



PARENT & STUDENT
HANDBOOK
2023



Mission Statement
Gulf Christian College

Gulf Christian College will be recognised as a College where opportunities are created for students through quality education, founded on Christian values and cultural heritage in partnership with staff, parents and the community.

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GENERAL INFORMATION

Welcome to Gulf Christian College. We know you will have an exciting year in 2023. Please check the following pages for important information and policies.

1.1 INTRODUCTION

Welcome to the College family and another new school year. We are very proud of our history and our tradition of building partnerships with our parents/carers. The training and teaching of our precious children is primarily the task of parents/carers and we see that our responsibility as a Christian College is to work closely with our parents/carers to assist you in seeing your children reach their full potential and to mature into young men and women equipped to take their next stage in life.

The purpose of this Parent Handbook is to lay the foundation for families regarding our many policies and procedures essential to understanding our culture and programs. We trust that the following information will prepare you and your children for the beginning of a long and fruitful partnership with Gulf Christian College.

1.2 CONTACTS

Main Administration:	4745 1180	Absentees	4745 1180
School Fee enquiries:	5451 3356	Office Email:	info@gulfcc.qld.edu.au
Website:	www.ncc.qld.edu.au		

Email addresses for some of the key contacts at the College are listed below:

Principal	Lynn Morrison	principal@gulfcc.qld.edu.au
High School Coordinator	Peter Lister	peter.lister@gulfcc.qld.edu.au
Administration Coordinator	Diane Veivers	info@gulfcc.qld.edu.au
Business Manager (accounts)	Katrina Poade	business@gulfcc.qld.edu.au
Campus Operations Manager	Helen Potter	helen.potter@gulfcc.qld.edu.au
Chaplain	Denise Hansell	denise.hansell@gulfcc.qld.edu.au
Learning Enrichment Teacher	Priscilla Lister	priscilla.lister@gulfcc.qld.edu.au
Cultural Support Officer	Alwyn Owens	alwyn.owens@gulfcc.qld.edu.au

If you wish to discuss any issue with your child's teacher, please telephone the College, or email the teacher directly, to request them to contact you. Business Office hours are from 8:00am to 3:30pm Monday to Friday.

1.3 BUSINESS OFFICE HOURS & HOLIDAY CLOSURES

The College Office will be open during some school holidays. Office hours during this time are 8:00am to 3:30pm. The office is closed on public holidays and weekends. The office will be closed during the Christmas / New Year period with the last day open being Friday 1 December 2023. The Office will reopen on Monday 15 January 2024.

1.4 PARENTAL INVOLVEMENT

Many opportunities exist for parents to become involved at Gulf Christian College, whether it be working closely with students in classrooms or being a part of our C.A.F.E. Meetings (Cultural and Family Engagement).

Parents have many opportunities to work alongside other parents/carers and know that, through their efforts, all members of the College community share the benefits.

Annual events considered highly important by the College for attendance by both parents/carers and students are:

- Parent Welcome BBQ
- Parent / Teacher Interviews
- Family Fun and Open Night
- NAIDOC Celebrations
- Sporting Carnivals
- Graduation and Celebration Events

Teachers will make contact with all families within the first three weeks of Term 1 each year and extend an invitation to parents/carers to come into the classroom and meet their child's teacher. This will be a great opportunity to discuss any aspects of the child's learning that may be required. Please ensure the teacher is aware of the best process to keep in contact with you and your family. The teacher will discuss the importance of daily attendance for all students and offer any assistance the College can provide to ensure full attendance of all students.

We would encourage all families to come into the College as often as possible, visiting our classrooms, connecting with College staff and enjoying our Chapel services and Assemblies.

The College views the connection and partnership with all families as highly important and we encourage all families to maintain a strong connection with their child's classroom teacher and teacher assistant throughout the year.

1.5 FAMILY INFORMATION UPDATED

At the beginning of each year the College needs to update the personal information it keeps for each family and student. It is important for the safety of our students that all student medical information is updated annually, or when health changes occur. It is also important that family and emergency contact information is updated for each family regularly and when required. Forms will be sent to each family at the beginning of the year and we would welcome these forms completed in full and returned promptly.

INFORMATION REQUIRED

The following information will be required to be updated annually:

- Family residential information
- Family mobile numbers & email addresses
- Emergency contact mobile numbers
- Student Medical Information
- Student Medical / Food Allergies
- Data Collection Information or parents / guardians
- Family custody order updates
- Various permissions (ie photographs)
- School fee payment arrangements changed

1.6 ATTENDANCE

By law all children of school age must attend school on a regular basis, with a minimum attendance of 85% for the year. In order for a child to grow and develop they must attend school on a regular basis. It is our desire to encourage and work with families to ensure all children are attending regularly.

If your child is not able to attend school for any reason, please phone our Office prior to 8.30am of that particular day to advise. If your family is going away please advise the College in advance.

If your child is not present at school and we have not heard from the family we will contact the parents/carers as soon as possible that day. If the child is absent from school consistently or for a prolonged period, we will contact the parents / carers and organise a meeting with our Principal and other key staff. If we are unable to connect with the family or if we are unable to manage a suitable attendance arrangement with the family we are obliged by law to inform the Normanton Police Service and other welfare services available.

1.7 PASTORAL CARE / STUDENT WELL-BEING

The schooling years, from Prep to Year 9, represent a substantial and influential period of every person's lifetime. Students will see many changes during these years. Changes in themselves, in their family, in their community and in the world at large. Some changes are positive, others are negative, and the rest are just interesting, but all of them can create uncertainty and anxiety for those who feel unconnected and alone. Wellbeing incorporates the degree to which we contribute to and function effectively in community, and our capacity to cope, learn and thrive. It is complex, multi-dimensional and influenced by a range of interrelated factors. Wellbeing encompasses our sense of self-worth, personal growth, purpose in life and positive relationships with others and the environment. We flourish when we connect with others and take care of ourselves spiritually, socially, cognitively, physically and emotionally. The Six Ways to Wellbeing are: Connect. Be Active. Keep Learning. Give. Take Notice. Explore Faith.

Pastoral Care is the process of shepherding students through these years of change; alerting them to known dangers and predictable upsets, comforting them in times of grief or distress, encouraging them, building their character and always connecting them to the life and words of the Creator, Jesus Christ.

This process is an integral and comprehensive part of College life at GCC. The key pastoral staff are the teachers. Every member of teaching staff works at GCC as both a teacher and a pastor. In a Christian context we cannot separate these two roles. If parents have any concerns about their child's well-being at school, or if they need to inform the College of a situation at home that could affect their progress at school, they should contact the appropriate classroom teacher or College Chaplain.

If for any reason, the relevant teacher is unavailable, one of the senior support staff should be contacted.

In addition to caring teachers, the College has many programs and services with specific pastoral functions or components. These include camps, chapels, Christian Studies, community service, assemblies, Chaplain visits, Beyond Horizons program, parent information nights, and home visit opportunities.

The family and local church are, of course, the primary care providers and support centres for students, and the College works together with them as part of a team in shepherding students during this crucial learning stage of life. Please contact the College for more information about any of the concepts, programs and services mentioned above.

1.8 LEARNING VALUES AT GCC

As an effective and supportive learning environment, Gulf Christian College values:

- a partnership commitment between staff, students and parents/carers with a sense of purpose for all involved
- effective communication between students, teachers, parents/carers and administration
- full attendance of classes and other school activities
- well-prepared courses and classes with appropriate subject choices for students
- appropriate resources for subjects offered
- availability of extra help – learning support, tutoring, etc
- students on task in lessons and other activities
- a well-organised assessment program
- regular and purposeful homework and study, with well-planned resources
- a healthy student lifestyle, including involvement in sport and other special interest groups

STUDENT LEADERSHIP

The potential for young adults to change their world is enormous, empowered by their fresh enthusiasm for change, energy and boldness to take risks and dream for a 'better world'. The student leadership program at GCC has several aims:

- to prepare students for the journey through school as individuals and as a group, and
- to give opportunity for the students' world to be a better place through their meaningful contribution.

There are many definitions that aim to describe leadership. Two main principles have evolved as key components of effective student leadership within our school culture. Firstly, the strong biblical concept of servant leadership is widely understood and accepted amongst students. GCC as a Christ-centred community subscribes to Jesus' words,

"...whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave – just as the Son of Man did not come to be served, but to serve..."

Matthew 20:26-28

Secondly, the concept of a broad base of influence on the school community is well understood and valued by students. In recent years, a definition of leadership that has gained wide acceptance is,

When anyone does anything which increases either the effectiveness or satisfaction of a group of people, then leadership has been exercised.

Antarctic Division, 1989.

We know that students respond well to learning by doing. Older students enjoy opportunities to realise their ability to affect positive change to the lives of people around them, and in so doing, their own journey is enhanced. Young adults grow an understanding of their place and value in the world when they realise their ability to help, serve and influence for positive change.

Some of the student leadership roles established include: College Captain, House Captains, Class Ambassadors for each year level, together with other supportive assistance for various community service programs and subject / sporting assistance.

CHAPEL SERVICES

The College has a weekly Chapel service each Thursday morning in which staff and students play a key role in leading worship, singing, announcements and presenting various dramas / plays to the College community. The service often uses key local presenters to challenge and train young people on aspects of relationship with God, godly living and acts of service. With the support of the Chaplain, students are encouraged to use their gifts and talents and participate in creative ways each week.

SPORT AND OTHER CO-CURRICULAR PROGRAMS

School students need a balanced life for general well-being, the College dedicates school time to sport.

There are also many opportunities for students to be involved in. Other programs designed to stretch students with special gifts and talents are offered throughout the year. Please see more information each fortnight in the College Newsletter.

1.9 GCC FOUNDATIONAL STATEMENTS

The College Board and Principal have set in place primary foundational statements that the College will base all curricular and extra-curricular programs on.

This statements include the following:

VISION STATEMENT

Equipping students through education, culture and service to influence communitis for Christ.

