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Introduction
Established in 1983 as a ministry of the Church, Freshwater Christian College offers co-education from Prep through to Year 12. Our Campus is located on 14 hectares in a beautiful rural setting currently accommodates 550 school students. Freshwater Christian College is a member of Associated Christian Schools (ACS) and Independent Schools Queensland (ISQ).

Freshwater Christian College seeks to develop students to their full potential based on each individual’s ability. Our academic programs are designed to develop skills in problem solving, decision making and character building through Christian philosophy. Our curriculum is built on the framework of Biblical worldview while meeting the requirements of educational authorities.

Freshwater Christian College’s values are at the core of our educational philosophy. These Christian values as a part of a quality education add to family life and are foundational for a bright future. They equip our young people to be trusted employees, great leaders and pivotal citizens in the community.

We believe in positioning ourselves for the future and that young people should develop and grow into healthy young men and women who will show leadership in whatever career path they choose in the future.

Mission Statement
At Freshwater Christian College, we believe in the unique gifting of each individual within our community and exist to provide a safe and empowered learning environment that promotes caring relationships and authentic Christian Values.

Vision Statement
Taking you there ... educating for eternity.

Goals
- H High expectations
- O Overt Christian values
- P Positive and caring relationships
- E Empowered learning

Contacts
Street address 369-401 Brinsmead Road, Brinsmead, Qld, 4870
Postal address PO Box 643, Redlynch, Qld, 4870
Telephone +61 7 4055 1337
Fax +61 7 4055 1930
Email Absentee notifications absentee@freshwatercc.qld.edu.au
          Primary school enquiries primary@freshwatercc.qld.edu.au
          Secondary school enquiries secondary@freshwatercc.qld.edu.au
          Tuition Fee or Finance enquiries finance@freshwatercc.qld.edu.au
          Enrolment enquiries enrolments@freshwatercc.qld.edu.au
          Uniform Shop enquiries uniform@freshwatercc.qld.edu.au
          Tuckshop enquiries tuckshop@freshwatercc.qld.edu.au
          Stationery enquiries p&f@freshwatercc.qld.edu.au
          General enquiries general@freshwatercc.qld.edu.au
          Kindergarten enquiries kindy@freshwatercc.qld.edu.au
Hours of Operation

School hours (Prep to Year 12)  8.25am to 2.50pm
Administration  8.00am to 4.00pm Mondays to Thursdays
  8.00am to 3.00pm Fridays

Uniform Shop  During school terms:-  Mondays, Wednesdays, Fridays
  7.30am to 8.30am, 3.00pm to 4.00pm
  During school holidays:-
    Refer to our website for days and times

Term Dates 2016

Term 1  Wednesday 27th January to Thursday 24th March
Term 2  Tuesday 12th April to Friday 24th June
Term 3  Tuesday 12th July to Friday 16th September
Term 4  Tuesday 4th October to Wednesday 30th November

For further information regarding public holidays and pupil free days, please refer to our College Calendar on our website or School App.

College Staff

Executive Management Team

Principal and Chief Executive Officer  Mr Hector Costello
Deputy Principal/Head of Primary  Mr Max Natoli
Head of Secondary  Mr Richard Schwarz
Director of Pastoral Care  Mr David Anderson
Chief Financial Officer  Mrs Joylene Ireland
Kindergarten Director  Mrs Belinda Raine

Primary Teachers

Prep  P-N  Mrs Danila Natoli
  P-T  Mrs Jade Thomas
Year 1  1-M  Mrs Judy Mello
      1-B  Miss Alyssie Beattie
Year 2  2-B  Miss Melanie Brooks
      2-W  Miss Kareena Walmsley
Year 3  3-C  Mrs Ros Cook
      3-B  Miss Rachael Berry
Year 4  4-H  Mrs Kim Hall
      4-TS  Mrs Tanya Broadwater and Mrs Sarah Scheurwater
Year 5  5-CG  Mrs Jenny Costello and Mrs Anna Giles
      5-Y  Miss Rebecca Yarwood
Year 6  6-G  Mr Dean Garbellotto
      6-K  Mrs Jackie Kennedy

Physical Education, Information Technology  Mr Luke Matson
Music, Private Instrumental Program  Mrs Tina Evans

Secondary Teachers

7-J Form Teacher, History and Geography, Christian Studies, Economics  Mr Russell Jarred
7-G Form Teacher, Science, Mathematics, Maths A  Mrs Lisa Grenfell
8-B Form Teacher, English, Drama, G Force  Mrs Beverley Brett
8-L Form Teacher, Mathematics, Maths B  Mr George Litsberger
9-C Form Teacher, Horticulture, Technology Studies, Science, Construction  Mr Paul Clark
9-W Form Teacher, English, History and Geography  Mr Richard Ward
10-D Form Teacher, Health & Physical Education, Science  Mr Caleb DeVries
10-N Form Teacher, Art, Visual Art, Careers  Mrs Renee Nsengimana
10-N Form Teacher, English, History and Geography, Japanese  Mrs Helen Schwarz
11-G Form Teacher, Mathematics, Maths A, Science, Biology  Mrs Chipo Gweshe
11-S Form Teacher, English, Web Design, Computers, Multi-Media Mr Richard Schwarz
12-A/S Form Teacher, Mathematics, Christian Studies  Mr David Anderson
12-A/S Form Teacher, English, Business Communications & Technology, Business and Economics, Curriculum Coordinator, IT Business Mrs Corlea Saayman
English, Modern History, Christian Studies Mrs Valerie DeVries
Japanese Mrs Cathy Smith, Mrs Lydia Shioya
Chemistry Mrs Lesley Forder
Physics, Maths B Mr Peter Dobbin
Food Textiles, Workplace Technology, Science, Computers Mrs Sandy Wicks
Music Mrs Tabitha Knox-Carlson
Mathematics Mrs Jennifer MacFarlane
Legal Studies, History and Geography, Ceramics Mrs Emily Camilleri
VET Trainer, VET Coordinator, Work Experience Placements Mrs Hanlie Degenaar

