the classroom with the necessary equipment
- 3) When invited to enter the classroom by the teacher, students should stand behind the desk until greeted by the teacher and instructed to sit
- 4) Students should raise their hand and wait to be invited to speak by the teacher
- 5) Students are to contribute to a positive learning environment through listening to the teacher, staying focussed on their work and not distracting others.
- 6) Students are not to leave the classroom unless given permission by the teacher
- 7) Students should not pack up or leave a classroom when the bell goes, but wait until instructed by the teacher

Prohibited items

The following items are not to be brought to school:

- Chewing Gum

- Mobile phones – for those students who need their phones for after school pick up, etc, they can hand their phones into the front office or leave them in their bags. They are not to be used in the classroom or at break times.
- Aerosol cans
- Alcohol, drugs etc.
- Weapons
- devices including, but not limited to, iPods, video games, and cameras

Lunch Time Detentions

Detentions are given as a consequence after classroom management strategies (e.g. warnings, changed seating plan, discussions after class etc.) have proven to be ineffective in changing the student's behaviour.

When a teacher issues a student with a detention he/she will use the following procedure;

1. Talk to the student about their behaviour
 - What aspect of their behaviour was unacceptable?
 - Why was their behaviour unacceptable?
 - Who was affected by their behaviour?
 - How could he/she improve their behaviour in the future?
 - The student will need to arrive at the detention room at 12:40pm. During the detention he/she will do the following work;
 - If the detention is work related (homework / assignments) students will have the opportunity to continue the work during detention.
 - If the detention is for their behaviour (e.g. disrupting the class, disrespect etc.) the student will be given a "student reflection" worksheet to fill in. This sheet will be given to the teacher who gave the detention who will discuss the answers with the student and develop strategies to improve their behaviour in the future.
2. The teacher will contact the parents about the nature of the detention.

Afternoon Detentions

In some cases an afternoon detention may be issued in conjunction with parental approval. These detentions could run between 3:00 to 4:30pm. The Principal or Deputy Principal may give these detentions for:

- Repeat Offences – the student shows no change in behaviour despite being given lunch time detentions.
- Major inappropriate behaviour – e.g. truancy, major disrespect, major bullying, defacing property, inappropriate sexual behaviour, theft etc.

If a student is issued an afternoon detention, parents will need to make arrangements to pick the student up at the office at 4.30pm or at an alternative pre-arranged time.

5.2 UNIFORM

Uniforms may be purchased through the College shop. All uniform items must be purchased through the College shops including items such as socks. The only exceptions to this are; school shoes, girl's ribbons, and scrunchies.

Primary Girls Formal Uniform

- Primary Navy shorts
- Short Navy College socks
- Black Leather Lace-up shoes**
- Short Navy College socks
- Black Leather Lace-up shoes**

Hair: Navy blue ribbons or scrunchies or navy blue or white plain headbands (with no attachments or adornments)

Hat: Navy College hat

Primary Boys Formal Uniform

- College shirt
- Navy shorts
- Short Navy College socks
- Black Leather Lace-up shoes**
- Hat: Navy College hat

Secondary Girls Uniform

- Navy culottes
- Formal College top (formal days)
- Sports uniform (sports days)
- Short Navy College socks
- Black Leather Lace-up shoes**

Hair: Navy blue ribbons or scrunchies or navy blue headbands (with no attachments or adornments)

Hat: Navy College hat

Secondary Boys Uniform

- Navy Shorts
- Formal College top (formal days)
- Sports uniform (sports days)
- Short navy College socks
- Black Leather Lace-up shoes**
- Hat: Navy College hat

** Black Leather Lace-up Shoes

When purchasing Black Leather Lace-up Shoes, please do not purchase the following: platforms or boots.