COLLEGE VALUES

Faith

Knowledge

Truth

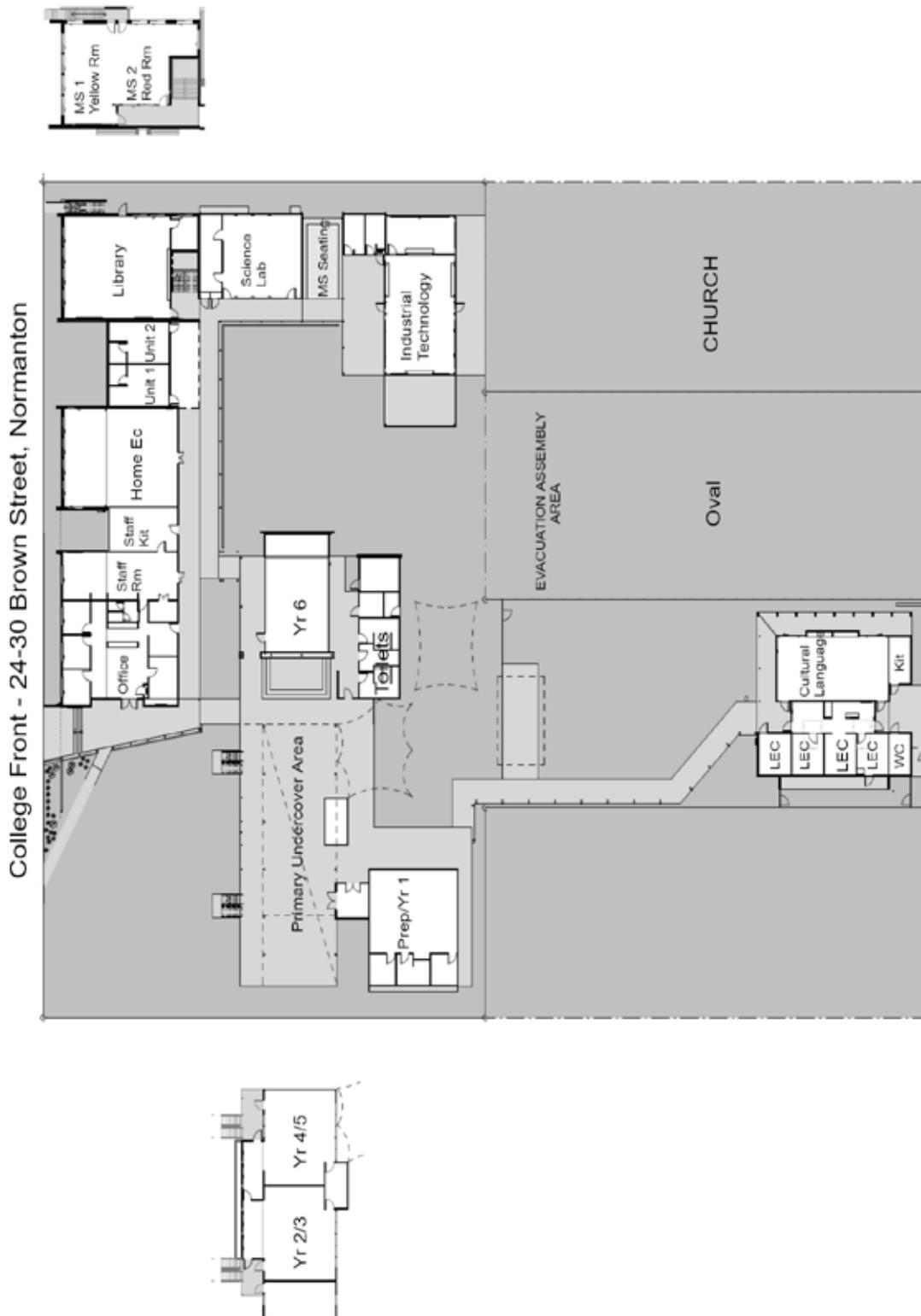
COLLEGE MOTTO

Creating Opportunity

MISSION STATEMENT

Gulf Christian College will be recognised as a College where opportunities are created for students through quality education, founded on Christian values and cultural heritage in partnership with staff, parents and community.

1.10 CLASSROOM LOCATIONS 2023





GENERAL STUDENT PROCEDURES

2.1 START DATE 2023

MONDAY 23 JANUARY 2023

PREP - YEAR 9	First Day Procedure: All Students to meet for Assembly in Primary undercover area.
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2.2 TERM DATES 2023

	TERM COMMENCES	TERM ENDS
TERM 1	Mon 23 January 2023	Fri 31 March 2023
TERM 2	Mon 17 April 2023	Fri 23 June 2023
TERM 3	Wed 12 July 2023	Fri 15 September 2023
TERM 4	Wed 4 October 2023	Thu 30 November 2023 - Prep - Year 9

2.3 STUDENT PROCEDURES

ATTENDANCE TIMES FOR STUDENTS

Students are required to be at the College in time for a 8:20am start for Middle School and a 8.30am start for Primary School.

School finishes for:

- Prep - Year 6 finish at 2.30pm Mondays to Fridays
- Years 7 - 9 at 3:00pm Mondays to Thursday - Fridays finish time is 2.30pm

LATE ARRIVALS

Students are expected to arrive at school 10 minutes before the commencement of school or when their bus arrives, but not before 8.00am. Student supervision commences at 8.00am each morning.

All Primary and Middle School late arrivals:

- * Go to College Office and ask for a Late Slip to give to Teacher.

ABSENCES

It is the policy of our College to contact parents/carers regarding all unauthorised absent students from the school each day. We therefore ask, if your child is absent for any reason, could you please ring the College Office on 4745 1180 before 8.30am on the morning of your child's absence.

The College policy on authorised absence is particularly relevant. Records are kept for attendance accountability and for reporting to agencies such as AUSTUDY. Students are expected to be present at school or at an approved activity on every school day. **It is not appropriate for students to be away from school to catch up schoolwork and/or do assignments.**

When a student is away for an extended period, parents are asked to advise the College. Absences are reported on School Report cards.

LEAVING THE COLLEGE GROUNDS

No student is allowed to leave the College grounds during the day except when:

- Parents/Carers have made a phone call or sent a signed letter of permission outlining the appropriate reason to the College Office.
- Under supervision of a teacher / authorised supervisor and given permission by the Principal / High School Coordinator, parents/carers have been phoned by the First Aid Officer to come and collect their child. Students leaving the College for any of these reasons MUST sign out at College Office
- Involved in Community Service Programs or other approved excursion.

DUTY OF CARE OUTSIDE OF SCHOOL START AND FINISH TIMES

It is important that students are not on the campus outside of the times listed below, as there is no adult supervision provided to ensure their safety.

Primary School: Students may arrive from 8.00am and remain in the Primary undercover area or general play areas. The final bell for each day will sound at 2.30pm. Students will gather in the class groups with their supervising teacher until they are called for the bus, parent collection or bicycle departure. After 3.30pm any Primary School students are brought to the College Office and parents / carers will be contacted.

Middle School: Students may arrive from 8:00am. The final bell for each day will sound at 2.30pm and 3.00pm on Fridays, at which times students are able to leave in their usual manner. After 3.30pm any Middle School students are brought to the College Office and parents / carers will be contacted.

CO-CURRICULAR ACTIVITIES

There are a range of cultural, sporting and special interest activities available for students as well as the regular programs. Many of these activities operate in school time; however, some programs require a commitment from the student and parents/carers to out of school hours activities. It is therefore important that students and families become familiar with the requirements before making a commitment to the program. If students do not attend activities relevant to their commitment then they may be removed from the program.

LEARNING ENRICHMENT

The Learning Enrichment Department assists students with acknowledged special needs from Prep to Year 9. This support is offered in a variety of ways depending on the student's level of need, the College resources and places available. Students may be referred for Learning Enrichment at enrolment, at any time by parents/carers, or when teachers identify difficulties. A comprehensive consultation process, including learning assessment, is worked through before the students are provided with specialised support. The process involves parents/carers, teachers, the Learning Enrichment teachers and teacher assistants.

LEARNING EXTENSION

The College provides opportunities for our students to be enriched and extended through a variety of competitions and activities. These include creative and additional project activities, Debating, Technology activities, Maths, Science and English Competitions and subject related workshops. Teachers also extend students in the regular classroom through varying assignment topics and expectations and by allowing students to research topics in their personal interest areas.

Students who display giftedness are encouraged to fully develop their potential.

SPORT PROGRAM

At Gulf Christian College it is our vision to provide a range of fun, interesting and challenging opportunities for students in sport. In order to fulfil this vision, a Sport Program has been implemented to cater for the diverse needs of students. Sport is a compulsory part of our curriculum and therefore full student attendance is required.

UNIFORM - GENERAL GUIDELINES

All students are required to wear the correct uniform at all times. This also applies to a student wearing the uniform outside the College campus and applies to day and sport uniforms. Students at the College should not be seen in public wearing part of the uniform and part non-uniform items. Students are to wear hats to and from the College each day and whenever playing outside. It is advisable that each student have their own hat at all times, as sharing

hats can lead to the transmission of head lice.

Full day uniform is to be worn by students when attending our annual Celebration Awards Night, excursions and other College related activities. If there are any variations to the uniform regulations, parents/carers are able to apply for special exemption through a letter of explanation.

SPORTING/CULTURAL ACTIVITIES

Attendance by students on these days is compulsory (e.g. whole-day Sport Carnivals). Students are to wear full College uniform as specified for these events. If students wish to go directly to these events, or be picked up and taken directly home, a permission note is required. If students are unable to participate in a sporting activity or lesson, a written note from the parent/carer must be received by the organising teacher.

SCHOOL RELATED ACTIVITIES OUTSIDE OF SCHOOL HOURS

There are some compulsory activities involving all students, including our annual Celebration Awards Night and/or special College events. Other activities will involve particular students according to the purpose of the event.

BEYOND HORIZONS PROGRAM / CAMPS

Middle School students and staff take part in the Beyond Horizons Program and is a compulsory part of the students' academic program. It is a transition program preparing students to experience the world of a boarding school environment, and become familiar with living away from the family home for extended periods of time. The boarding school we have partnered with for this Program is Peace Lutheran College in Cairns. They have a broad mix of students from Indigenous and International backgrounds.