College Chaplain Mrs Carla Pappas

Administration
Executive Assistant to Principal Mrs Julieanne Lomas
Enrolments and Community Relations Officer Mrs Anita Brown
Receptionist Mrs Angela Bullio
PA to Head of Primary Mrs Leslie McGinty and Mrs Emma Kenworthy
PA to Head of Secondary Mrs Wendy Van Hassel
Secondary Administration Miss Ruth Adams
Student Administration Mrs Vandelene Stuart
Assistant Bursar Mrs Jennifer Ireland
Finance Assistant Mrs Belinda Helms and Mrs Nichol Thomas

Learning Enrichment
Head of Learning Enrichment Mrs Melita Carton
Inclusion Facilitator Mrs Caroline Williams
Teacher Aides Mrs Anthea Anderson, Miss Jodie Simpfendorfer, Mrs Sara Smith, Mrs Sally Morse, Mrs Jan Mortimer, Mrs Kim Smith, Mr Joshua Carton, Mrs Christie Giles, Mrs Kelly DeVries

Teacher Aides
Mrs Jennifer Scheurwater, Mrs Carole Luff, Mrs Janice Lippmann, Mrs Emma Kenworthy, Mrs Serene Jay, Mrs Mei Trinh, Mrs Elaine Marshall, Mr Tom Watson, Mrs Lucy DeVries, Mr Greg Brett, Mrs Elizabeth Kiloh, Mrs Angela Clark, Mrs Lucy DeVries, Mrs Michelle Brown

IT Support
IT Systems Administrator Mr Shaun Gilsenan
IT Technician Mrs Sandra Bust

Library
Librarian Mrs Gail Miles
Library Assistants Mrs Jan Wakefield and Mrs Pauline Gilsenan

Property
Maintenance Manager Mr Ben Edward
Groundsman Mr Kerry O’Dea and Mr Nathan Burgstaller

Tuckshop
Convenor Mrs Kim Powell
Assistant’s Mrs Racheal Love and Mrs Sarah Kammermann

Fair Coordinator
Mrs Racheal Love

Uniform Shop (Weareco)
Mrs Sara Smith

Kindergarten
Director Mrs Belinda Raine
Teacher Miss Esther Loudon
Mr David Crowther
Assistant Mrs Caitlin Sagers, Miss Gabrielle Long, Miss Rebecca Abbott, Miss Toni Swift
Absences/Late Arrivals/Early Departures

The College discourages children taking days off for non-essential or unnecessary reasons as this disrupts their learning process. Parents are encouraged to plan their family holidays during school holidays, and not term days.

If a student is absent, parents need to contact the College to advise the reason why the student is absent. This can be done by phone, email (absen@freshwatercc.qld.edu.au) or fax. A note of explanation will also need to be provided in the student’s diary when the student returns to the College. Where possible, medical and dental appointments should be made out of school hours.

If a student needs to leave during the school day, a note or phone call to the College needs to be provided by the parent. Parents of Primary students need to sign in at College Reception and then collect the Primary student from the classroom. Secondary students will need to come to the College Reception to be collected and signed out by the parent. (Note: Students should only need to leave the school under special circumstances such as sickness, medical appointments, or approved family reasons and should not become a regular event).

Students arriving late to school must report to the Head of Primary or Head of Secondary office where a late stamp will be marked in the student’s diary. The student is to take the diary to the class they will be attending and inform the teacher of the late stamp. In the case of students having regular late arrivals to school, the College will discuss with parents the impact on the student’s learning.

Bell Times

<table>
<thead>
<tr>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form class</td>
</tr>
<tr>
<td>Period 1</td>
</tr>
<tr>
<td>Period 2</td>
</tr>
<tr>
<td>Morning Tea</td>
</tr>
<tr>
<td>Warning Bell</td>
</tr>
<tr>
<td>Period 3</td>
</tr>
<tr>
<td>Period 4</td>
</tr>
<tr>
<td>Period 5</td>
</tr>
<tr>
<td>Lunch</td>
</tr>
<tr>
<td>Warning Bell</td>
</tr>
<tr>
<td>Period 6</td>
</tr>
<tr>
<td>Period 7</td>
</tr>
<tr>
<td>Warning Bell</td>
</tr>
<tr>
<td>End of school day</td>
</tr>
</tbody>
</table>

Bike Riding to School

Students must dismount bikes before entering the school grounds. Bikes must be parked in the bike racks and secured with a chain and lock. A helmet must be worn at all times.

