PARENT MANUAL

2027

Junior School

CALVARY CHRISTIAN COLLEGE

centre for innovative learning design

CARBROOK CAMPUS – Prep to Year 12

559 Beenleigh-Redland Bay Road, CARBROOK 4130

P.O. Box 4157, LOGANHOLME 4129

Telephone (07) 3287 6222

Email: info@calvarycc.qld.edu.au
Website: calvarycc.qld.edu.au

Office Hours (during term time):
Main Reception – 8:00am to 4:30pm

Office Hours (during school holidays):
Main Reception – 9:00am to 4:00pm

SPRINGWOOD CAMPUS – Prep to Year 6

161 Dennis Road, SPRINGWOOD 4127

P.O. Box 4157, LOGANHOLME 4129

Telephone (07) 3808 8368

Email: spr.administration@calvarycc.qld.edu.au
Website: calvarycc.qld.edu.au

Office Hours (during term time):
Main Reception – 8:30am to 4:00pm

Office Hours (during school holidays):
Main Reception – Closed
Please refer all enquiries to Carbrook Campus

Dear Parents and Guardians

The 2027 Parent Manual has been prepared to support you and your child as you settle into the new school year at Calvary.

While we have made every effort to include key information about the College's procedures, policies, and calendar, please note that changes may occur from time to time. Relevant updates will be communicated to parents via the College's regular communication channels, where appropriate.

Junior School Communications are uploaded to the College app and website each Thursday. These include important notices to keep you informed about what's happening at school. I encourage you to connect with staff, ask questions, and share your feedback. You are also warmly invited to attend our parent information sessions and other College activities listed below.

Parent Information Sessions
Throughout the year, we offer a variety of sessions for parents, covering topics such as school operations, cyber safety, puberty, and school readiness. Our counselling team also hosts additional sessions and courses, open to all families. Look out for session topics and dates on the school calendar and in communications.

Assembly and Chapel
Assembly and Chapel services run fortnightly on alternating weeks, and we welcome parents and family members to attend.

You are also encouraged to access the College website, Parent Lounge, and College Facebook groups where you will find current events and updated information.

Your child's class teacher is always the first point of call and the best source of information. Should you wish to meet with a member of the leadership team below, please contact Reception.

Kim Winton	Deputy Principal, Junior School
Zoe O'Donnell	Head of Junior School Carbrook Campus
Andy Marshall	Head of Junior School Springwood Campus
Julie Kendrick	Head of Stage 3 (both campuses)
Kate Lane	Head of Stage 2 (both campuses)
Claire Turvey	Head of Prep/Stage 1 (both campuses)

Our College is blessed with dedicated and highly competent staff, and a supportive church and parent community that you are very much a part of.

We trust your child will enjoy their time at Calvary Christian College and further develop the many special qualities which God has given them.

Kim Winton
Deputy Principal – Junior School

TABLE OF CONTENTS

SCHOOL HOURS....6

1. ARRIVAL AND DEPARTURE PROCEDURES....6
2. OUTSIDE SCHOOL HOURS CARE (BEFORE AND AFTER SCHOOL CARE)....7
3. PARKING....7
4. STUDENT ABSENCES/ TERM TIME HOLIDAYS....7
5. UNIFORM....8
7. LEARNING HABITS FRAMEWORK....9
8. LEARNING MODEL: STAGE NOT AGE....9
9. ASSESSMENT AND REPORTING....9
11. BOOKLISTS....9
12. BUSES....9
13. CALENDAR....10
14. CAPA (Calvary Performing Arts)....10
15. CAMPS....10
16. CHANGE OF DETAILS....10
17. CHAPEL and ASSEMBLY....10
18. CHILD PROTECTION POLICY....10
19. CLUBS AND SPORT....10
20. COMMUNICATION....11
21. CRITICAL INCIDENTS....11
22. EMERGENCY PROCEDURES....11
23. FACEBOOK....11
24. FAMILY ARRANGEMENTS....11
25. FEES....12
26. FOOD....12
27. TUCKSHOP / Happy Hens Café – SPRINGWOOD CAMPUS....12
28. HEALTH HUB....13
    a. Medication....13
    b. Illness and Infectious Conditions....13
    c. Illness / Accident / Insurance....14
    d. Managing Student Injuries and Activity Restrictions....14
    e. Early Years Toileting....14