Generally operate two trips per year. Term 1 is a week in duration for Year 7 students and Term 3 is a two week duration for Year 8 and 9 students.

Staff are invited and encouraged to participate in this program.

FIRST AID (SICK BAY)

Relevant staff are trained and hold current First Aid certificates. Staff treat minor abrasions and accidents. In the case of more serious incidents or illness, an ambulance may be called and, if warranted, it will transport the child to Normanton Hospital. Parents/carers are advised as soon as possible of the decision to transport a child to hospital or medical facility.

Students may be admitted to sick bay for short periods for minor illnesses; however, if the sickness appears to be prolonged, parents/carers will be requested to collect their child. Children are not to be sent to school if unwell.

MEDICATION

All student medication including pain and fever reduction, excluding ventolin puffer, must be supplied to the College Office with a written request (preferably on a Medication Request Form available from Reception) to the College, including instructions for administration of the drug, and any special needs of the student.

ASTHMA

Ventolin puffers may be kept with the student for personal use of the asthmatic child. If administered, the supervising staff member will note time and dosage in the student's diary. If a student, not diagnosed as asthmatic, has a severe cough, a ventolin puffer may be administered by a qualified staff member according to current recommendations for first aid for asthma sufferers. Prior permission will be obtained from parents.

HEALTHY LUNCH AWARENESS POLICY

We encourage all families and students to work together to ensure a healthy balanced lunch is packed for students each day. If you are looking for ideas and tips on what to pack there are many wonderful ideas and recipes available through various internet websites. Encourage your child and assist them to research some simple recipes to make for school lunches.

All children are discouraged from swapping food. Please remind your child NOT to share foods at school as these foods may contain items that other children may be allergic to if consumed.

Fridges are available in each classroom for students to keep their lunch boxes cool and fresh.

Tuckshop items are available and can be ordered each day. Parents/carers are encouraged to ensure their child has sufficient monetary funds in their 'tuckshop envelopes' which are kept in the College Office.

TUCKSHOP MENU AND PRICE LIST 2023:

Item	Price
Cheese Sandwich	\$ 3.50
Vegemite Sandwich	\$ 3.50
Vegemite & Cheese Sandwich	\$ 3.50
Egg & Lettuce Sandwich	\$ 4.50
Ham & Cheese Sandwich	\$ 5.00
Ham, Cheese, Tomato & Lettuce Sandwich	\$ 6.00
Chicken & Mayo Sandwich	\$ 5.50
Chicken & Mayo Sandwich	\$ 5.50
TOASTED SANDWICHES (Mondays)	
Ham & Cheese Toasted Sandwich	\$ 5.00
Chicken & Cheese Toasted Sandwich	\$ 6.00
HOT FOOD (Wed – Primary, Thu – Middle)	
Sausage Roll	\$ 4.50
Plain Pie	\$ 5.00

STUDENT ACCIDENT PROTECTION PLAN

This accident protection plan gives 24 hours a day, worldwide coverage while full-time students are engaged in activities organised by, or under the control of Gulf Christian College. For further information, contact the College Office for an information brochure.

INFECTIOUS DISEASES

Parents/carers are asked to withdraw their child from school immediately when it is observed by the First Aid officer that they may have an infectious illness. This decision is taken to protect all students.

The College is required to inform families when a student has an infectious disease such as, but not limited to: Covid -19, chicken pox; cold sores; conjunctivitis; cough and cold viruses; diarrhoea; diphtheria; enterovirus 71; German measles; hand, foot and mouth disease; Hepatitis A; haemophilus influenza type B (Hib); meningitis; meningococcal; nausea; norovirus; poliomyelitis; ringworm; school sores; streptococcal sore throat (including scarlet fever); tuberculosis; typhoid; whooping cough and worms.

Not only are these ailments highly infectious, but also sending students back to school prematurely could hamper the healing process. If your child has a temperature, please keep them home, as this is an indicator of an infection. If parents/carers are in doubt, they are encouraged to contact their family doctor.

HEAD LICE

Children are not excluded from class if head lice are found; however, an effective treatment must be commenced prior to the next attendance day. All children in the class will be notified.

SCHOOL SORES

The College has a policy to exclude students from school until the lesions have been treated and covered.

ITEMS OF VALUE

Students are discouraged from bringing valuable items to school. The College will not take responsibility for loss or damage of valuable items. If a student needs to bring money (other than for lunch) they should lodge it at the Office upon arrival. Middle School students are encouraged to use their locker to store personal equipment when not in use.

(e.g. calculators). Primary School students are advised not to bring toys and things of high value, e.g. iPods to school.

COMPULSORY LOCKERS

Lockers are provided for all students in the Middle School and may be used for storage of books and other school materials.

They are to be maintained, kept clean and not used to store food or liquids. If lockers are misused or left unclean, the College may remove this privilege and charge students for the cost of repairs and cleaning.

COMMUNICATION BETWEEN SCHOOL AND HOME / HOME AND SCHOOL

Parents/carers are encouraged to put change of details in writing or via an email to info@gulfcc.qld.edu.au. This would include changes to address, phone number, mobile number, email address, custody issues and student medical changes or allergies.

To ensure that parents/carers receive the correct information, the staff of the College may communicate issues and matters to parents/carers in a number of ways which include - email, SMS to parent/carer mobile (this will be limited to student absences) and notes home, however the preferred form of communication is via email. We have found emails to be an efficient and successful means of communication for some information and we encourage all parents/carer to advise the College of their personal email address. Please contact the College Office on 4745 1180 in relation to any matter.

2.4 LIBRARY

The Gulf Christian College Library consists of resources for both Primary and Middle School students, as well as teacher and staff resources.

For any enquiries about the GCC library system please feel free to phone our Teacher Librarian, Mr Doug Thomas on (07) 4745 1180 or by email at doug.thomas@gulfcc.qld.edu.au.

GOALS

The College is committed to fostering reading in students both to enrich their personal lives and to assist academic performance throughout their school years.

FACILITIES

Our Library is a modern purpose-built building providing access to quality printed, multi-media and electronic resources.

Library (Years Prep to Year 9) Generally Open 8:30am to 3.30pm Monday to Friday

Within the Library there are teaching spaces for classes, and designated reading areas. Our library collection contains a wide range of quality resources which support the curriculum and cater for various interests and reading abilities.

Our Library is a colourful and exciting library space for Prep to Year 9. Students can read and borrow books.

All Primary School students have regular weekly lessons in the library with the Teacher Librarian. These lessons support the curriculum and the development of our students as readers.

BORROWING

All students have the opportunity to borrow books every week at their lesson time and during breaks, for a period of two (2) weeks. Books are stamped with the date on which they are due for return. Renewals can be arranged if the student comes to the loans desk, with or without the books providing they can assure the staff that the book is in a safe place. Parents and students can also email or call the Library to make arrangements. Please ensure books are not carried near drink bottles. All borrowed books remain the property of the College and should be treated carefully. If a book damaged, lost or not returned then repair or replacement costs will be incurred by the family.

2.5 TEXT BOOKS AND STATIONERY

The College will provide students with all text books and stationery requirements they will need for each year. These will be handed out at the beginning of each year. We ask that students treat all text books and stationery with care

and respect. Some text books will be reused for a number of years by other students.

Students are asked to bring a school bag to school each day for the proper care of books and to carry lunchboxes and personal items.



CODE OF BEHAVIOUR

We believe that is very important that students have a clear understanding of their responsibilities and the behaviours that are acceptable at Gulf Christian College.

3.1 BEHAVIOUR MANAGEMENT - BUILDING CHARACTER

Effective behaviour management relies on effective relationships between students, staff and parents/carers. The ideal type of behaviour management is self-managing behaviour with all actions resulting from a love for God, others and oneself (Matthew 22 v 37-40). The notion of self-control is in line with biblical principles and the fruit of the Spirit as found in Galatians 5 v 22-23.

College staff will intervene when they recognise that students have chosen inappropriate behaviour and/or disrupt learning.

AIMS

The aim of behaviour management practices at Gulf Christian College is always to restore relationships:

- individual to God
- individual to those in God-given authority (parents/carers, teachers, etc)
- individual to fellow students

All behaviour management practices apply in the context of a caring and supportive environment where justice and mercy meet.

NEEDS, RESPONSIBILITIES AND RULES

All people have basic human needs or rights including dignity, safety, love and a sense of belonging. GCC also believes strongly in the teacher's right to teach and the student's right to learn. For these needs and rights to exist, all people have responsibilities. It is our desire that students will exercise their responsibilities without intervention. Rules protect our needs and rights within a group of individuals which allows for harmonious and respectful community living .

STRUCTURE

There are several 'levels' or 'steps' for effective behaviour management. These levels reflect aspects such as the seriousness of the offence and repetition of behaviour. The levels will generally be used in order of increasing intervention and in line with biblical principles of forgiveness, love, compassion and justice.

STUDENTS, TEACHERS AND PARENTS/CARERS

It is extremely important for teachers to create opportunities to establish positive relationships with students. We are reminded that all are made in God's image and that God cares intimately for all of us (Luke 12 v 7). While some behaviour is unacceptable in the College community, it is important for teachers to separate the behaviour from the inherent value of the individual. All behaviour management procedures should maintain the honour and feeling of self-value of the individual.

Central to the notion of successful schooling at Gulf Christian College is 'Partnership with Parents/Carers'. Parents/carers are recognised as the primary educators of students. Teachers work at effective communication and involvement of parents/carers at all steps in the behaviour management process.

The frequency of low level positive and negative behaviours makes it impossible for teachers to communicate every instance with parents/carers; however, it is expected that teachers will communicate with parents/carers as much as possible to keep them informed of steps taken, to seek their support and give encouragement.

ENCOURAGING POSITIVE BEHAVIOUR

It is important for students to experience success in various aspects of school life. Staff at Gulf Christian College provide a range of opportunities for each student including academic development, chapel programs, sport (including intra-school and inter-school competitions), community work, outreach programs, cultural activities, school community service groups, public speaking and debating. Participation in these programs builds the students' sense of worth to the community and decreases the desire to choose negative behaviours.