Anti-Bullying Policy

Every student has the right to feel safe and free from harm while at Freshwater Christian College. We expect students to respect their teachers and other students. If a student is feeling unsafe or a parent feels a student is unsafe, please contact the College immediately. For the complete policy, please refer to our website. It is important to note:

- ANY STUDENT WHO IS INVOLVED IN ACTIVE BULLYING AND CHOOSES NOT TO CEASE SUCH BEHAVIOUR IS LIABLE TO HAVE THEIR ENROLMENT TERMINATED.
- CYBER SPACE IS SCHOOL SPACE – CYBER BULLYING OUTSIDE SCHOOL HOURS IS CONSIDERED BULLYING AT SCHOOL.
Bus
Freshwater Christian College offers a daily morning and afternoon school bus service covering Edmonton, Westcourt, Redlynch, Smithfield and the Northern Beaches and many suburbs in between. All bus enquiries, bookings and booking changes are to be made directly through the College bus coordinator, located in Student Administration.

Cake Stall (Primary only)
Throughout the Term Primary school holds a cake stall at morning tea to support the King of Kings Christian School, Beira Mozambique. Primary classes rotate the supply and running of the cake stall. This is a great way for students and parents to get involved in our school and to support a good cause. Please do not include any nut's.

Camps
Students in Years 4, 5, 6, 7, 8, 10 and 12 participate in our camping program. Primary camps (Years 4, 5 and 6) are predominantly curriculum based and with Secondary camps (Year 8, 10 and 12) the emphasis is on personal development and leadership. Each camp is a 3 day trip and parents will be provided full details in the weeks leading up to a camp. For dates, please refer to our College Calendar.

Cars and driving for Senior Students
As student’s progress into Senior School many will gain their learner’s permit and eventually their full driver’s licence. To fulfil the duty of care requirements, the College requests that any student who wishes to drive to school must make application to the Principal on the “Student Driving to School Application” which can be obtained from the Head of Secondary office. This form is to be authorised by their parents/guardians. Siblings and/or other passengers who will be in a student vehicle with permission from their parent/guardian are also required to complete the “Passenger Permission Application” form.
Students are to park their vehicles in the carpark adjacent to the soccer fields. Once at school, the vehicle is not to be used during the school day. This covers lunch breaks, study sessions and other out-of-class time. The vehicle is a means of transport to and from the College only; it is not to be used for any other purpose. All students must travel to sporting venues or other excursions in College organised transport. Students are not to use their vehicles to leave the College grounds except at the end of the school day. Students driving must abide by the above car park procedures when driving in the College car park.

Change of subjects

Years 9 and 10
Students in Years 9 and 10 may only change subjects during the first 3 weeks of a new Semester. After careful consideration, subject changes for Years 9 and 10 may be arranged through the Head of Secondary. Subject Change Forms can be collected from the Head of Secondary office and must be completed and approved prior to the student moving subjects.

Years 11 and 12
Students will enrol in their senior subjects for the duration of Years 11 and 12. Students must choose carefully as it may affect their ability to complete the Queensland Certificate of Education and/or have an unfavourable effect on their OP if they change subjects mid-way. Students may also find it difficult to catch up on essential learning previously missed. Students may only change subjects during the first 3 weeks of first semester, or at the end of a semester. Subject Change Forms can be collected from the Head of Secondary office and must be completed and approved prior to the student moving subjects.
Chapel

All students at the College participate in weekly Chapel which enables students, parents and teachers to fellowship and worship together. It also gives the students a chance to express their giftings in a healthy environment. Secondary students have the opportunity to be involved in the Chapel Band, Media and Sound teams. Freshwater Christian College encourages students to get involved in the ministry of the school by participating in Chapel and using their giftings to glorify God.

Chapel Times

<table>
<thead>
<tr>
<th>Chapel Type</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Primary Chapel (Kindy, Prep to Year 2)</td>
<td>Wednesdays</td>
<td>11.55am (includes Parade)</td>
</tr>
<tr>
<td>Upper Primary Chapel (Year 3 to Year 6)</td>
<td>Tuesdays</td>
<td>11.55am (includes Parade)</td>
</tr>
<tr>
<td>Secondary School Chapel (Year 7 to Year 12)</td>
<td>Fridays</td>
<td>9.25am</td>
</tr>
</tbody>
</table>

Parents are more than welcome to join us for these services. Please note there is no Secondary Chapel on the last day of each term.

Cheating and Plagiarism

At Freshwater Christian College we want to protect the fundamental rights of students who work faithfully and honestly within the school's assessment procedures. We want to assure students that if they do the right thing in meeting assessment demands that they will not be disadvantaged. To do this we need your help as students to display proper and informative decisions when completing exams and assessment pieces. Full details of consequences for cheating incidents are detailed in the College Student Diary.

Child Protection Information for Students

Every student has the right to feel safe and free from harm while at Freshwater Christian College. We expect you to respect your teachers and other students and we expect that you will receive the same respect in return. You should never allow yourself to feel unsafe without reporting it to someone you trust.

Who should I tell if I am not feeling safe at school or at home?

You should report what is happening to either; your class teacher; Chaplain – Carla; Head of Primary – Mr Natoli; Head of Secondary – Mr Schwarz Director of Pastoral Care – Mr Anderson; Principal – Mr Costello; or any other staff member.