29. HOME LEARNING 14
30. JUNIOR SCHOOL PARENT HELPERS AND VOLUNTEER 15
31. LOST PROPERTY 15
32. MOBILE PHONES and SMART WATCHES (Devices) 15
33. PARENT LOUNGE 15
34. PARENT INFORMATION EVENINGS AND PARENT-TEACHER INTERVIEWS 16
35. PARENT COMMUNICATION WITH TEACHERS 16
36. PERMISSION FORMS 16
37. PETS AND ANIMALS 16
38. PRIVACY POLICY 16
39. PROHIBITED ITEMS 16
40. REAL LIFE CHRISTIAN CHURCH AND COLLEGE COUNCIL 16
41. RELIEF TEACHERS 17
42. SCHOOL REPORTS 17
43. SUPERVISION 17
COLLEGE CALENDAR 2027 18
APPENDIX A Calvary Learning Habits Framework 19
APPENDIX B Calvary Christian College Virtues 20
APPENDIX C Responsible Behaviour Plan 21

1. SCHOOL HOURS

Junior School – Springwood

7:30am	Staff supervision for inter-campus bus siblings only
8:00am	Staff Devotions (staff supervision for students arriving)
8:30am	School commences
11:00am – 11:30am	Morning Tea (includes 10 min supervised eating time)
1:00pm – 1:50pm	Lunch (includes 10min supervised eating time)
3:00pm	School ends (pick up from: classroom, church, turning circle)

Junior School – Carbrook

8:00am	Staff Devotions (staff supervision for students arriving)
8:30am	School commences
11:00am – 11:30am	Morning Tea
1:00pm – 1:50pm	Lunch (includes 10min supervised eating time)
3:00pm	School ends (pick up from western carpark hanger, CCC quick pick up line)

2. ARRIVAL AND DEPARTURE PROCEDURES

Springwood Campus

- Office hours are 8:30am to 4:30pm.
- Official school hours are 8:30am – 3:00pm.
- Students are supervised from 8:00am at the Undercover Multipurpose courts.
- Before School Care is available from 6:30am and after school from 3:00pm - 6:30pm.
- From 3:00pm, students can be picked up from Real Life Church Car Park, from outside the classroom, or the turning circle at the entry of the Campus.
- Students not collected by 3:15pm will be accompanied to the office and their parents called.
- Students who are not collected by 3:15pm on a regular basis will be placed in appropriate care, i.e. Outside School Hours Care or Bus Siblings, and a supplementary fee will be charged to parents.

Carbrook Campus

- Office hours are 8:00am to 4:30pm.
- Official school hours are 8:30am until 3:00pm for Junior School and 8:30am until 3:20pm for Middle and Senior School.
- Students are supervised from 8:00am in the Pavilion/Cafe, Western car park area or Stage One playground.
- From 3:00pm, Junior School students can be picked up from the Western Carpark Undercover area, or from the quick pick-up line.
- Junior School students who are not collected by 3:40pm will be accompanied to Main Reception where parents are called. Students not collected by 3:40pm, on a regular basis, will be accompanied to Outside School Hours Care, or other appropriate supervision, and a supplementary fee will be invoiced to parents.
- Bus students will be released and supervised at the Bus Bay from 3:15pm until their bus departs.

Both Campuses – Early Departure / Late Arrival

- **Early departure** – Students may only be signed out at Reception by a parent/guardian. Where a student is to be collected by an approved emergency contact or another adult, written permission from the parent/guardian must be provided prior to collection.
- **Late arrival** – Please send your child to reception to sign in / collect a late slip.

3. OUTSIDE SCHOOL HOURS CARE (BEFORE AND AFTER SCHOOL CARE)

At both campuses, a Before and After School Care Program is provided by Uniting Education.

Hours: 6:30am – 8:30am and 3:00pm – 6:30pm

Please contact OSHC-Uniting Education if you have any queries regarding enrolment, costs, etc. on phone number 3209 0250 or emailing Carbrook.OSHC@unitingeducation.com.au or Springwood.OSHC@unitingeducation.com.au

OSHC-Uniting Education also manage a **Vacation Care** program during most school holidays and pupil free days. Additional information is available on the College website; Parent Information

4. PARKING

Early Years Centres: **Kingdom Kids**

Parents are not to park in bays reserved for specific staff members or Kingdom Kids Centre parents. These parking bays are required at all times. Parents of Junior School children must only use the Western Carpark for the Carbrook campus and the Church or Turning Circle for the Springwood campus. The Eastern Car Park at Carbrook and Oval Carpark at Springwood are set aside for Childcare, Executive and authorised College deliveries only.