5.3 Uniform and Appearance Rules

- Full College uniform is compulsory and must be worn as prescribed
- The Sports Uniform is to be worn only on sport, HPE or carnival days
- Shoelaces are to be tied up at all times not simply tucked in
- Make-up is not to be worn at the College

- Girls Hair
 - Hair at shoulder length or longer must be tied up. Shoulder length hair is defined as hair touching or resting on the shoulders
 - If hair is above the shoulder, the sides must be off the face and pinned back. Fringes are to be above the eyes or pinned back
 - Ribbons, scrunchies and headbands (with no attachments or adornments) must be navy blue
 - Hair is to be a natural colour
 - As hats are to fit fully over the scalp, students are not to wear hairstyles that make this difficult or impossible

- Boys Hair:
 - To be worn off the face (clear of eyebrows), short sides (clear of ears), above the collar
 - No dreadlocks, or other fashion statements
 - Faces to be clean shaven
 - School Hats are to be worn by students when outside of buildings during recess and during the lunch break

- Jewellery
 - Allowable jewellery for girls is to wear one pair of small plain gold or silver sleepers (not hoops) or small plain gold or silver studs (not shaped eg hearts, stars, butterflies etc). Earrings are to be only positioned in the ear lobe of each ear. A watch and a medic-alert neck chain or bracelet where this is required may also be worn.
 - 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 the maintaining of extra ear/body-piercing is not acceptable while attending the College

If a student's uniform and/or presentation does not meet the uniform code, a note will be written in the student's diary to communicate the uniform infringement to the parents. We ask that parents support our uniform policy by attending the issue as quickly as possible or communicating any difficulties to the College.

Students' failure to comply with our uniform policy will result in disciplinary measures. The College reserves the right to send students home until the situation is remedied.

PLEASE NOTE: Children should remain in College uniform during the journey home, and if shopping with parents down town should wear their uniform correctly and in its entirety. Only when students get home should they change out of College uniform.

5.5 Lockers

Years 10-12 Secondary students each have their own locker with a combination lock in which to store books and other school materials. Students need to adhere to the following guidelines in relation to lockers;

- The lockers and locks are the property of the school and any misuse or loss will incur a fee to replace the locker and/or lock
- Bags are to be kept in bag racks beside the locker, or if the locker is large enough, in the locker, where they are to remain throughout the day
- Students may use the lockers before school, after school, morning tea, and lunchtimes. Lockers are not to be used between lessons. Therefore, it is important that students organise all of the equipment required for the lessons in between these times
- Every student is expected to safe guard the security of his/her locker. The College does not take responsibility for thefts from lockers. Money and articles of value should not be placed into lockers, but taken to reception for safekeeping
- Students must not interfere with other student's lockers or padlocks
- Theft is a serious matter and if detected will result in prosecution, suspension or expulsion
- The College reserves the right to inspect lockers without notice at any time
- Students are not to share lockers or the combination of locks
- The College reserves the right to withdraw the use of lockers at any time
- Students must agree to these conditions and sign the Application Form before they are given the use of a locker

5.7 Electronic Devices

I-Pods, MP3 players, video games etc. are not permitted at the College.

If a student is found to have possession of one of these devices during school hours, they will have the item confiscated for one week. If there is a re-offence, the confiscated item would only be returned to a parent or guardian.

SECTION 6: HEALTH AND SAFETY / PROTECTION OF STUDENTS

6.1 First Aid, Medication & Health Matters

Parents are to inform the college and complete a medication form if their student needs to have prescribed medication at school. Medication must be in the original container on which the doctor / pharmacists' instructions are clearly labelled. Medication is to be held at the office and will be administered to the student as prescribed. Over the counter medications, for example, pain relief such as Paracetamol or Nurofen, cannot by law, be administered at school unless the same procedure as for prescribed medication, as above, is used.

Students who are unwell should not be sent to school. Students who become sick during the day or sustain an injury while at school are to report to the College Office with the permission of a staff member. If the illness or injury is beyond the scope of our staff to deal with, parents and / or the ambulance will be called.