A teacher or staff member who will speak to the Principal on your behalf. If you don’t feel like talking to a staff member you may like to write a letter.

What will happen if I report what is happening to a member of staff?

If the concern is worrying you but not causing you immediate harm, then the member of staff will discuss with you ways to solve your problem. If the concern is serious and the member of staff believes that you are being harmed or in danger of being harmed, he or she will report it to the Principal.

What if I don’t want the member of staff to tell the Principal?

The member of staff will try to keep your concerns confidential as much as possible. However, if the member of staff is aware or reasonably suspects that harm has been caused by anyone to a student of the College then the law says that the matter must be reported to the Principal and it may have to be reported to the Police. If the staff member has no choice about reporting what you have told them to some-one else he or she will explain to you exactly what will happen next.

Remember the most important thing is that you feel safe and free from harm. You must tell someone if you are being harmed or afraid that you will be harmed.

What if I suspect that another student is not feeling safe at school or home?

If you know or if you suspect that another student is being harmed or is likely to be harmed, then you should report your suspicion to one of the persons listed above.
Collecting your child at the end of the day
Freshwater Christian College has 2 carparks for parents, located adjacent to the soccer fields (go straight ahead when entering the property) and the other located at the end of the tree line driveway (go left when entering the property and then straight ahead). Both carparks are visible from Brinsmead Road.

Parents are requested not to pick up their children from in front of College Reception or tennis courts as these areas are designated bus zones.

Parents are not to use the staff carpark located behind E block to drop off or pick up their children. The only exception to this is where permission from the Principal has been granted.

Students in Prep
Prep students will walk with their teacher to the Church undercover area. Parents are requested to collect their child and any siblings who are also waiting at that time from this area in an efficient manner. There are two lanes so please ensure you allow room for a car to be alongside yours. Parents also need to be aware of other parents waiting in their cars behind them. Should all of your children not be waiting when you drive through, you are requested to collect only your Prep student and then park in the parent carpark and await your other children.

Prep students not collected by 3.05pm will be taken to Homework Centre.

Students in Years 1 to 6
Students will walk with their teacher to the ‘Stop, Drop, Go’ area. (Teachers release students who travel on the bus at the Student Admin building). Students wait under the shade cloth section and only proceed when directed by the teacher in charge.

Parents must remain in their vehicle at all times or park and walk up to collect their children. If all their children aren’t accounted for, parents must drive on and either park in designated parking spots or proceed around the car park to join the queue again.

Primary students not collected by 3.05pm will be taken to Homework Centre.

Students in Years 7 to 12
Students will walk independently to the carparks, bus waiting area or exit the school.

Collecting your child during the school day
If a child needs to be collected before the end of a school day, parents are required to observe the following:
1. If an early pickup is foreseeable, write a note in your child’s Student Diary.
2. Your child will report to Reception to meet you.
3. If an early pickup is only apparent on the day contact Primary or Secondary office to arrange pickup of your child.
4. It is essential that all parents report to Reception.
5. You will need to sign your child out at Reception prior to departing the campus.
6. Senior students who drive themselves to and from school must have a note in their diary from a parent/guardian giving permission for them to leave school during the school day.

Primary students not collected by 3.05pm will be taken to Homework Centre.

Child in Sick Bay
If your child is sick and needs collecting from sick bay, the First Aid Officer will notify you and your child will be signed out directly from Reception.
Communication with the Classroom Teachers

If the communication is a short message of two to three minutes in duration, an appointment is not necessary providing the teacher is available. If the matter requires longer than two to three minutes the procedure is as follows:

a) email the teacher concerned, or
b) write a letter to the teacher concerned, or
c) make an appointment with the teacher.

Please note:
Staff meetings are held every Tuesday afternoon and teachers will be unavailable for interviews on this afternoon. Staff meetings are very important for the teaching team and for the development of best practice; therefore, it is essential that all teachers attend the whole meeting each week. Teachers are not available when they are on playground duty (including car park duty).

Computer Usage Policy

Students have access to computers while at school for curriculum use only. Computers are a powerful tool for teaching and learning when used correctly.

Correct use is outlined below:
1. All student work on computers must be supervised and/or remotely monitored;
2. Students will be issued with a unique logon and password for security purposes. This should not be shared with other students. Students should logon and logoff correctly each session.
3. Students are not to disconnect or tamper with hardware in any way. Students should not alter settings.
4. Students should follow teacher direction and remain on set task during class time.
5. Students must not attempt to access unauthorized games, pornographic, violent or explicit sites. Remember if you wouldn’t be comfortable to have your teacher watching you work, you probably shouldn’t be looking yourself.
6. Students must not download games, pictures or articles unless approved by supervising teacher.
7. Students should bring their own USB drive to save and store personal documents such as assignments. Students have only limited memory space allocated to them and this may be cleared regularly, without notice.
8. Students will be charged to print assignments at school.
9. Students should report breakages, misuse or breakdowns to supervising teacher.
10. No food or drink is to be consumed in rooms containing computers.

Failure to comply with these directions will result in suspension of computer usage privileges.

Conveyance Allowance

The Department of Transport and Main Roads may provide a conveyance allowance for parents to assist with the cost of travel to and from school or to and from a transport service. For further information, including eligibility criteria please visit http://www.tmr.qld.gov.au/Travel-and-transport/School-transport/Assistance-schemes/School-Transport-Assistance-Scheme.aspx

Please note, this is a Department of Transport and Main Roads program and all enquiries should be made directly to their office.