STUDENT CONDUCT

At GCC, all students are expected to exhibit respect, obedience, honesty and kindness. They must comply with the following basic rules that apply across all Year Levels of the College:

- be prepared and on time
- follow directions
- speak at the right time, in the right manner
- respect others and their property

CONSEQUENCES

Students will be helped to be reflective and make informed choices of behaviour. Consequences will, wherever possible, be logical and relevant to the rules broken. Immediate consequences provide the best opportunity for appropriate lessons to be learned. Where possible, the specific consequences will be a logical extension of the situation and may involve:

- withdrawal to a reflective or quiet space to consider the rules broken and plan the way of restoration.
- in matters involving repeated serious misbehaviour or extreme misbehaviour, the Suspension and Exclusion Policy will be applied.

STAFF INVOLVED IN PROCESSES

Teachers are involved in behaviour management whenever they are with students. Classroom teachers may need to seek advice or refer situations and/or students to other staff, including other teaching staff, Chaplain, High School Coordinator or the Principal.

FORGIVENESS AND RESTORATION

The ultimate aim of intervention strategies and consequences is to rebuild relationships. Behaviour management practices should reflect the nature of God, who offers forgiveness to all and gives forgiveness to those with a repentant heart (1 John 1 v 7).

Students need to be offered forgiveness and be led to a place of being sorry for the negative behaviour chosen. Apologies to people affected by their negative behaviour need to be sought. Staff are encouraged to pray with the students at such a time so that a closer walk with God may be developed.

3.2 THE GCC WAY

PURPOSE

The purpose of 'The GCC Way' is for all students, staff and families to have a common set of values that guide the way we want students, staff and families to engage at GCC. By calling the rules 'The GCC Way' we aim to instil a sense of ownership of these rules within the students. Using artwork for each rule will help students to remember each rule. We use 'we' to emphasise the whole group/family approach to making our school the way we would all like to respectfully engage together.

FEATURES OF THE GCC WAY

- One rule matches a painting of a local animal, enabling students to connect the animal to the rule.
- Rules are displayed around the school for all students, families and staff to refer to.
- Common language is used by staff.
- *"What is The GCC Way?"*
- *"Well done, that is The GCC Way"*
- *"Is that The GCC Way"*
- Use of the words OUR and WE
- *"How could you demonstrate The GCC Way?"*
- Students to break down each rule into smaller parts and meaningful understanding.

Rule	Picture	Explanation
We are responsible		The barramundi is the most important fish of the Norman River. Barramundi has been an important food source for Aboriginal people as well as for non-Aboriginal people in Normanton. Responsibility is needed from all people to look after the barramundi numbers. We need to be responsible for the Norman River which is the barramundi's home, and we need to be responsible for how we fish for them.
We are respectful		The goanna is an important part of the local ecosystem. Goannas are a powerful animal who need to be respected. When hunting for goanna; respect must be shown for this animal or it will protect itself with its sharp claws and teeth.
We care for each other		The broilga is a prominent bird in the area. They are usually seen in pairs, caring for each other. They fly in flocks and care for their young.
We work hard		The long-neck turtle is an important animal in this area as a food source and for their shells. The turtle epitomises working hard as their slow movement and body shape mean that all movements require effort. Turtles are required to work hard from birth, being left alone. They <u>have to</u> work hard each day, over and over to achieve and flourish.
We are safe		The crocodile is the king of the river. With no predators, crocodiles are at their dangerous best. Safety in and around the Norman River must be adhered to to avoid an encounter.
We listen		The wallaby is prominent in and around Normanton. Wallabies rely on their hearing to detect any danger. Their ears have a distinct 'prick up' motion to hear.

3.3 BUS TRANSPORT

The College operates two separate bus services to parents/carers.

Our Normanton service is free to parents/carers and operates mornings and afternoons - Mondays to Fridays. Our buses used in this service are generally Coasters and Light Rigid vehicles.

Our Karumba service is operated on a 'user-pays' system, as the distance covered is considerable. Our vehicle used for this is a Toyota Hiace minivan. For all parents/carers requiring this service please contact the College Office to complete the required forms. The cost of this service is \$1,250 per term (for first child) and \$625 per term (for the second child).

Our buses are generally air-conditioned (with some exceptions) and seatbelt equipped. Our buses are mechanically

maintained, serviced and operate in compliance with Queensland Government Department of Transport and Main Road Passenger Transport Regulations and Conditions.

Our College provides a safe, reliable and efficient transport service of the highest standard for our students.

STUDENT BEHAVIOUR ON BUSES

The College is obligated to abide by the Queensland Government Legislation regarding “Code of Conduct for School Students Travelling on Buses” in addition to the College Bus User Policy.

A copy of this Code of Conduct is available on the Queensland Transport website or from the Office.

Should a breach of these rules occur we will contact the Parents/ Carers for assistance to remedy the inappropriate behaviour.

If the behaviour breaches continue, we will follow the steps outlined in the “Code of Conduct for School Students Travelling on Buses”.

STUDENT BUS RULES

Students responsible for:

- Being ready to board the bus when it arrives and being at the pick-up point no later than five minutes before the set collection time, as the bus will not wait beyond the appointed time;
- Remaining at the pick-up point until fifteen minutes past the allotted time if the bus has not arrived;
- Waiting in a safe and organised manner. Enter and exit in a quiet, safe, polite and organised manner;
- Remaining seated, facing the front with your back against the seat (no turning around). Not moving from your seat and remaining seated until bus stops. Should you wish to move, ask the Bus Driver for permission;
- Correctly wearing seatbelts, firmly fitted across the lap and sash belt a firm fit across the body;
- Following the Bus Drivers’ instructions about safety and behaviour on the bus;
- Keeping arms, legs and other parts of the body inside the bus;
- Avoiding any action, noises or words that could distract the Bus Driver. Being respectful and using quiet voices;
- Keeping all items inside the bus. No objects should be placed or thrown through or outside the windows;
- Showing respect: caring for others and their property, keeping hands, feet and other objects to yourself. No put downs, teasing, name calling or swearing. No lewd behaviour. Do not put your feet on the seat or the back of the seat in front of you;
- Vandalism of seats, trim, signs or windows will not be tolerated
- Adhering to all College policies and procedures by remaining in full College uniform with shoes on at all times;
- Reporting any inappropriate behaviour of another student on the bus to the Bus Driver immediately, so they can address the situation;
- Ensuring no image capturing and voice recording devices such as cameras, voice recorders and video including those components on mobile phones and iPod etc. are not used during the bus service; Note: Gaming consoles, laptops and music devices are permitted to be used on the bus. All College policies in regard to these items still apply on the bus and include the following restrictions: All devices must be used either on silent mode or with earphones. The students are responsible for the safety and care of their own electronic device. Students are only permitted to make a phone call on their mobiles if permission is first granted from the Bus Driver. These devices are for personal use only and not for sharing.
- Not eating on the bus, including lollies or gum. Water bottles with caps are permitted only;
- Aerosol sprays, nail polish and nail polish remover must NOT be used on the bus at any time.
- No Student is permitted to board a bus at any time without the Bus Driver’s permission
- Leaving all sporting equipment, including balls, at the front of the bus or as the Bus Driver directs;
- Removing all your rubbish when departing the bus;
- Leaving the bus stop in a safe manner, staying to footpaths and following all road safety. Never walk behind or in front of a stationary bus. Always wait until the bus has left unless directed by a Bus Driver or other College staff member; and
- Remembering that your place on the bus depends on your behaviour and your adherence to Student Bus Rules. Please show your respect and courtesy to the Bus Driver and fellow students at all times;
- Students need to move promptly to their assigned bus in the afternoon to allow buses to leave the College by the scheduled departure time.

OPERATIONAL REQUIREMENTS

Students are to be at their particular stop at least five minutes before the scheduled bus time to allow for the safety of the children. Parents/carers must inform the bus driver or Office when children are not travelling, and are requested to be waiting at the bus stop to collect their children unless a responsible older child accompanies them.

In the event of your children not arriving home by the usual time, parents are asked to contact the College receptionist immediately so the matter can be followed up. The office closes at 3.30pm.

VARIATIONS

Any changes to drop off/pick-up arrangements are only possible with a note or phone call from parents/carers.

An additional child wishing to travel to school in the mornings (e.g. after sleepover) or home with your child on their bus in the afternoons, can only do so after a written request is received from the child's parents/carers.

EXTREME WEATHER CONDITIONS

In an extreme weather event, the College intends to remain open for any students who are able to get to school. Some buses may not be able to run safely and will be cancelled for the day (ie Karumba Bus). Parents will be phoned in this instance. On occasions, the weather may deteriorate during the day and some buses may need to take students home early. Parents will be phoned in this instance. Some parents may elect to pick up their child/ren from school early on these days, we ask that any student leaving school early is correctly signed out before departing.

If our Karumba Bus services needs to be cancelled due to extreme weather conditions, the College will contact all families involved. Notices will also be placed on the College website (www.gulfcc.qld.edu.au) as soon as possible and the College Facebook Page.

For students who attend school on extreme weather days, an academic program will run. Student work will be determined by the teacher. For example, if a majority of students are absent then the work may include revision; extension; work on assignments, etc. The aim will be to run normal class timetables although some slight changes may occur if certain teachers are unable to get to school. Students will be directed to morning assembly points as needed; however, if in doubt, students should report directly to their regular classroom.

3.4 ROAD SAFETY

YOUR CHILD'S SAFETY IS OUR FIRST PRIORITY

Families and staff are asked to maintain safe and appropriate speed limits when driving past the school and dropping off and pickup children. Please be aware of young children crossing roads and entering or existing vehicles, together with students entering or existing the College buses.

RIGHT OF WAY FOR BUSES

School buses have right-of-way when entering and exiting. We also ask for parents'/carers' co-operation when buses are exiting the front of the College and to allow space and time for buses to reverse and exit.