Springwood Junior School:

Parking options for drop off and pick up are the Turning Circle (quick pick up and drop off only), and the carpark of Real Life Christian Church. There is some parking along Dennis Rd, please ensure you read road signage for no standing zones. Please refrain from using the Staff Carpark at all times.

Carbrook Junior School:

Parking options for drop off and pick up are Quick drop off/pick up (lane that runs adjacent to CCC building), and the Western carpark. Please refrain from using carparking with reserved signage.

5. STUDENT ABSENCES/ TERM TIME HOLIDAYS

There is government and College expectation that students attend school days regularly with absences only occurring as a result of illness or for exceptional family reasons. If a student is regularly absent or consistently arrives late/leaves early, the College will contact the parents to discuss the reasons for this. Should the pattern of unexplained absences and/or late arrivals/early departures continue, parents will be requested to supply information and relevant documents to the Head of School.

Planned Extended Absence

Parents are required to email Administration and the classroom teacher when extended absence of more than 2 days is known. Families are encouraged not to schedule holidays during term time to avoid disrupting their child's education with non-school sanctioned activities. In the event of a request for extended absence, parents should notify the College Principal & CEO. Something about no home learning to be provided?

Part Day Leave

The student reports to the front reception and is to be signed out by the parent or guardian who is collecting the child from school. Students will need to have their student ID card ready to sign out.

Student Collection

The school will not permit students to leave school in the company of non-residential family members or friends, without written/emailed permission from the parent/guardian.

Whole Day Absence

Should an absence be unexpected, such as in the case of sudden illness, notification can be made via the College app, via email or phone the college.

Carbrook Email: info@calvarycc.qld.edu.au
Springwood Email: spr.administration@calvarycc.qld.edu.au

If no notification has been given, the College will contact the listed parent/caregiver via SMS.

Please ensure school records and contact information are kept up to date regarding family circumstances. It is essential we know if family circumstances, or custody arrangements change. Information will be kept strictly confidential.

6. UNIFORM

Uniforms are compulsory and can be purchased from Calvary Christian College's online uniform shop. Second hand uniforms can be purchased and sold through the parent-run Facebook group, *Calvary Second Hand Buy and Sell.* For uniform updates please refer to the Stage Uniform Overviews on the Parent Information section on our website or the links below:

- Prep Uniform Overview
- Stages 1 & 2 Uniform Overview
- Stage 3 Uniform Overview
- Uniform Policy

COLLEGE HOUSE SHIRTS/HATS – all students

- Junior School wear their House Shirt one day a week and at House Carnivals.

FREE DRESS DAYS

Free Dress Days are conducted occasionally as fundraisers. Students attending Camp are also able to wear free dress. The expectations regarding free dress are:

- Students may wear jeans or shorts and respectable tops (T-Shirts that have negative slogans or images will not be permitted)
- Students may not wear colour in their hair except as in the Uniform Policy or unless the fundraiser stipulates this (E.g Crazy Hair Day)
- Students must adhere to the College expectations around hair, jewellery and make-up as they would for any other school day.
- Shorts and skirts must be an acceptable length (just above the knee)
- No bare midriffs, low necklines, singlets or strappy tops or dresses
- Closed footwear

NOTE: Students who fail to comply with the dress standards will not be permitted to participate in Free Dress Day and their parents will be asked to either bring suitable clothing or collect them from school.

7. FORMATION OF CHARACTER AND FAITH

Teaching the whole child means authentically discipling students to understand that faith and character formation matter most. Faith and character formation, God's unfolding story, personal development including social and emotional wellbeing, are embedded across all learning areas. They are also brought to life through Calvary's Formation program, community experiences such as Chapel and Assemblies, our cocurricular and camping programs, as well as a range of Student Development initiatives. In every space, we aim to grow young people who learn deeply, live purposefully and lead with heart. *(Please refer: Appendix B – Calvary Christian College Virtues)*

8. LEARNING HABITS FRAMEWORK

At Calvary, we believe that skills for life matter. Our Learning Habits Framework is at the heart of this belief, guiding students to grow as capable, confident and compassionate learners. Built on key work habits, cognitive skills and character dispositions, the framework supports students to develop curiosity, perseverance, collaboration, reflection and responsibility. It forms a continuum of skills that is embedded in every stage and continues to be relevant well beyond the classroom. These habits don't just shape a child's success at school; they build the mindset and skills our young people need to thrive in life. *(Please refer: Appendix A – Calvary Learning Habits Framework)*

9. LEARNING MODEL: STAGE NOT AGE

Our stage-based learning model provides flexibility for children to learn at their point of stretch; whether they are ready for extended learning or need to revisit areas they may have not yet grasped. Working in stages of 2 years provides students with a team of learning designers invested in personalising the learning experience of each child. We believe children grow in confidence when they see themselves as part of the learning community.