Cyclones, Flooding, Other Emergencies

If there is a need to give essential notice to parents and students regarding a change in school procedure for the day, for example, flooding, cyclone or other emergency, this will be published on our School App, our website www.freshwatercc.qld.edu.au and broadcast through Radio Station’s 4CA and ABC Far North 801AM as close to 6.30am as possible and at intervals thereafter.

Diary

The diary is used by students, parents and teachers as a communication tool as well as assisting students to develop an organized approach to study. It should be used for recording homework, assignments and tests and for conveying messages between home and school and between different sections of the school.
The diary is used as a document which communicates the student’s progress to parents and as a means of communication between the parents and teachers. Parents are asked to check the diary regularly and sign at the end of each week. The class teacher will also check the diary regularly and sign them.

**Students**
- Should have the diary at all times during the day and at home in the evening.
- Must carefully maintain the diary and not deface it, or allow it to be defaced in any way.
- Must purchase another diary if the current one is defaced or genuinely lost.
- The diary serves as a “hall pass” for students on errands, bathroom breaks or leave from class. Students without a covering note will be sent back to class.

**Parents**
- Should view the diary regularly to ensure that homework, assignments and tests are recorded and messages are received.
- Should check and sign the diary at the end of each week.
- Should note any comments from staff about behaviour and seek to support the schools action in encouraging God honouring behaviour.
- Should use the diary for all communication with the school.

**Teachers**
- Should view the diary regularly to ensure all home communication has been received.
- Should check and sign the diary at the beginning of each week.
- Should write in comments about homework, behaviour, illness and other incidents at school.
- Should ensure students enter homework details in diary.

If a student forgets to bring their diary to school, they will need to acquire a temporary diary from Student Reception. Replacement diaries can be purchased from the College Reception.

**Behaviour Management Policy**

The goal of all discipline is self-discipline and an awareness of the need to be held responsible for one’s actions and the effect upon others. At Freshwater Christian College we believe that for effective learning to take place we need to create a safe, supportive and disciplined environment that respects the following rights:
- Students have the right to learn
- Teachers have the right to teach
- Everyone has the right to be safe

There is an expectation that students obey all the rules of the College and be aware of the consequences should they choose to disregard them.

**The College may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other breaches of the schools rules and regulations.** Such termination may be for a singular serious incident or for the failure over a period of time to correct less serious breaches.

**STUDENT’S RESPONSIBILITIES**
- to work to the best of their ability;
- to exhibit courtesy and respect towards those in authority over them;
- to treat each other with courtesy, kindness fairness and respect, as well as to endeavour to cooperate with each other, and be tolerant of each other’s point of view; to respect and care responsibly for property of their own and others;
- to follow the College rules.

N.B. Articles which may cause distraction in a quality learning environment (mobile phones, MP3, iPod, electronic games, disks, inappropriate publication, etc) may be confiscated.

**TEACHER’S RESPONSIBILITIES**
- to promote maximum learning in all students in a caring environment with respect for the individual’s needs;
- to be an example of faith and character to the students;
- to encourage consistently, acceptable patterns of behaviour.

**PARENT’S RESPONSIBILITIES**
• to provide an example as well as encourage good behaviour, habits and appropriate language patterns in children;
• to support and co-operate with the College in matters of the school code of behaviour and practice;
• to liaise with the child’s Home Group Teacher/College administration as needs arise.

*Discipline is thus seen as a training process, where emphasis is upon guiding students towards what is right, rather than punishing them for wrong behaviour.* (Proverbs 22:15, 23:13-14)

**eNews**

College eNews is published via email and on our website [www.freshwatercc.qld.edu.au](http://www.freshwatercc.qld.edu.au)

Please read this eNews carefully to keep in touch with current events of the College and any changes to events scheduled on the calendar. The Parents Area of the College website also contains useful information.

**Exams**

Formal, block examinations may be held for senior secondary students in all subjects at the end of Term’s 2, 3 and 4. Senior students (Years 11 and 12) who do not have an exam in a particular timeslot need not attend school. If students are ill for an exam, a medical certificate or detailed statement from parents is required.

It is expected that students will have a clear understanding of the scope of each examination and will be given appropriate revision time. Teachers are expected to vary tasks from year to year in each subject. During formal testing, ‘Examination Conditions’ apply from the moment the teacher begins the distribution of the papers until the last papers are collected. These include:

• Spreading students out throughout the examination room with desks as far apart as possible.
• Instructing students to raise a hand to indicate a problem.
• Refusing permission for students to borrow equipment from other students for the life of the test, although the teacher may be able to assist with materials in some circumstances.
• During the life of the test, ensuring that students do not communicate with one another in any way.
• Refusing permission for students to leave the examination room during testing, unless accompanied by another teacher.
• Not allowing students to leave the examination room in the last fifteen minutes of the examination.

**Excursions**

Excursions are an important part of the educational program. Parents will receive notification in advance of any excursions, detailing where the students are going, timings, location and any other pertinent information. Permission is covered by the Excursion section on the enrolment form, however in the event that parents do not wish for their student to participate in an excursion, please contact the College via the class teacher or the office. Students not wearing the appropriate uniform will not be allowed on an excursion.