6.2 Parking & Traffic

During drop off and pickup time, traffic around the College can become congested. For the safety of the students, we ask that you adhere to the following requests:

- All picking up, dropping off and parking should occur in Charles St.
- Please be alert and drive carefully in the vicinity of the school.
- Please do not sit idle in the pick and drop lane whilst waiting for your child to arrive. If your child has not yet arrived at the pick and drop lane, please park your car

6.3 Bus Travel

Bus travel for students is an integral part of school life for a lot of students. Students who use this service are expected to behave appropriately. The rules for bus travel are listed below:

3. **Respect the Driver:** Obey the driver and/or bus monitor at all times.
4. **Respect safety rules:** Wearing of a seat belt if provided. No part of the body is to protrude from the bus. Remain seated at all times, legs in front and not in the passageway. Feet are not to be put on the back of the seat in front. Get on and off the bus smartly without pushing.
5. **Respect others on the bus:** Quiet talk is allowed, but no loud, boisterous singing, talking or shouting.
6. **Respect the bus:** No eating, drinking or litter on the bus.
7. **Respect the environment:** Don't throw anything out of the window.
8. **Respect the public:** Show courtesy to, and care for other travellers and the general public

Breaching of these rules may mean withdrawal of the privilege of using the bus.

Any difficulties experienced on bus travel should be reported to the College Office for follow up.

Bus Travellers

1. Bus travellers should cross the road to the bus only when the crossing supervisor directs them.
2. All bus travellers are to go to the waiting area across Mary St where a staff member will be on duty. In the event of wet weather, bus students will gather in the courtyard of B block.

6.4 Evacuation Procedures

The school community will be alerted to the need to carry out the Evacuation by one of the following alarms:

- a) A particular siren over the PA system that indicates to staff and students that they are to move to the designated evacuation area
- b) An announcement over the PA system

If you as a parent are in the College at the time of an evacuation, we ask that you follow the instructions of the staff. This will require you to evacuate to the emergency assembly point.

6.5 Lockdown Procedures

What is lockdown?

Lock down is what happens when there is a threat or possible threat to the school. The lockdown procedure is to help keep everybody safe.

How do I know that it is lockdown?

A message "The airconditioner is not working in the Library" will play be announced over the PA. If you are in a classroom, please follow the teacher's directions. You will be required to stay in the College as part of the lockdown procedure until it is deemed safe by the Principal or Emergency Services Personnel.

What should I do?

If you are with a teacher or another staff member, you will be told what to do. Normally you will sit under your desk or lie on the floor. If you are outside you should go to your classroom if it is close by or to the nearest room where there are people already. If you are too far to get to a room quickly, you should lie very still on the ground. Remain still, quiet and calm and do all that your teacher asks. Stay where you are until the Principal or his representative let you know it is all clear.

6.6 PRIVACY POLICY

Endeavour Christian College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to College's operations and practices and to make sure it remains appropriate to the changing school environment.

The type of information the College collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- Pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at the College;
- Job applicants, staff members, volunteers and contractors; and other people who come into contact with the College.

Personal Information you provide: The College will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings and interviews, and telephone calls. On occasions, people other than Parents and pupils provide personal information.

Personal Information provided by other people: In some circumstances, the College may be provided with personal information about an individual from a third party, for example, a report provided by a medical professional or a reference from another school.

Exception in relation to employee records: Under the Privacy Act, the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and employee.

How The College Will Use The Personal Information You Provide

The College will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Pupils and Parents: In relation to personal information of pupils and Parents, the College's primary purpose of collection is to enable the College to provide schooling for the pupil. This includes satisfying both the needs of parents and the needs of the pupil throughout the whole period the pupil is enrolled at the College.

The purposes for which the College uses personal information of pupils and parents include:

- To keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines,
- Day-to-day administration,
- Looking after pupils' educational, social and medical wellbeing,

- Seeking donations and marketing for the College,
- To satisfy the College's legal obligations and allow the College to discharge its duty of care. In some cases where the College requests personal information about a pupil or Parent, if the information requested is not obtained, the College may not be able to enrol or continue the enrolment of the pupil.

Job applicants, staff members and contractors: In relation to personal information of job applicants, staff members and contractors, the College's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the College uses personal information of job applicants, staff members, and contractors include:

- In administering the individual's employment or contract, as the case may be,
- For insurance purposes,
- Seeking funds and marketing for the College,
- To satisfy the College's legal obligations, for example, in relation to child protection legislation.

Volunteers: The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as (alumni associations), to enable the College and the volunteers to work together.

Marketing and fundraising: The College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that the College continues to be a quality-learning environment in which both pupils and staff thrive. Personal information held by the College may be disclosed to an organization that assists in the College's fundraising, for example, the College's Foundation or alumni organization.