10. ASSESSMENT AND REPORTING

The College has high expectations for academic integrity and student participation and engagement in learning and assessment. Students are expected to:

- Engage and invest in their learning
- Produce evidence of achievement that is authenticated as their own work
- Inform their class teacher if they have difficulties understanding or completing assessment items

Reporting occurs each Semester. Parent Teacher Interviews are offered in Semester 1 to discuss indicative progress, and Student-led Conferences after Semester 1 reports for children to share their learning goals and achievement with their parents/guardians. Reports can be found via Parent Lounge.

11. BEHAVIOUR

The Responsible Behaviour Plan (Appendix C) provides the background, aims and processes of how we approach teaching and responding to student behaviour and conduct at Calvary.
A step-by-step process for communicating concerns can be found in the Responsible Behaviour Plan, Appendix C to this Parent Manual. We would also refer you to the Complaints Handling Policy on the College website.

- STUDENT ANTI-BULLYING POLICY

We would refer you to the College website for this policy. This can also be found on the Parent Portal.

- STUDENT RESPONSIBLE BEHAVIOUR PLAN

The Junior School Responsible Behaviour Plan can be found as an Appendix to this Parent Manual

12. BOOKLISTS

Booklists are issued at the end of each academic year, which detail the school stationery and textbook requirements for the following year. Booklists are available online using the link found on the College website. Booklist release dates and timeframe for online purchasing are emailed to families and outlined in weekly communications. Parents are welcome to source booklist items via our provider, Officeworks, or via other means.

13. BUSES

Calvary Christian College provides a bus service to its students in partnership with Express Coachlines, these services consist of an intercampus bus and suburban bus runs. (https://calvarycc.qld.edu.au/parent-information)
Students are expected to adhere to the Responsible Behaviour Plan expectations whilst travelling on the bus.

14. CALENDAR

The College Calendar is sent out at the beginning of the academic year and is available on the website. The 2027 term dates are listed at the back of this manual and included on the College website at www.calvarycc.qld.edu.au

15. CAPA (Calvary Performing Arts)

Information about our Performing Arts Program can be found on our Website via this link:
https://www.calvarycc.qld.edu.au/performing-arts/

Dance Program

Refer to website https://www.calvarycc.qld.edu.au/performing-arts/dance/

Sport Aerobics Program

Refer to website https://calvarycc.qld.edu.au/performing-arts/sports-aerobics

Instrumental Program

Refer to website https://www.calvarycc.qld.edu.au/performing-arts/music-ensemble-tuition-programs/

16. CAMPS

Year 4 – Kindilan, Mount Cotton - 1 night
Year 5 – Luther Heights, Apex Camps, Coolum - 2 night camp
Year 6 – Canberra Trip - 3 night camp

17. CHANGE OF DETAILS

Keeping your contact information up to date is essential as the school may need to contact you urgently. If there are any changes to your address, contact details, children's medical details or any changes to family living arrangements, *please advise the College as soon as you are aware.* The Parent Lounge offers easy online access when changing your personal details. This is also accessible through the College app.

18. CHAPEL and ASSEMBLY

Assembly and Chapel services alternate on a weekly basis. Parents and members of the College community are welcome to attend. Please refer to College communications for campus-specific service times and details.

- Springwood – Real Life Christian Church, Springwood
- Carbrook – Calvary Community Centre, Carbrook

19. CHILD PROTECTION POLICY

This policy can be found on the College website.

20. CLUBS AND SPORT

The Junior School has a variety of extra-curricular clubs, which vary across the campuses, that you can encourage your child to join such as:

- Choir & Instrumental group Ensembles
- Dance, Drama, Theatre
- JAG (Junior Ag Science)
- Debating and Public Speaking, Maths Olympiad, Chess, STEM
- Fitness – running, skipping, basketball, futsal, volleyball, AusKick
- Missions Club

Where student interest exists, other clubs and sporting groups may be offered. Club offerings are communicated at the beginning of each term through the weekly communications. They can also be accessed via the College website.