**Head Lice**

We ask parents to regularly check their children’s hair and treat any head lice with an appropriate product. Where there is seen to be an outbreak of head lice in a class, a note will be sent home to parents advising that staff will check all children and if any head lice are found, parents will be notified and requested they treat their child’s hair before they return to school the next day.

**Health Issues**

Children with heavy colds or any infectious condition should be kept at home for the comfort of the child and to prevent the spread of illness to others. Information on infectious conditions and the administration of medication is included in this handbook.

Owing to the number of students presenting with allergies each year, we have a No Nut Policy. Please ensure snacks and lunches do not include nut bars or Peanut Butter or Nutella sandwiches.
**Contagious Conditions/Diseases**
The College values a safe and healthy environment for students and asks parents/guardians to withdraw their child from school immediately when it is known they have a contagious condition. These conditions include: conjunctivitis, chickenpox, cough and cold viruses, diarrhoea, German measles, measles, mumps, nausea and vomiting, ringworm, school sores, head lice and whooping cough.

Please ensure that you do not send your child back to school prematurely and that they have made a full recovery before returning to school. If a child has a temperature, they are to be kept at home or, if in doubt, the family doctor is to be contacted.

Please refer to the Queensland Government website for access information on exclusion times for infectious childhood conditions.

**Medical Information**
All medical information needs to be kept up to date. The College is to be advised if any new situations arise as the year progresses so records can be kept up-to-date at all times. Current telephone contact numbers and emergency contacts are vitally important.

**Homework**
Homework is a vital part of a successful students study programme and is required of all students as part of the school curriculum. It is designed to provide further practice in skills or to reinforce concepts introduced during lessons an introduction to long term assignment work requiring planning and research skills the development of sound, self-motivated work habits.

**Time Allocation**
Students should spend approximately the following amount of time each day doing homework/home study.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Year 1 &amp; 2</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Year 3 &amp; 4</td>
<td>20-30 minutes</td>
</tr>
<tr>
<td>Year 5 &amp; 6</td>
<td>30-40 minutes</td>
</tr>
<tr>
<td>Year 7</td>
<td>1 hour</td>
</tr>
<tr>
<td>Year 8 &amp; 9</td>
<td>1 hour 30 minutes</td>
</tr>
<tr>
<td>Year 10</td>
<td>1 hour 30 minutes to 2 hours</td>
</tr>
<tr>
<td>Year 11 &amp; 12</td>
<td>2 to 3 hours</td>
</tr>
</tbody>
</table>

In the Primary school, reading is a part of the homework every night and is to be recorded in the appropriate reading journal. For more details regarding Homework, please refer to your child’s diary.

**Koorong & Scholastic Catalogues**
Koorong catalogues are filled with a variety of Christian literature available for purchase, ie; books, CDs, DVDs and software that will make great reading at home and school. Scholastic catalogues are also filled with a variety of literature, however there are some items that may not be suitable. Parents are to use their discretion.

**Library Policy**

**Primary Students:** have weekly library lessons, with a corresponding length of borrowing time. (One week for Prep – Year 3 and 2 weeks for Years 4-6). Students must have a library bag to be able to borrow books. These specially designed bags are water resistant, tough and will last the full period of the Primary years. They may be purchased through the P&F Stationery Scheme. Students in Prep – Year 1 may borrow just one book, students in Year 2 two books and those in Year 3-6 a total of three books. Books may be loaned during the library lesson time for Prep – Year 3. All other students may borrow items before school, at lunch time and after school. A College issued ID card is required to facilitate every loan.

**Middle & Senior Students:** have fortnightly borrowing rights, which allow for research and leisure reading.

**Holiday Borrowing:** All library books are to be returned prior to school holidays.
**Overdue:** Reminder notices are processed according to the loan period for Primary students (Prep – Year 6). These notices will be found either in the student’s library bag or in the child’s diary. All loans due must be returned before new loans are issued. For Secondary school students, Reminder Notices are processed at the end of each term.

**Accounts:** Accounts are issued one week after overdue notices. This notice states the amount owing and is to be added to the school fees, unless the book is returned.

**Textbook Issue**
All text books are covered, numbered and stamped with the school stamp. Each textbook is issued individually to a student, for which the student signs in acknowledgement of receipt in a log kept by Librarians, at the commencement of Semester 1 and 2. The textbook record sheet (inside cover) shows the textbook number and signature of the student to whom it is being issued, as well as the semester, year, and condition of book at time of issue.

Text books as well as any outstanding books need to be returned before the end of the school year. Students are responsible for textbooks issued to them. Students are to ensure that the textbook is not defaced, damaged or lost. A replacement cost will be charged for lost books or damaged books which are considered unfit for further loan.

**Lunch Boxes**
Owing to the number of students presenting with allergies each year, we have a No Nut Policy. Please ensure snacks and lunches do not include nut bars or Peanut Butter or Nutella sandwiches. Please give some thought to healthy foods. Following are some suggestions:

**Morning Tea:** Fruit, dried fruit, cracker biscuits, muesli bars (without chocolate), small yoghurt, cheese, salad items, homemade healthy biscuits or slices, rice crackers

**Lunch:** Sandwich, roll, chicken, cold meats, dairy items, salad, fruit, plain corn chips

**Drinks:** Milk, frozen water, fruit juice, vegetable juice. Water only in water bottles please.

**What not to send in lunch boxes**
Nut products, peanut butter, Nutella, chocolates, lollies, gum, soft drink, red or green cordial, red or green jelly, roll-ups etc.