VEHICLE PARKING

Please ensure that the following parking procedures are followed when parking in front of the College:

- in designated car parks only
- no double parking
- no parking or dropping off in bus zone

STUDENT BICYCLES

Students riding bicycles must comply with the following procedures:

- students must wear a helmet while travelling to and from school.
- bicycles must not be ridden when on school grounds.
- bicycle racks have been provided for use.
- skateboards and scooters are not to be ridden on College property.
- students are to use their own chain and lock on bicycles when left unattended



PRIMARY SCHOOL

Building a firm foundation. The strength of any building rests in its foundations. Likewise, when building character, it is vital to lay the right foundations early. For this reason, we place immense emphasis on creating the perfect setting – delivering structure, learning and fun.

4.1 PREP INFORMATION

GCC Prep seeks to stimulate and build upon children's curiosity and motivation to learn. Our goal is to provide students with a smooth transition into Year 1 by ensuring that foundations for future learning are established in a developmentally appropriate way. Our program introduces the child to the structures and expectations of schooling in a supportive environment, allowing the child to develop spiritually, socially, physically, emotionally, cognitively and creatively.

UNIFORM

Prep children wear the College Primary School uniform. House shirts are worn on sports days. Please ensure all belongings are clearly named.

REQUIREMENTS

Each day your child will need to bring:

- College hat
- a School bag
- water bottle
- rain poncho
- morning tea and lunch
- spare school uniform and underpants

Most children feel a little apprehensive in the early days of Prep. If your child cries when you are ready to leave, please don't linger. The children usually calm quickly, but if the parent/carer remains, the tears are reinforced and an unhealthy pattern of crying and manipulating the parent/carer can emerge.

You can help prepare your child for Prep by teaching your child some basic independence skills, like using the toilet by him/herself (including flushing and washing hands), to dress him/herself, to use a lunch box (plastic wrap can be difficult for little fingers) and by providing opportunities to play with other children. If your child has never been left with others before, regular short visits with a friend or relative without you will help make the separation less stressful.

Each day follows a consistent routine but allows for flexibility and the opportunity to explore areas of student interest as they arise. During the week, the following areas would be covered:

- devotional time
- creative play
- library lessons
- structured play
- Physical Education
- curriculum-based investigations
- numeracy & literacy activities
- individual and group activities

ARRIVAL AND DEPARTURE

Supervision for students is available from 8.00am each day, with formal lessons beginning at 8.30am and concluding at 2.30pm.

Being on time helps to maximise the educational opportunities available for your child and can reduce the stress associated with missing out on elements of the daily program. If your child arrives late, your child will need to go to the Office to obtain a late slip prior to going to the Prep Class. Also, it can be distressing for a child to be left at school after other children have gone home. Teachers have staff meetings, professional development programs and other commitments after school, so punctuality is essential if collecting children from the classroom.

We believe your child is a unique and special gift from God. Their response to the world around them is modelled and guided by loving parents/carers, teachers and members of the school community. Our aim in your child's Prep year is for them to develop in a safe and secure learning environment as part of a caring, positive community where your child feels comfortable and accepted.

PREP READINESS PROGRAM AND ACTIVITIES

GCC has a Prep Readiness Program, which will often commence in the term prior to their attendance in a new year. The child and their parent/carer will be invited to participate in a weekly or fortnightly program to ensure the child becomes familiar with their upcoming new surroundings and being part of 'big school'. This will aid greatly in a smooth transition into the Prep year.

The College will also provide you with a Prep Readiness Activity Pack which is a collection of activities that your child can practice and work through during the Christmas and New Year school holiday period. These activities will involve numeracy, literacy, scissor control, pencil grip and generally personally preparing a child to enter the Prep year.

4.2 PRIMARY SCHOOL GENERAL INFORMATION

The Primary School caters for Prep to Year 6. In addition to well-equipped classrooms including interactive whiteboards and audio equipment, we also have a library, cultural centre, learning enrichment department and two outdoor adventure playgrounds and excellent undercover areas, all surrounded by beautifully landscaped grounds.

STAFF

Students are placed in the care of committed Christian staff who endeavour to nurture the academic, physical, social and spiritual growth of each child. A high standard of behaviour is expected in the classroom, playground and when travelling to and from school. Teachers encourage the involvement of parents/carers in day to day activities, e.g. reading and general classroom help, excursions and sporting carnivals.

PARENTS/CARERS

Regular communication between parents/carers, students and staff is important and we encourage regular contact between school and home. Parent-teacher nights, interviews and information sessions are held throughout the year; however, teachers welcome the opportunity to speak with parents/carers on a regular basis. Written reports are completed at the end of Term 2 and Term 4 and are given to the students to take home or mailed home. Following the receipt of these reports, parent interviews are available. Emails and written notes are the usual and recommended means of regularly communicating with your child's teacher. However we always appreciate a personal visit to the classroom or a home visit by the teacher can always be arranged. Please do not hesitate to contact our Office on 4745 1180 if you would like a home visit organised.

CHAPEL & ASSEMBLY

Chapel is held each Thursday morning from 8.30am. Students participate in a class presentation, enjoy engaging in music and celebrate the character of their peers as part of their weekly chapel experience. School Assembly takes place weekly each Monday morning from 8.30am in the undercover area. School Assembly provides time for building school culture, acknowledging academic and sporting achievements and building House spirit. Parents/carers, family members and friends are welcome to attend.

GCC TUCKSHOP AND LUNCHES

We always encourage students to bring nutritious and well-balanced meals to school for first break and second break. Fridges are available in classrooms in order to keep lunchboxes cool and food fresh. Please avoid packing too many sugary or processed foods in lunchboxes.

Tuckshop is available for students to place orders each morning. These need to be concluded by 8.30am each morning. Parents/carers need to ensure that students have sufficient money in their 'tuckshop bags' for the relevant meals to be ordered and paid for. See page 15 for Tuckshop Price List.

SPORTS HOUSES AND CARNIVALS

GCC has two Sporting Family Houses: Andy House and Sorohan House. These Houses are both named after founding and significant Pastors of the Church.

Andy House **Colour: Gold**

Pastor John Andy was the first Pastor of the AOG Church in Normanton. John and his wife Betty came to Normanton from Ayr and together with the parishioners were instrumental in building the church which is still here today. In 2013 John and Betty moved back to Normanton and worked with GCC students as well as running the church until 2015.

Sorohan House **Colour: Green**

Pastor Chris Sorohan was the Assistant Pastor to John Andy and took over as Pastor when John and Betty moved away from Normanton. Chris worked with Mr Fred and Mrs Gladys Edwards, Mr Claude and Mrs June Bee, Ms Flora Midlan and Ms Shirley Toby to develop a plan to start an AOG school in Normanton. The school opened in 1986 with 16 children, with classes being held in the church building. The School became known as Gulf Christian College in 1988.

CARNIVALS

Various sporting carnivals are held during the year. Parents/Carers are encouraged to come and support children's efforts.

Annual carnivals include:

- Cross Country - May
- Athletics - June
- Longreach Athletics - August
- Karumba Festival of Sport - September
- Swimming - November

UNIFORM – PRIMARY SCHOOL

The Primary School uniform is to be worn every day, and when travelling to and from the College. Coloured House shirts are worn for sporting carnival days only. The uniform is to be presented in a clean and tidy manner.

All items should be clearly labelled with student name. Poncho style raincoats are preferred to umbrellas.

- Primary School Shirt
- School shorts
- Socks and closed in shoes
- School hat
- Sports Carnivals - House Shirts and school shorts
- Winter - track jacket and track pants

JEWELLERY, MAKE-UP AND HAIR

- Students may wear one set of studs or small sleeper earrings and one wristband
- Watch may be worn
- No other jewellery is to be worn
- No make-up is to be worn
- Long hair is to be tied back.

MOBILE PHONE USE

GCC acknowledges that providing a child with a mobile phone gives parents/carers an opportunity and reassurance that they can contact their child and their child can contact them, if communication is necessary.

Parents are reminded that in case of an emergency, the College office 4745 1180 should be the first point of contact, and can ensure your child is reached quickly and assisted in an appropriate way.

All student mobile phones MUST be NAMED and handed into the Office upon arrival at school, and then collected at the end of the school day. Student mobile phones are not to be used within the classroom.

The College accepts no responsibility for replacing lost, stolen or damaged mobile phones. This includes losses sustained during travel to and from school.

For further information please refer to the GCC Mobile Learning Device Policy and Technology (Acceptable Use) Policy.

ABSENCES

Parents/carers are advised to contact the College Office on 4745 1180 of their child's absence before 9:00am on the day of absence. We strongly encourage parents/carers to contact the College so that we know your child is safe.

ARRIVAL

Students should arrive before 8:20am each day to be ready for the start of school at 8.30am. Prep to Year 6 students are to meet their teacher outside their respective classrooms



MIDDLE SCHOOL

Gulf Christian College Middle School aims to nurture and stimulate students, combining fresh and relevant academic challenges in an environment that fosters creating opportunity.

5.1 MIDDLE SCHOOL GENERAL INFORMATION

BROAD OVERVIEW

In 2015, in recognition that adolescence has its own characteristics, elements and challenges, we opened our Middle School. The Middle School for Years 7, 8 and 9 is part of an integrated learning program that begins at GCC Prep and flows through to Year 9. However, because adolescence is a distinct developmental phase, it requires a specifically tailored strategy to nurture the whole student.

AIMS AND PHILOSOPHY

The Middle School is the bridge between Primary and Senior schooling. It aims to nurture, stimulate and challenge students. The twin goals of pursuing academic excellence and growing students into the example of Jesus are contained in our Mission Statement:

“Gulf Christian College will be recognised as a College where opportunities are created for students through quality education, founded on Christian values and cultural heritage in partnership with staff, parents and the community”

To ensure that all students have the opportunity of reaching their full potential, the curriculum has been designed to meet the needs of the adolescent learner. In brief, the GCC Middle School aims to combine fresh and relevant academic challenges within a safe, secure, nurturing environment. The emphasis is on CREATING OPPORTUNITY.