Sport Affiliation

Calvary has a strong sporting culture and is highly regarded as a successful Volleyball, Futsal and Netball school.
The College encourages the physical health and development of our students offering Physical Education as a curriculum subject, development programs such as perceptual motor and sports skills training, and interschool sporting programs for Stage 3.

Representative College Sport

Numerous opportunities are available to our students to be a part of representative sport at the College. Students may trial for places in District teams which provide pathways for the best to be selected at Regional, State and National levels in all Queensland School Sports. Please email your campus Sports Coordinator for more information regarding District sports.

For School Sports competitions our Springwood Campus is a part of the Southside Sea Eagles District and the Metropolitan East Region, and our Carbrook Campus is part of the Pacific District and the South Coast Region.

21. COMMUNICATION

The College sends out weekly communications that are available on our website and contain important information about coming events and life at the College. Principal Communications are also available regularly in the same space and contain important information for parents. Please access both regularly. Essential information about College life will always be found in Junior School (Springwood and Carbrook) Communications, Principal Communications or directly emailed to parents.

22. CRITICAL INCIDENTS

During critical incidents, vital information will be communicated via email or SMS. We encourage parents and guardians to access information from this source as this will minimise congestion of the phone lines.

23. EMERGENCY PROCEDURES

Drills and evacuations are carried out each term. When an evacuation/lockdown is initiated, all parents and visitors must follow the direction of College staff and accompany staff and students to assemble in the designated areas. In the event of a Code Orange lockdown, Code Red lockdown or evacuation, parents will be requested not to enter the College property until given clearance by the College staff.

It is vital that all visitors to the College sign in and out at reception.

24. FACEBOOK

Other forums for enhancing parent engagement are through Facebook posts on the Stage groups and the Campus community groups.

Calvary Christian College Springwood Campus Community Group 2027

Calvary Christian College Carbrook Campus Community Group 2027

Calvary Christian College

25. FAMILY ARRANGEMENTS

The Head of School and Administration staff need to be informed of living arrangements regarding your child, especially if there are people who are not legally permitted to have contact with a child. Copies of Court Orders, DVOs and parenting plans or agreements must be provided and will be kept on file. Confidentiality will be maintained at all times. The College is unable to take any action unless supported by a Court Order.

26. FEES

There is a financial partnership between the College, families, and government. The College is under a statutory obligation to ensure the financial viability of the College.

Tuition fees

Annual Tuition Fees are set by College Council and reviewed each year. Parents are reminded that they are contractually bound to pay all fees and levies by the due date. New families will be required to pay fees by direct debit. The College's preference for existing families is also direct debit.

If fees are paid in full at the commencement of the year, a discount is applicable. Any outstanding accounts will incur a late administration charge for each term the account is outstanding in the absence of a direct debit payment arrangement. The parent/guardian who signs the enrolment contract of a student will be responsible for the payment of school fees. This responsibility will remain regardless of any change in family arrangements.

Failure to settle accounts on time may result in additional charges and debt recovery action. *Parents experiencing difficulty in payment of fees must contact the Business office as soon as possible. A fee payment scheme may be negotiated.*

Building Fund

The income for the Building Fund is sourced from parent donations. Although the Building Fund is not compulsory, parents are encouraged to make a donation of $500 annually. Any amount may be donated and all amounts over $2 are tax deductible.

Notice of withdrawal of student

If a student is being withdrawn, the College requires **one full term's prior notice in writing** submitted via our official *Exit Form*. Failure to give this notice will mean the family will be required to pay the equivalent of one term's tuition fees.

Extra-curricular

Some sport and Sport Aerobics competition fees, Performing Arts ensembles and extra-curricular activities will be charged separately through an Event Invitation email, from the college event platform MCBSchools, or via our 'Events and Payments' section on the Parent Portal. These invoices are payable prior to the event date or due date specified. Parents/Guardians will be notified of any extra-curricular that have a cost involved prior to the event.

27. FOOD

We aim to be a nut-free Junior School. Due to serious allergies in the community, we ask that you do not bring foods with nuts to school.

28. TUCKSHOP / HAPPY HENS CAFÉ – SPRINGWOOD CAMPUS

A student-led Café, Happy Hens, operates at Springwood Campus two mornings a week. Parents are welcome to come and enjoy a coffee and catch up with each other or as a family before the day begins.