Parents, staff, contractors, and other members of the wider College community may from time to time receive fundraising information. College publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

The College may disclose personal information, including sensitive information, held about an individual to:

- Another school
- Government departments
- Medical practitioners
- People providing services to the school, including specialist visiting teachers and sports coaches
- Recipients of school publication, like newsletters and magazines
- Parents and anyone you authorise the College to disclose information too.

Sending information overseas: The College will not send personal information about an individual outside Australia without:

- Obtaining the consent of the individual (in some cases this consent will be implied); or otherwise complying with the National Privacy Principles.

How The College Treats Sensitive Information

In referring to 'sensitive information', the College means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual. Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and Security Of Personal Information

The College's staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals. The College has in place steps to protect the personal information the College holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.

Updating Personal Information

The College endeavours to ensure that the personal information it holds is accurate, complete, and up-to-date. A person may seek to update their personal information held by the College by contacting the Secretary of the School at any time. The National Privacy Principles require the College not to store personal information longer than necessary.

You Have The Right To Check What Personal Information The School Holds About You

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information, which the College holds, about them and to advise the College of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils will generally have access to their personal information through their Parents, but older pupils may seek access themselves. To make a request to access any information the College holds about you or your child, please contact the College Principal in writing.

The College may require you to verify your identity and specify what information you require. The College may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance.

Consent and Right Of Access to the Personal Information of Pupils

The College respects every Parent's right to make decisions concerning their child's education. Generally, the College will refer any requests for consent and notices in relation to the personal

information of a pupil to the pupil's Parents. The College will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil. Parents may seek access to personal information held by the College about them or their child by contacting the College Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in the breach of the College's duty of care to the pupil.

The College may, at its discretion, on the request of the pupil grant that pupil access to information held by the College about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

6.7 Computer Usage Policy

Rationale

Endeavour Christian College provides access to various computer resources, our Local Area Network, and the Internet. These resources are available to enhance the learning process in a supportive school environment and to achieve quality-learning outcomes for our students. The school encourages students to become familiar with the use of Information Technology.

As responsible members of the school community, it is expected that all students and other members of the community will follow and adhere to the guidelines established below. These guidelines are based on common sense, common decency, rules established by Endeavour Christian College, and laws established by the State of Queensland and the Commonwealth of Australia.

For the benefit of all users, students are expected to observe the following:

Key Text of Policy:

A. Use of Information Technology Equipment

The College has endeavoured to ensure that all students' work can be saved, stored, and accessed in a secure manner. It is expected that all students will respect the right of other students to use the network resources. It is expected that all students will respect that the Information Technology Equipment with which they have been provided, and realise that using this equipment is a privilege, not a right. This privilege can be withdrawn if necessary.

- Log in using your own appropriate ID. It is never acceptable to use someone else's ID.
- Use computers for the purpose directed by the teacher in charge. Students are not to play games or use any other software unless the teacher has given specific permission for this.
- Do not tamper with the computer system. It is unacceptable to seek access to restricted areas of the computer network.
- At the end of each lesson:
 - Log out of the network and return to Login screen;

- Do not bring CD's into the computer rooms or library unless required for keyboarding or document transfers.
- Do not swap around any equipment. That is, no changing of keyboards, mice or other equipment from one computer to another.
- Report all equipment faults to your teacher immediately.

B. Passwords: (for school with individual use logon)

- Keep your password secret. If you suspect that someone may know your password, change it.
- It is unacceptable to gain, or to attempt to gain, another person's password or personal information.
- When a student has been allocated a password, it is the student's responsibility to remember that password. If a student forgets their password, he/she is to report to the IT manager to have it changed.

C. Printing

The school has provided printing facilities for students to obtain printouts of their work. Students are expected to use the printers for school purposes only and endeavour to keep paper wastage to a minimum.

- Before printing, proofread, spell check, and print preview your document.
- When completely satisfied with the final product, print the document.
- Place unwanted printouts in recycling boxes.

D. Use of the Internet

What is the Internet?

The Internet is a worldwide network of individuals, groups, communities, and organisations linked via computer and telecommunication lines. In trying to visualise the Internet, people often describe it as a gigantic library, others as an infinitely large encyclopaedia, while others as a jungle of intertwined information or a spider's web.