**Locker Hire**
Secondary Students wanting to hire a locker need to enquire at Student Administration. Locker Hire is $10 per year and is to be paid prior to the locker being issued to the student. This fee is non-refundable. Lockers must be kept clean and in good condition all year round. Any damage to the locker needs to be reported to Student Administration and may result in the hirer paying for any damage. At the end of the school year or when a student leaves the College, students must clean out their lockers, return all Library books to the Library, take all personal items home and return their lock to Student Administration.

**Lost Property**
Students enquiring about lost property should check first with their Year Level Teacher then at the tables in the Stadium. Valuables may be held at College Reception. Unlabelled and unclaimed property may be donated after an appropriate time period.

**Medication at School**
For those students who need medication during the school day, please deliver the medication to Student Administration and complete a medication form, detailing the date, time and dosage required. Students will need to present to Student Administration to receive their medication during the school day.

**Messages for students**
We ask parents to communicate with their child before school as to any arrangements for the end of the school day, however we do recognise that sometimes arrangements are changed due to circumstances beyond their control. In these cases we respectfully ask parents to have student messages to the Primary or Secondary office before 12.30pm, as after this time it can be extremely difficult for messages to be reliably passed. Unless urgent, the College wishes to avoid interrupting teaching time for this reason.
Mobile Phone and MP3 Player Policy

Mobile phones and MP3 players are not necessary equipment at school. However we do recognise that most teenagers in particular possess mobile phones and they can be necessary for use after the school day has finished, for a number of valid reasons.

Therefore the following guidelines should be observed by all students regarding mobile phones:

1) Preferably, mobile phones that need to be brought to school can be checked in at Student Reception then collected in the afternoon.
2) If the student wishes to keep the phone with them, then it must be switched off for the whole day and not produced in class or during recesses.

If the phone is seen or heard by a staff member, then it will be confiscated by a staff member and collected at the end of the school day. Repeat offenders will have the phone confiscated for a longer period and parents notified. Persistent repeat offenders will be dealt with according to the College’s Discipline Policy regarding failure or reluctance to follow school rules. This may incur a range of consequences including detention, suspension, etc.

Under no circumstances are photographs or film/video of students, staff or visitors to be taken with mobile phones or MP3 players. It is forbidden for students to “gang up” on another student/s, staff or visitor/s and use their mobile phones to take videos and pictures of acts to denigrate and humiliate other student/s, staff or visitor/s. It is also forbidden for students to send the pictures to other students or upload it to a website for public viewing. Any student who does this will put their enrolment at the College in jeopardy.

It is both a serious breach of College rules and potentially a criminal offence to use a mobile phone to menace, harass or offend another person and all calls, text messages and emails can be traced. Mobile phones are not to be taken into bathrooms/toilets, or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

In regard to MP3 players, the College does not object to students using these whilst travelling on the bus to and from school but they must be put away in a similar manner to mobile phones once the student arrives at school. Similar confiscation procedures will apply, as referred to for mobile phones.

Please note: The College takes no responsibility for these items unless they have been handed into the office for safe-keeping.

Nut’s and Nut Products

Freshwater Christian College’s position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure to any student suffering allergy-induced anaphylaxis whilst at school or attending any school related activity.

The common causes of allergies relevant are nuts (in particular peanuts), dairy products, eggs, wasps, bees and ants. An allergic reaction to nuts is the most common high risk allergy, and as such demands more rigorous controls therefore Freshwater Christian College requests that NO NUTS OR NUT PRODUCTS be brought to school. This includes peanut butter, Nutella, muesli bars and cakes with nuts or nut traces etc. We also ask all students to ensure they clean their teeth after eating breakfast, as many breakfast products do have nuts or nut traces in them.

Private Instrumental Music Program

At Freshwater Christian College we make provision for instrumental tutors to come to school to give private instrumental tuition to students. Although this is facilitated by the school, it is a private arrangement between the parents and the tutors. If your child is interested in studying an instrument, please ask them to collect a form from either the Head of Primary or Head of Secondary office. Please note vacancies may be limited.
School App
The College now has an App which is designed to make communication with you easier. To set up the app on your device, follow these directions:

Step 1:
Go to the Apple App Store or Google Play, search for Freshwater CC and download;

Step 2:
Open App and when prompted, “allow notifications”. This will ensure any emergency notices are received, such as weather and health notices, school cancellations and other urgent information;

Step 3:
Click on “Settings” tab in the lower right hand side. Click on the “Subscriptions” tab and select the appropriate year level groups for your children. (You will need to update this each year as your children progress through the College);

Step 4:
Click on “Calendar” on the home page. In the top right hand, side click on the up arrow. This will subscribe you to our calendar and add the events to the calendar on your device.

Secondary School Assignment Policy
Assignment Planner
Each Term an Assignment Planner is published to show the assignments, tests and other major items of work that must be completed for the term. Other information, like due date, is also given so that students can plan their research and homework times best.

Deadlines
All students in all grades will be required to submit assignments on time, that is, during the subject period on the date given for the handing in of the assignment.