Happy Hens Café is open Tuesday and Thursday mornings from 7:30am – 8:40am.

Tuckshop runs each Monday, Wednesday and Friday at first break. It is a volunteer – run tuckshop and parents/guardians are always appreciated and welcome. You can order tuckshop for your child using My Student Account on the College website or app. Students can also order over the counter with cash at first break on days of operation.

TUCKSHOP/ Mango Cafe – Carbrook
Mango Cafe operates each morning from 7:30am at the Carbrook campus. Parents are welcome to enjoy a coffee and catch up with each other before the school day begins.

Tuckshop runs both breaks Monday – Friday. Junior School students can pre order tuckshop for first break only. You can order tuckshop for your child using ***My Student Account*** on the College website or app. Stage 2 and 3 students can also order over the counter with cash, or via their Student ID Cards which are linked to their accounts, at either break on days of operation.

29. HEALTH HUB

a. Medication

Where possible, medications are to be given at home outside of school hours.

Regular Medication (e.g. antibiotics, temporary treatments)

If your child requires medication to be administered at school, parents/guardians must complete the online Medical Administration Form, via this LINK.

The completed form must be submitted to the office, and the medication must be provided to the Health Hub in its original container with the original pharmacy label attached, in accordance with Queensland legislation and school policy.

Schedule 8 Medication: (e.g. Ritalin, Dexamphetamines, etc..)

Schedule 8 medications are subject to legal restrictions and additional administration requirements.

If your child requires a Schedule 8 medication to be administered at school, parents/guardians please contact the Health Hub for further direction.

Emergency Medication (EpiPen, Ventolin, Insulin, Midazolam)
All students with asthma, diabetes, or allergies that may require emergency medication must have a current Action Plan completed by their doctor and a completed online Medical Administration Form (LINK). These documents ensure staff are aware of the student's condition and the treatment required in an emergency.

Asthma
Junior School: Asthma medication (puffers) is administered by staff through the Health Hub.

Camps
Any medication required during a college camp must be supplied in a Webster Pack prepared by a pharmacist and provided to the College by the medication due date.

Schedule 8 medications must be delivered to the Health Hub by a parent/carer or responsible adult prior to departure and must not be brought to camp by a student.

b. Illness and Infectious Conditions

Students with contagious illnesses **must** be kept at home for the required time. Students with heavy colds and flu-like symptoms should also be kept at home. Students with head lice must commence treatment prior to the next school day.

The Queensland Health Department makes recommendations for the minimum periods of exclusion from school: https://www.health.qld.gov.au/__data/assets/pdf_file/0022/426820/timeout_poster.pdf

c. Illness / Accident / Insurance

In the case of an accident or sickness, parents will be phoned by office staff at the discretion of the First Aid Officer or School Nurse. When parents cannot be contacted, the student will be treated locally. Ambulance or medical attention can be sought without parental contact.

Please note that it is not possible to contact parents for every student who presents at Health Hub. If you are phoned by the College to collect your child, this decision is not made lightly, and we would appreciate your prompt response.

On occasions when an injury is serious, staff, exercising their duty of care, will call an ambulance if they believe that this is warranted. Once this call has been made, the College will then notify the parents or emergency contacts. Please be advised that once the ambulance has been called, the College will not revoke the request. The exception to this is the parent arriving before the ambulance and physically signing their child out of the College's supervision and into their own care.

All students are covered by 24-hour Accident Insurance. Please refer any inquiries to office staff if you incur expenses because your child has had an accident either in or out of school.

d. Managing Student Injuries and Activity Restrictions

If your child is recovering from an injury or medical procedure and requires temporary restrictions or modifications to school activities, please inform your child's teacher and the appropriate campus Health Hub as soon as possible. We recommend providing this information in writing and following up with a discussion to ensure any necessary support can be arranged.

e. Early Years Toileting

Occasional toileting accidents can occur in the early years. We encourage all Prep and Stage 1 students to keep a spare set of underwear, shorts, and socks in their school bag. The College has a limited supply of spare clothing for these situations. If a change of clothing is required, parents/guardians will be notified by email. Any borrowed clothing is to be washed and returned to the Health Hub the following school day.