Why are educational institutions using the Internet?

Teachers and students are using the Internet to locate information, send electronic mail, browse documents or images from various sites such as universities, libraries and other organisations in Australia and overseas. They are sharing or publishing information and ideas on topics of mutual interest. Students will use the Internet for educational purposes in curriculum projects and research with the assistance and guidance of their teachers.

Educational institutions use the Internet for:

- Accessing information
- Electronic publishing
- Collaboration with others
- Curriculum projects
- Support and in-service training
- Technical support

What about the availability of unacceptable material on the Internet?

There has been a lot of media attention on the unacceptable materials found on the Internet. Given that there is no guaranteed means of preventing students' exposure to this material, other strategies must be adopted. This College has developed monitoring strategies, by providing appropriate levels of supervision to students using the Internet and checks of logs of sites accessed. The other part of our strategy is developing responsibility amongst students and an awareness amongst teachers, parents and students of possible problems and procedures for dealing with these.

What are the responsibilities of each member of the school community?

- **The Role of the College:**

The college undertakes a commitment to provide appropriate physical and financial resources to facilitate the successful incorporation of access to online services throughout the curriculum. In addition, the college will actively support the professional development of all staff to ensure the effective inclusion of information technologies, including the relevant information skills, into the college's curriculum.

- **The Role of the Staff within the College:**

The college expects that each staff member will aim to incorporate appropriate use of electronic information throughout the curriculum (as they would any other curriculum resource) and that teachers as well as the college Librarian and staff will provide guidance and instructions to students in the appropriate use of such resources.

Staff will facilitate student access to curriculum information resources appropriate to the individual student's instructional needs, learning styles, abilities, and developmental levels.

- **The Role Parents:**

Parents and guardians are ultimately responsible for setting the standards that their children should follow when using media and information sources and ensuring that these standards are met. This college expects that these standards will be in accordance with the College Mission Statement and other college policies.

- **The Role of Students:**

Students are responsible for good behaviour on the school computer network. They must comply with specific computer facilities rules. Communications on the information networks are public and general college rules for student behaviour, conduct and standards will apply. Individual users of the college computer networks are responsible for their behaviour and communications over those networks. It is presumed that students will comply with college standards and will honour the agreements they have signed.

E. Copyright

Students are expected to respect and adhere to the principles and laws concerning copyright and other people's ideas.

Get permission before copying files from another user. Copying files or passwords belonging to another user or author without their permission may constitute plagiarism or theft.

F. Breach of Rules

Breaches of this policy may result in students being excluded from using the college's computer equipment and/or other disciplinary action as per the Behaviour Management Policy.

Where computer use is a course requirement, students will have to show cause as to why they should remain in the subject.

6.8 SUNSAFE POLICY

RATIONALE

Queensland has the highest rate of skin cancer in the world. Of all new cancers diagnosed in Australia each year, 80% are skin cancers. Research indicates that childhood sun exposure is an important contributing factor to the development of skin cancer later in life. Given that students are at school during peak ultraviolet radiation (UVR) times throughout the day, schools play a major role in both minimising student's UVR exposure and providing an environment where policies and procedures can positively influence student behaviour.

Skin damage, including skin cancer, is a result of cumulative exposure to the sun. Research shows that severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes, and premature aging. Most skin damage and skin cancer is therefore preventable. Ultraviolet radiation (UVR) levels are highest during the hours that children are at school. As children will spend a portion of their day outdoors, we are committed to protecting them from harmful effects of the sun. With this in mind, Endeavour Christian College realises the need to protect children's skin and educate them about SunSafe behaviour, thus reducing the risk of skin damage from exposure to the sun.

Aims

The policy aims to:

- Provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection
- Provide environments that support Sunsafe practices
- Create an awareness of the need to reschedule outdoor activities to support SunSafe practices.
-

Procedures

Our college recognises that winter sun also contributes to skin damage. This policy will therefore be implemented throughout the year. The purpose of this SunSafe policy is to ensure that all children attending our establishment are protected from the harmful effects of the sun throughout the year.