A SCHOOL THAT IS BASED ON CARE - PASTORAL CARE

One of the key elements in the College’s decision to move into Middle Schooling was the obvious mismatch of adolescent needs and existing educational structures. The role of Pastoral Care, using well trained and competent teachers with understanding of the psychological, social, moral and ethical needs of adolescents is pivotal to creating a safe and secure environment in which students can have success.

Through spending extended periods of time with the students, the teachers develop an intimate understanding of each individual’s developmental strengths and weaknesses.

Our College is built on the premise of partnership between home and school. The close involvement of parents/carers is an important part of the Middle School philosophy. Students’ attitudes towards learning and academic performance are enhanced when parents take an active interest in their education. Parent/Carer participation in the educational process is encouraged and welcomed. Seeing our children gently, positively and confidently through the Middle School years is every parent’s/carers’ desire. As a College, we wish to stand with parents/carers in that endeavour.

CORE CURRICULUM

The introduction of the Australian Curriculum in English, History, Maths and Science in 2012 has necessitated extensive planning and preparation by our staff which is continually being reviewed and research-based ideas incorporated. The core curriculum also includes Core PE, English, Maths, Humanities, Science.

COMMUNITY SERVICE

Our Middle Schoolers are encouraged to offer their assistance to others through community service. This may include visiting the aged or infirmed; Seniors Christmas Luncheon; visiting emergency service departments; involvement in local projects such as tree planting or beautification schemes; assisting with the Normanton Rodeo event and Normanton Show event; assisting with Rangers; working closely with various local community organisations and assisting with or tutoring Primary School students. All Year 9 students are involved in assisting at events either within the College or in the wider community. These events include the significant College events, NAIDOC Week Celebrations, hosting of visiting groups to the College, and aiding in the organisation and running of College sporting events.

Middle School students are invited to volunteer and participate in many of these events. The purpose of these is to foster an appreciation of different individuals and groups and the ways practical support might be given to others. In the course of these events, students are encouraged to relinquish their own comforts for the sake of serving others.

BEYOND HORIZONS PROGRAM

‘Beyond Horizons’ is an innovative program which is designed to assist GCC Middle School students to transition smoothly into a boarding school environment to enable them to achieve their senior schooling qualifications.

The aim of the Beyond Horizons program is to provide opportunities and experiences that will enhance student learning, develop leadership skills, and inspire students to complete senior schooling through boarding school that equips them for future success.

Current research indicates that a successful comprehensive transition program for students and their families is essential to the successful completion of Year 12 for all boarding students.

The objectives of the program include:

- Assimilation into a larger school
- Exposure to specialist educational studies, subjects and equipment
- Leadership training
- Cultural experiences / sharing of cultures
- Sporting opportunities
- Boarding and living experiences away from home.

To enact this program we have formed a partnership with Peace Lutheran College (PLC) in Cairns. This partnership is proving highly positive and manageable with staff from both schools sharing a strong desire to ensure the program is successful.

Trip Dates for 2023:

- Year 7: Fri 24 Feb to Sat 4 March (1 week at PLC)
- Year 8/9: Sat 29 Jul to Fri 11 Aug (2 weeks at PLC)

MIDDLE SCHOOL SPORT

Middle School Sport is included in the timetable for students and is strongly encouraged for full participation and based on an interhouse competition. These sports include: Basketball, AFL, Swimming, Hockey and general Athletics.

LEADERSHIP

The student leadership program at Gulf Christian College aims to prepare students for the journey through middle years and into senior years as individuals and as a group; and to give opportunity for the students' world to be a better place through their meaningful contribution.

There are many definitions that aim to describe leadership. Two main principles have evolved as key components of effective student leadership within our culture. Firstly, the strong Biblical concept of servant leadership is widely understood and accepted amongst students. Secondly, the concept of a broad base of influence on the school community is well understood and valued by students. In recent years, a definition of leadership that has gained wide acceptance is: *'when anyone does anything which increases either effectiveness or satisfaction of a group of people, then leadership has been exercised'* (Antarctic Division 1989).

Gulf Christian College takes seriously the responsibility to train and mentor good leaders. To achieve this, students are challenged to 'lead' and take responsibility through a range of opportunities. Some of these include: College Captains, House Captains, Class Ambassadors, student led committees, student led Chapels, sport, Beyond Horizons trips, Hosting visiting student groups to the College and demonstrating servant leadership within our College community.

YEAR 9 GRADUATION DINNER 'Next Step'

Our Year 9 Class will graduate together as a group each year and celebrate this event with their families and GCC staff at a selected venue. Students are encouraged to invite family members, share a meal together, bring photographs of their childhood and make this event their own.

In 2023 the Year 9 Graduation Dinner 'Next Step' will be held on Friday 24 November 2023.



UNIFORMS

The Gulf Christian College uniform is to be worn with pride both on campus and off campus.

9.1 SCHOOL UNIFORM

PRIMARY SCHOOL UNIFORM

THE GCC STUDENT UNIFORMS MUST BE WORN ON SCHOOL DAYS AT ALL TIMES AND PRESENTED IN A CLEAN AND TIDY MANNER.

GIRLS AND BOYS (YEARS PREP - 6)

- Primary Shirt
- Primary Shorts
- Primary Hat
- House Shirts (Sporting carnivals) (Gold or Green)
- Winter Jacket
- Winter Track Pants

JEWELLERY, MAKE-UP AND HAIR

- Students may wear one set of studs or small sleeper earrings and one wristband
- Watch may be worn
- No other jewellery is to be worn
- No make-up is to be worn
- Long hair is to be tied back.

HATS

- Primary School students must wear the designated Primary School hat to and from school; no other hat style is allowed while at school; students must wear the designated Primary School hat during all breaks, outdoor lessons, sporting activities and whilst in the sun
- the 'no hat – no play' rule applies at our College. No sharing of hats

RAIN PONCHOS

- rain ponchos form part of the school uniform and are encouraged during the wet season

SCHOOL BAGS

- All students are encouraged to bring a school bag to keep lunch boxes, poncho, spare cloths and any homework items.

MIDDLE SCHOOL UNIFORM

GIRLS AND BOYS (YEARS 7 - 9)

- Middle School Shirt
- Middle School Shorts
- Middle School Bucket Hat or Cap
- House Shirts (Sporting Carnivals) (Gold or Green)
- Winter Jacket
- Winter Track Pants.

JEWELLERY, MAKE-UP AND HAIR

- Students may wear one set of studs or small sleeper earrings and one wristband
- Watch may be worn
- No other jewellery is to be worn
- No make-up is to be worn
- Long hair is to be tied back.

HATS

- Middle School students must wear the designated Middle School hat to and from school; no other hat style is allowed while at school; students must wear the designated Middle School hat during all breaks, outdoor lessons, sporting activities and whilst in the sun
- the 'no hat – no play' rule applies at our College. No sharing of hats

RAIN PONCHOS

- rain ponchos form part of the school uniform and are encouraged during the wet season

SCHOOL BAGS

- All students are encouraged to bring a school bag to keep lunch boxes, poncho, spare cloths and any homework items.

SPORT TEAM UNIFORMS

- Sorohan House: Green Shirt
- Andy House: Gold Shirt

SWIMWEAR

- Girls - Modest one piece swimsuit only
- Boys - Speedo (standard or longer style) or board shorts (not below the knees) and must be of quick dry fabric
- Swimming caps and goggles can be worn.

HAIR, CAMPS, GENERAL

HAIR - GENERAL

- must be clean, worn neatly
- long hair is to be tied back neatly
- extremes of style and colour NOT PERMITTED (colours should be a natural colour)
- boys - visible facial hair is to be removed.
- style variations of concern will be addressed at the discretion of the school administration and may result in a suspension from school until standard is met.

FREE DRESS AND CAMPS

'Free dress' is allowed on special days, school camps and other times as notified. Free dress must maintain a school standard and the following guidelines apply:

- no crude, rude or violent or otherwise unsuitable logos on T-shirts
- no two-piece swimsuits
- ONLY shirts with sleeves and of a length to thoroughly cover the midriff
- dresses should have sleeves and be of modest length
- skirts and shorts must also be of modest lengths.

ON CAMPS

Nightwear must be modest, as sometimes there is no allowance for privacy, such as when sleeping in tents or outdoors. Parents/carers, please enforce these standards when your child is dressing for special days or packing for camps, and check that they are being maintained.

ALL STUDENTS

Any uniform issue not specifically mentioned above will be responded to at the discretion of the College Administration.

LABEL ALL BELONGINGS

- all belongings to be labelled with full name and class with a permanent marker/label
- lunch boxes, drink bottles, hats and jackets are the most frequently lost items
- any items found will be placed in the Office (lost property) cupboards
- the College accepts no responsibility for lost property.

UNIFORM SHOP

The Uniform Shop is located in the Office and operated by the College Administration staff.

NORMAL TRADING HOURS

8:15am to 3:30pm each school day during school terms.

PAYMENT OPTIONS

Payment options include cash, cheque, EFTPOS and credit cards. The Uniform Shop accepts MasterCard and VisaCard but not AMEX. Phone orders are most welcome with payment by credit card.

SCHOOL UNIFORM PRICE LIST 2023

PRIMARY SCHOOL UNIFORM ITEMS – YEAR PREP TO 6		
Primary Shirt	All sizes	\$20
Primary Shorts	All sizes	\$12
Primary Hat		\$10
House Shirts (Gold or Green)	All sizes	\$12
Winter Jacket	All sizes	\$31
Winter Track Pants	All sizes	\$24
MIDDLE SCHOOL UNIFORM ITEMS - YEARS 7 TO 9		
Middle School Shirt	All sizes	\$25
Middle School Shorts	All sizes	\$17
Middle School Bucket Hat	All sizes	\$9
Middle School Cap	All sizes	\$8
House Shirts (Gold or Green)	All sizes	\$12
Winter Jacket	All sizes	\$31
Winter Track Pants	All sizes	\$24



ENROLMENT & FEE INFORMATION

2023 FEE SCHEDULE

Registration Fee Payable per family on enrolment \$ 50.00

Tuition Fees

Tuition fees are billed each term and are payable within 14 days of term commencement, unless a payment plan has been arranged with the College. There are four school terms in each year.