Failure to hand assignments in by the due date, (without valid reason) may result in a number of consequences such as lunchtime detentions, after school detention or in-school suspension, to enable the assignment to be completed.

For Year 11 and 12 students, QCAA policy requires schools to not credit students the whole semester of work when a major piece of assessment has not been submitted. All assignments must still be handed in.

It is stressed that all assignments need to be and must be completed. Students failing to complete the required items put themselves in a difficult position. If all assignments have not been handed in, the subject is not completed and exit statements which are issued will show this.

Extensions
Extensions may be granted on the grounds of:
1. Sickness - only on the provision of a medical certificate, or definite written details by the parents of the illness, and how it prevented completion of the assignment. Staying home to do an assignment on the day due is not accepted.
2. Other extenuating circumstances, approved by the Senior Teacher or Principal.
3. Extensions should be sought prior to the due date.

Sports Houses
For the purpose of house competition, students are allocated to one of three houses. Our house names honour fathers in the faith in Cairns who fuelled the vision for Christian Education.

<table>
<thead>
<tr>
<th>House</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Douglas Barras</td>
<td>Blue</td>
</tr>
<tr>
<td>Fuller Crocs</td>
<td>Green</td>
</tr>
<tr>
<td>Frangos Sharks</td>
<td>Yellow</td>
</tr>
</tbody>
</table>

Commander of Royal Rangers for many years
Sun Safety/Hat Policy
Hats must be worn outside at all times, including entering and exiting the school grounds each morning and afternoon. Students without a hat must stay in under cover areas whilst outside. There is a “No Hat, No Play” rule. Students found without a hat will be given a warning, then a detention if the student does not adhere to this warning. Primary students without a hat are required to sit under cover in a designated area during break times. We recommend students apply sunscreen before coming to school.

Swimming Program
In Term 4 Primary students participate in our swimming program as part of their Physical Education curriculum. Students are transported by bus to Smithfield Pool and are taught by qualified Swimming Instructors. This program caters for each student and is tailored for those who do not know how to swim, through to those students who have very good swimming abilities.

During the program students will be appraised and allocated into squads in preparation for the following year’s Swimming Carnival. Student’s progress during the program is reported on their end of semester report card.

Tuckshop
Our Tuckshop is open every day. Please refer to the menu located on our website or from College Reception.

Uniform Regulations
Freshwater Christian College considers the wearing of the College School Uniform an important part of the College identity. It is expected that ALL students will wear the correct uniform on all occasions. The wearing of the school uniform is an important factor in developing a healthy school tone and pride in the school.

Dress Code
- Students are to wear full formal uniform in public, particularly excursions.
- Hats must be worn at all times whilst outdoors.
- All items of the uniform, including socks and shoes, are to be clearly marked with the student’s name.
- The uniform must be kept in good state of repair and shoes polished. Formal shoes should be black leather (or imitation leather), polishable and lace up. No fashion or sports shoe style to be worn and shoe heel must not exceed 4cm. Sports shoes should provide good arch and ankle support and should be predominately black or white. Shoes are to be kept clean and tidy.
- Jewellery may not be worn except for a watch and (for girls) one pair of sleepers or studs in the ears. Secondary students are permitted to wear a fine gold or silver chain with small pendant. Make up and coloured nail polish are not permitted. No facial piercings are acceptable.
- Hair should be kept tidy and their natural colour.
  Boys: Neat, off the collar and face, no Mohawks.
  Girls: Neat and tidy and off the face. Shoulder length hair or longer should be tied up at all times. Hair adornment must be in school colours (lime green, navy or white), and not be large or showy. School scrunchies are available from the College uniform shop.
- Dresses and skirts must be worn at modest length.

Sports Uniform
- Students are to wear full sports uniform for scheduled sports days. Students may also wear the uniform on other designated days.
- Primary students may wear sports uniform to and from school on designated sports days.
- Secondary students may wear sports uniform to and from school on Wednesdays.
- Bike pants, if worn, must be navy or black.
- For swimming, modest one piece bathers are to be worn.

Non-uniform items may be confiscated. Temporary exemptions from the correct uniform may be requested by parents in the Student Diary.
**Casual Dress Days**
Occasionally the College may have a ‘casual dress day’ where students may wear casual clothing for a ‘fine’. Students may also elect to wear their school uniform and not be subject to the ‘fine’. For those wearing ‘casual dress’, guidelines are as follows:-

Clothing should be **modest, sun safe and sensible for work and play.** Please wear closed in shoes or sandals. (Sandals are classed as shoes with a strap around the back of the heel). NO THONGS OR SLIP ON SHOES. Please ensure shoulders are covered (no strappy singlet’s, boob tubes or midriff tops, no bare belly buttons etc). Shorts and skirts/dresses to be a modest length (eg: no short shorts).

For students who have sport, they need to wear clothes that allow for full participation. This includes running shoes. **No hat no play** rule still applies.

**Visits to the College during school hours**
All visitors (including parents) to the College during school hours, are required to sign in and out at College Reception.

**Parent Volunteers**
The College actively encourages the support of parent helpers both during school and after hour operations. No experience necessary, just a willingness to help. Please contact your child’s teacher.

**Year Book**
The College Year Book is produced each year and is posted to families at the end of the year. Each class/department contributes to help tell the story of the school year.