Our Commitment

Endeavour Christian College will:

- Inform the College Community of the Sunsafe Policy.
- Increase the amount of shade in the school grounds, where possible, by building shelters and planting trees

- Incorporate education programs that focus on skin cancer prevention into the college curriculum
- Encourage all teachers and staff to act as positive role models for children in all aspects of Sunsafe behaviour
- Seek ongoing support from parents and the college community for the Sunsafe policy and its implementation, through newsletters, parent meetings etc.
- Ensure that all students and staff wear hats that protect the face, neck and ears, and SPF 30+ broad spectrum, water-resistant sunscreen, when involved in outdoor activities
- Encourage students without adequate sun protection to use shaded or covered areas at recess and lunch times
- Review the school dress code to conform with the Queensland cancer fund Sunsafe clothing guidelines. The Queensland cancer fund recommends close weave fabric, shirts with collars, longer sleeves, longer style dresses and shorts and rash vests or t-shirts for outdoor swimming.
- Ensure that, wherever practicable, outdoor activities take place before 10am and after 3pm
- Review the SunSafe policy annually

Our Expectations

Parents/carers will:

- Provide a Sunsafe hat for their child (College bucket hat) and ensure that they wear it to and from school.
- Ensure that their child applies SPF 30+ broad-spectrum, water-resistant sunscreen 20 minutes before leaving for school
- Ensure that their child's clothing provides adequate protection from UVR. The Queensland Cancer

Students will:

- Be aware of the college's Sunsafe policy
- Take responsibility for their own health safety by being Sunsafe
- Comply with Sunsafe rules and guidelines by wearing suitable hats, clothing, sunscreen and sunglasses
- Apply SPF30+ broad-spectrum, water-resistant sunscreen 20 minutes before going outdoors
- Use shaded or covered areas outdoors
- Act as positive role models for other students in all aspects of Sunsafe behaviour
- Help design and regularly update the Sunsafe policy
- Participate in Sunsafe education programs.

6.9 BULLYING

Endeavour Christian College aims to have a safe, bullying free environment. Bullying is viewed as a serious offence and is dealt with under our college-wide bullying policy. Bullying may include actions such as the following:

- Name calling.

- Constantly repeated behaviour, which is annoying to others.
- Actions, which others find intimidating such as standing in, too close a proximity to another, shoving, feigned tripping and the like.
- Physical abuse such as hitting or kicking.
- Exclusion from games and activities.
- Insulting talk.

Students who feel uncomfortable or threatened by the actions or words of another student should report the matter to a teacher or another staff member immediately. The College Bullying Policy sets out actions to be followed whereby such complaints are investigated and follow-up actions identified. A full copy of the policy is available in the College Office. Parents are encouraged to contact the class/form teacher if you have knowledge or suspicions that your student is being bullied. Please also encourage your student to talk about their day so that you remain in touch with what is happening day to day with them.

6.10 Child Protection at Endeavour Christian College

Endeavour 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. We also expect all staff 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 by any cause other than confirmed accidental harm not involving negligence or misconduct.

Harm can be caused by:

- physical, psychological or emotional abuse or neglect; or
- sexual abuse or exploitation; or
- domestic or family violence; or
- bullying; or
- self-harm

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 or by other students.

What Should You Do If You Become Aware or Reasonably Suspect That Harm Has Been Caused to A Students Of The College By A Member Of Staff, Someone Outside Of The College, Or By Other Students?

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, or if the subject of the complaint is the Principal, the Chairman of the College Board.

What Will the Principal OR The Chairman Of The College Board Do?

If the Principal or Chairman of the College Board 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 to police immediately or to the Department of Communities where appropriate, or it may be dealt with internally if the matter does not require mandatory reporting to an outside body.

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 Chairman of the Board may also need to be informed. It is the College 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 has an obligation 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 were 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 handed confidentially within the college.

How Will the College Help my Child?

The Principal will ensure that the following things are done to reduce the likelihood 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 are acceptable references for each staff member engaged since the commencement of this protocol, from his or her previous employer and pastor.

- Ensure that each staff member and volunteer, who has contact with children, has a current positive suitability notice issued by the Commissioner 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 College Office. Parents and students may have access to this policy at any time.