If the full year of tuition fees is paid by 28 February, a 5% discount on tuition fees only will be applied to the account. No discount will apply to bus fees.

	Prep to Year 6 Fees per Term (\$)	Middle School Fees per Term (\$)	Karumba bus fees per term (if applicable)
Child 1	595	619	1250
Child 2	297	310	625
Child 3	149	155	625
Child 4	30	31	625

When students commence or leave part way through a term, a full term fee is still payable. However, the Principal has discretion to pro-rata the fees payable. When a parent wishes to withdraw a child/children from the College, a minimum of 30 days notice in writing is required.

Karumba Bus

The College provides a user pays bus service to and from Karumba. An application form is required to be completed for this service. This is charged to the fee account at the same time as the tuition fees for those who utilise the service. An amount of \$1,250 is charged for the first child, and an amount of \$625 per child for any additional children in the same family.

Payment Difficulties

If you are having difficulties paying, please contact the Business Manager on 07 5451 3356 to discuss fee discounts and payment options.

Student Accident Protection Plan

This accident protection plan gives limited coverage to all full-time students at Gulf Christian College. For further information, contact Reception for an information brochure.

Payment Options

- **CENTREPAY:** Contact Centrelink and arrange an automatic payment to the College
- **In Person:** Pay at the College Office. Payment Hours Mon-Fri 8:00 am – 2:30 pm. Cash and Cheque accepted.
- **Cheques:** Cheques can be made payable to **Gulf Christian College** and forwarded to **PO Box 210, Normanton Qld 4890**
- **Internet Banking:**

WESTPAC
Normanton Branch
Gulf Christian College Ltd
BSB 034-205 Account No. 43-0552
Please provide your surname to assist us in processing your payment

10.1 LEAVING PROCEDURES

NOTIFICATION OF STUDENT LEAVING

If families are intending to leave the College, the College must be informed in writing as soon as possible. One terms notice written notice is required, otherwise one month fees will be charged in lieu of notice.

10.2 ENROLMENT CONTRACT (COPY)

I, the undersigned, being the parent/legal guardian of the above named student accept the offer made by Gulf Christian College. I accept the following conditions upon which the offer was made:

1. I understand that the College is founded on the basis of biblical Christian values and that the bible is the inerrant word of God.
2. In accepting the offer of enrolment made to my child, I understand that I am seeking a Christian biblical education for them and will support the College in these faith endeavours.
3. I also accept that they are admitted to the College on the condition that they will abide by the College rules and policies regarding commitment to studies, discipline, dress and conduct and that I will support the College expectations and policies in these matters, as they are now and as they may be changed from time to time.
4. It is accepted that during my child's enrolment, except in certain circumstances, the student will live in the care and control of her/his family. This does not apply to overseas students.
5. I will work in partnership with the College in the best interests of my child and all other students and will be guided by the College in the best way to develop the student's potential academically and in other aspects of their personal development. This may include recommendations to seek professional intervention.
6. I will support my child in complying with the College rules, codes of behaviour and policies in force and that I will keep the College indemnified against any loss or damage caused by any failure of my child to observe the aforesaid. I also understand that my child is expected to act at all times in accordance with the values and rules of the College and that serious breaches in this regard could lead to a cancellation of enrolment.
7. I agree that the College rules, code of behavior and policies may be altered or added to at any time.
8. Fees and levies will be paid and will remain payable during any period of absence of my child from the College. I acknowledge that a minimum of 14 day's notice of withdrawal of my child from the College is required or 14 days fees in lieu of notice may be charged. Notice to withdraw will be in writing to the College at the earliest opportunity. I agree to pay all fees and levies in full by the specified due date or by automatic payment arrangements organised with the College or by formal payment schedule submitted to and accepted by the College.
9. I acknowledge that, unless otherwise agreed in writing with the College, I as parent/guardian am and will remain jointly and severally liable for the payment of fees and levies. Should any fees or levies not be paid by the due date and no alternative plan agreed, the College may, in its sole discretion, suspend or terminate my child's enrolment at the College and take legal action to recover outstanding fees and levies, including the costs and commissions associated with the collection of outstanding monies.
10. In the event of any medical or other emergency arising in which the College considers it impossible or impracticable to communicate with the undersigned parent/guardian, the College will take all reasonable care of my child but will not be responsible for the costs of any medical or dental attention or treatment administered to my child in such event, nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating my child including attention provided at the College sick bay.
11. In this contract, the expression College Principal includes any person from time to time acting as College Principal or other staff members for the time being carrying out the duties or exercising the authority of the College Principal.
12. The College Principal has authority to apply whatever disciplinary measures are appropriate or necessary in relation to the conduct for my child both inside the College and at outside College related events. This includes behaviour whether inside or outside the College that might bring the good name of the College into disrepute and may include the decision to suspend/exclude/expel my child for any cause judged to be sufficient.
13. The College does not insure my child's property of any description.
14. I will make every effort to ensure that my child will not be absent from school without leave of absence being

granted by the College and that term dates, as advertised, will be adhered to. Frequent absenteeism without excuse may amount to a breach of contract and have academic consequences.

15. I agree to my child taking part in all reasonable College activities, be they curriculum based or those designed to enrich and develop their skills.
16. I agree to demonstrate my support for the College, by attending (where possible) the functions outlined below, whilst my child is enrolled at the College:
 - end of semester and end of year events (whichever is applicable to my child's year level)
 - Parent/Teacher interviews
 - Parent Information evenings
17. I agree to abide by the College Credit and Collection Policy and have indicated below my payment method for school fees owed to the College.
18. While on College grounds and when attending any College functions, I will be supportive of the College while maintaining a polite manner. I agree that the College rules, code of behaviour and policies may be altered or added to at any time.

STUDENT AGREEMENT - TO UPHOLD COLLEGE EXPECTATIONS RELATING TO:

- a) Student Behaviour Policy
- b) Drugs and Substance Abuse Policy and;
- c) Technology User Policy

The following are excerpts from the above policies. Full copies of our policies are available on the College website www.gulfcc.qld.edu.au

a) BEHAVIOUR MANAGEMENT STATEMENT

POLICY STATEMENT

Gulf Christian College expects all students to actively participate in the Christian life of the College and in doing so:

- uphold the value of respecting myself and other members of the College community;
- be respectful of others' property and equipment, including the College grounds and buildings
- willingly contribute my personal gifts and talents to the College community, in curricula, co-curricular activities and sporting events.

DECLARATION

I acknowledge the importance of my education and the right of others to their education and in doing so:

- acknowledge the importance of class work, homework tasks and assessment items, and be dedicated to the suitable organisation and completion of these tasks;
- attend school and all classes regularly, punctually and well prepared;
- recognise and accept the College guidelines and policies, as being necessary for the safety and well-being of all students, including myself;
- to especially take no part in the bullying of others whether to their face, verbally or physically or by mobile phone or other technology;
- take part in all excursions, camps etc. that contribute to my holistic education;
- be neatly and appropriately dressed on school days in complete academic uniform with the exception of full sports uniform for sport, College swimming and athletics carnivals.

b) DRUGS AND SUBSTANCE ABUSE POLICY

POLICY STATEMENT

Gulf Christian College prohibits the unlawful manufacture, distribution, dispensing, possession and use

of controlled substances. Controlled substances include, but are not limited to, narcotics, barbiturates, amphetamines, cocaine, marijuana, anabolic steroids and misused prescription or legal drugs or alcohol.

Compliance with this policy is a condition of enrolment and/or employment at the College. All members of the Gulf Christian College community are expected to be familiar with and abide by the principles and details of this policy.

A student shall not:

- knowingly have in her/his possession a drug of dependence other than that for which she/he holds a current prescription given by a registered medical practitioner, nor a prohibited/harmful substance and/ or administer/ supply to her/himself; or permit another person to administer/supply to her/himself a drug of dependence or a prohibited/harmful substance, and/or
- have in her/his possession any piece of equipment for use in connection with the smoking, consumption, sniffing or administration of such a drug or substance or the preparation of such a drug or substance, for smoking, consumption, sniffing or administration.

DECLARATION

I agree to comply with the College's policy in respect to drugs within the College context as defined above. I further agree that should I be involved in a breach of this agreement, I will undertake to assist the College in its response to the breach and further to comply with any pastoral support program and discipline responses as may be decided as appropriate by the College in the circumstances. Further, I understand that there may also be consequences from the Law.

I accept that searches of my property may be required where there is a reasonable suspicion of breach of the College rules and policies. I have read the agreement and understood my obligations under the Policy.

c) TECHNOLOGY POLICY

POLICY STATEMENT

We believe that the benefits to users from access to computers and the Internet, in the form of learning, information resources and opportunities for collaboration, exceed any disadvantages. This policy makes clear the expectations of the College. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards of behaviour that their students should follow when using media and information sources. Breaches of this policy may result in College penalties in addition to any that may arise under law.

DECLARATION

I am aware that I must not use College technology for any improper purpose (including bullying, looking up inappropriate sites, etc.) This covers misuse of any personal mobile phones at the College.

I am also aware that I may not use any technology at any time to film, identify, comment upon or make derogatory comments about other students, teachers, the College Principal or the Christian basis of the College. I am aware that if found to be in any way connected to such behaviour this will result in severe discipline and a show cause why I should remain at the College.

CREDIT POLICY - FEE COLLECTION

The College requires all fees to be paid in a timely manner to assist with budgeting and operational aspects. The College is a non-profit organisation and therefore payment of fees on time is critical to the effective provision of educational services.

The Strategic Plan for Gulf Christian College identifies that:

- the College be good stewards of the finances and resources in its charge. We are committed to use our finances and resources wisely in managing the College affairs while at the same time ensuring accessibility to all families who genuinely desire a Christian education for their students.
- the College seeks to develop and maintain the physical resources and facilities in order to maximize the education experience and outcomes for its students.

- The College seeks to conduct its relationships, programs and business dealings in a way that will demonstrate Christian values and ethics.
- Parents are likewise accountable to the College for prompt and full payment of fees in recognition of their acceptance of these terms at the time of enrolment of their students into the College.

POLICY STATEMENT

1. Full payment of fees invoiced and due for that term is due within 14 days of commencement of each term unless prior arrangements are approved by the Principal/Business Manager.
2. Each family has three options to pay their account:
 - i. Account must be paid in full by the specified due date; or
 - ii. A regular payment via bank transfer or Centrepay is set up for payment of fees; or
 - iii. A formal payment schedule is submitted to and accepted by the College. The request for payment schedule is a request to extend the notice stipulated in the credit policy and must outline how and when your fees will be paid.
 - iv. Parents who are unable to pay within the specified time will be required to advise the College in writing of a payment schedule to reduce their account in the shortest time possible.
3. When a parent/guardian wishes to withdraw their students from the College, 14 days' notice is required, otherwise two week's fees may be payable.

The law requires that Gulf Christian College Ltd operate with sufficient financial resources for its day-to-day operations. Likewise the law provides the College with avenues to follow-up unpaid fees. This policy will be implemented immediately when a student commences at the College.

The College will at all times be open to negotiate mutual payment arrangements and parents are encouraged to keep the Principal/Business Manager informed of any relevant circumstances.

Families experiencing difficulties making payment are requested to contact the Business Office BEFORE the account becomes overdue. In most situations, an ongoing payment arrangement must be established when there is a debt outstanding beyond the terms outlined in (1) above. This also applies when parents leave the College and fees remain outstanding. Failure to comply may result in the student/s reports being withheld and the College proceeding with collection of outstanding fees through legal channels.

CONSEQUENCES

Overdue accounts where satisfactory payments have not been entered into or adhered to incur late penalty fees.

Continual failure to maintain a suitable payment arrangement may jeopardise the ongoing enrolment of the student.

Failure to come to a suitable payment arrangement may result in the matter being referred to a Debt Collection Agency.

Default payments may result in the account holders being listed with a credit reporting agency. Costs and commissions associated with the collection will be added to the outstanding balance.

CONSENTS

- A) I consent to my child participating in all regular curricular, sporting and extra-curricular activities conducted with the approval of the College, such as day trips, excursions and functions. If my child is unable to participate, I will contact the College. Parents are asked to read the newsletters, website and school social media sites for notice of events and activities. I also agree to my child travelling on the College buses or any form of public or private transport where such transport is necessary or desirable.

I accept that this consent lasts for the period my child is at the College and that no further consent need be sought for activities.

I understand that for all other activities/excursions (see below) where, in the reasonable opinion of the teacher in charge, specific consent is required, that additional consent will be sought.

Examples of such activities include:

- overnight activities
- activities involving distance or extensive travel
- activities which may have higher than average or inherent risk

YES NO

- B) I consent to my child being identified (filmed, photographed and/or named) in College related publications, including newsletters, web site, social media pages, records of achievement and DVD productions for marketing, end of year events, speech nights and special events.

I consent to the College sharing my personal information (limited to name, address, telephone numbers, and occupation) to its associated supporting groups and my child's details to the College Alumni Association, when she/he leaves the College.

I am also aware that if I do not want these details shared that I will put this in writing to the College.

YES NO

- C) I understand that sunscreen may from time to time be applied by staff at the College, especially for sporting events or when children need to walk to another town venue for an activity, etc.

I understand that during the wet season mosquitoes can be around the College at break times and before and after school. The College keeps insect repellent in stock to spray on each of the students so that they are not bitten and to aid against the spread of mosquito borne diseases.

If my child has an allergy to sunscreen or insect repellent, I will inform the College of this on the Student Information & Medical Form.

YES NO

- D) I consent to the authorisation of staff to contact professionals, outside organisations and other entities to discuss reports written by the external party, that you as a parent may provide to the College.

YES NO

- E) I consent to the terms of the credit policy and advise here the method that school fees will be paid (must tick one):-

In full by the due date each term, OR

By regular payments into the College's bank account which is shown on the fee statement, OR

By regular payments through a Centrepay arrangement, OR

By regular payments at the College Reception.

Any consent/s I have given is valid at all times while my child is in the custody of the College, including but not limited to, such times as my child is on campus, is present at school camps or is attending or participating in a work experience program, excursions or functions.

I have made full and frank disclosure of all information requested by the College in the Enrolment Application Form and are aware of our continuing obligations to keep the College informed of any changes which may affect my child's wellbeing or progress at the College.

This contract will be binding and remain in force for the duration of my child's enrolment at the College.

I sign, understanding what is expected of me and will commit to the above.

10.3 PRIVACY POLICY

In accordance with requirements of the Commonwealth Privacy Act 1998, as amended, and the Privacy, (Notifiable Breaches) Act 2017 the College is bound by the thirteen (13) Australian Privacy Principles under the compliance authority of the Office of the Information Commissioner and set out in the Act – see www.privacy.gov.au. Accordingly, all personal, sensitive and health data/information of parents/guardians, students, and relevant others including prospective employees are private. The College will use the information collected and recorded to fulfil both legal requirements and the educational mission of Gulf Christian College.

The College collects personal, including sensitive, information about students, their parents/guardians and relevant others for the primary purpose of the College fulfilling its educational services under law to the students and to parents/guardians seeking an education for their students within the Objects and Ethos of this College. Information is collected through filling out of application forms, face-to-face interviews and at times third party reports, with consent.

The College will also exercise its right to access the credit history of parents/guardians under law by consent. Some of the information the College collects is to enable the College to discharge its duty of care and legislative obligations.

Any unsolicited information received by the College will be destroyed unless legal obligations require otherwise.

Full and frank disclosure of information requested is necessary for the provision of services to students and to establish a binding contractual relationship between the parties. Please note that:

- If the College does not obtain the information referred to above, the Application Process will not proceed.
- Health Information about students is sensitive information within the terms of the Privacy Principles under the Privacy Act. The College needs this information for the purpose of planning for the needs of students and any adjustments which may be necessary.
- Information sought will include reports from third parties re medical and other treating professionals and Court Orders.

The College from time to time may otherwise need to disclose personal, sensitive or credit information to others for legal administrative, safety, health and education purposes. This includes to the Privacy Information Commissioner, the Non-State Schools Accreditation Board, the Queensland College of Teachers, other schools, government departments, state authorities, medical practitioners and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.

Unless directly notified to the contrary, personal information such as academic and sporting achievements, news and images is published to the College community by way of College Newsletters, magazines, in multi-media presentations and on our website. Identification and photographs/film footage may be published, for example in the website and Newsletter.

Marketing material will not identify students without express consent from parents/guardians.

The College will not disclose personal information to third parties for marketing purposes without specific consent. The College may include contact details in a class list (examples: for Parent Support Groups and College Directory).

The College will send information about a student overseas (student transfer or study exchange) only with consent of the parents/guardians and following enquiry that security measures are in place for reception.

The College will take reasonable steps to keep personal information accurate/up-to-date and complete. Parents/guardians are relied upon to assist the College in keeping information accurate and up to date.

The College will take reasonable steps to secure and protect all information held from misuse, interference, loss, unauthorised access, modification or disclosure. The College will respond promptly to security breaches, notifying those affected, as appropriate, and in compliance with mandatory reporting/notification of eligible data breaches to the Office of the Australian Information Commissioner.

Parents/guardians have a right to make a written complaint internally to the Principal if they consider these Privacy Principles have been breached or externally to the Office of the Australian Information Commissioner. The College Privacy Policy outlines the process available to those parties who wish to bring a complaint alleging a breach of privacy by the College. It is readily available on the College Website or by request.

Privacy Principle 11 mandates that a school destroy or de-identify personal information it holds if/when it no longer

needs the information for any purpose (for which it may be used or disclosed by the school). Most schools keep information for a period of 7 years following a student's departure from the school.

Parents/guardians may seek access to personal information collected about them and their students by contacting the College. Adult students may also seek access to personal information about themselves. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy, health and safety or others, where access may result in a breach of the College's duty of care to a student or where access is denied by law.

10.4 CHILD PROTECTION POLICY

In line with new Government legislation under the Education (Accreditation of Non-State Schools) Act 2001, and Education Act 1988 and 1998, it is now mandatory for staff to report to the College Principal (who will then advise the Police) of any actual or suspected sexual abuse or other incidents of significant harm to students.

Our College has in place a Child Protection Policy for the benefit and protection of our students. It is located on our website www.gulfcc.qld.edu.au Below is the procedure whereby parents/carers, students and staff can report incidence/s of actual or suspected abuse.

REPORTING PROCEDURE

1. Should a staff member or student form a suspicion; observe worrisome conduct; have significant harm disclosed to them; then that student or staff member must inform a College Protection Officer or Principal and the staff member must complete a report immediately (Appendix 1 of Policy).
2. Confidentiality will be maintained regarding persons disclosing this information. The person submitting the report is not liable, civilly, criminally or under an administrative process, for passing this information through the correct channels.
3. College Protection Officers are:
 - Ms Lynn Morrison - Principal
 - MS Cynthia Thomas - Teacher
 - Mr Peter Lister - High School CoordinatorTheir names and pictures are located in the School Office and all classrooms.
4. The College Protection Officer will inform the Principal when they receive a report.
5. The following course of action will apply:
 - The College Principal will report the matter to Police and submit a copy of the report. The College does not in any way investigate an alleged criminal offence. It will co-operate with the State authority.
 - In consultation with the Police, the Principal may contact parents to offer support to parents and child. In consultation with the Police, the Principal may meet with the alleged offender to inform him/her of the allegation and course of action.
 - The alleged offender will be immediately stood down or suspended. This action is considered necessary in order to meet duty of care responsibilities.
 - The Principal will offer appropriate support to the child/family along with appropriate support to the alleged offender.
 - If the matter is not criminal in nature, then the Principal will consult with the parties involved, form a view and respond appropriately. A report of the incident will be filed.





**FAITH.
KNOWLEDGE.
TRUTH.**

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