30. HOME LEARNING

Completion of Home Learning is an expectation as it promotes parent engagement and builds resilience and independence. Home Learning is designed to consolidate the learning taking place at school. In the Early Years it is an important opportunity for parents to engage in reading with their child.

Prep

- Home readers, home learning booklet and high-frequency words upon development of readiness to read

Stage 1, 2 & 3

- Regular reading – home readers and reading for enjoyment
- High-frequency words (Stage 1) and spelling appropriate to individual learners
- Maths and other activities related to real life problem solving and application
- Stage 3 – more independent activities with set time frames mimicking high school assessment

Home Learning is regularly communicated by teachers. Please email your child's teacher if you have any questions around Home Learning. Home learning will be sent out on a Friday and will be due back the following Thursday. If your child can not complete their home learning, please email the teacher.

31. JUNIOR SCHOOL PARENT HELPERS AND VOLUNTEER

Parents and guardians are invited to assist as volunteers, e.g. In the canteen/café, at sporting events and in classrooms. The College requires all volunteers to register on an annual basis, *Volunteer Registration Form*. Information about how to register is available via the link: *Volunteer Information*. NB. Please contact the coordinator of the area in which you wish to volunteer prior to registering.

32. LOST PROPERTY

Springwood- Lost property is located in the Administration building.
Carbrook - The College endeavours to return clearly named and labelled items to students wherever possible. The lost property trolley is located behind the Culbert Building and is overseen by a staff member and a team of students. If you or your child access the trolley to search for an item, please ensure it is left tidy and in good order for the benefit of all users.

Unclaimed items will be retained for one semester before being disposed of or donated, where appropriate.

33. MOBILE PHONES and SMART WATCHES (Devices)

Mobile phones, smart watches, and other internet-connected devices are NOT permitted in the Junior School. In special circumstances, students may bring a device to school only with prior approval. In these cases, parents/carers will be required to complete an authorisation form (Link to Form). Any approved device remains the responsibility of the student and must be signed in at the office upon arrival at school (from 8:15am). The device will be securely held at the office during the school day and may be collected at the end of the day (after 3:00pm).

Devices must remain in the student's bag until they are signed in at the office and must not be used on school grounds at any time.
Electronic or internet-connected devices are not permitted on school camps or excursions.

Students who breach these expectations will have their device confiscated for a period of time and parents contacted.

34. PARENT LOUNGE

Calvary Christian College operates a parent portal called Parent Lounge. Access is via the College website www.calvarycc.qld.edu.au or app and parents are issued with specific log on details and instructions. If you require assistance with accessing Parent Lounge, please email info@calvarycc.qld.edu.au.

Academic reports are made available on the Parent Lounge.

In the Parent Lounge you are able to access:

- STUDENT DETAILS - allows you to view details about your students (including their attendance and current Specialist Timetable)
- SCHOOL CALENDAR - allows you to view upcoming College events
- SCHOOL LINKS - allows you to view certain College documents
- UPDATE DETAILS - allows you to correct/update the College with personal details as well as submit an absent notification
- PARENT DIRECTORY - allows you to add your details to the Parent directory (viewed by other parents)
- EMAIL ADMINISTRATOR - allows you to advise change in details
- ACADEMIC REPORTS - allows you to view the reports of your JS students
- PARENT TEACHER INTERVIEWS - allows you to book in a time with your child's class teacher

- TOURS AND EXCURSIONS – allows you to approve for your child to attend camps and excursions
- FEES & PAYMENTS – Allows you to view your current fees statements and make payments for invoices incurred

35. PARENT INFORMATION EVENINGS AND PARENT-TEACHER INTERVIEWS

- Start of year Parent Information Evening – Term 1
- Parent Teacher interviews/ Student – led Conferences – Term 1 and Term 3

36. PARENT COMMUNICATION WITH TEACHERS

- We value a close partnership between parents and teachers
- Please use email or phone the college to contact teachers if you would like to arrange a meeting or share information pertaining to your child
- Please allow up to 48 hours for a response to emails
- Please do not contact our staff via social media or personal message
- All College related questions should be addressed via college communication channels such as email or college phone. e.g. info@calvarycc.qld.edu.au or spr.administration@calvarycc.qld.edu.au

37. PERMISSION FORMS

Most consent forms for events such as interschool sport, excursions and camps will be sent to parents and guardians via an email with a link to MCB schools. ***Children cannot be taken on off campus excursions without parental permission.***

38. PETS AND ANIMALS

Animals (including dogs) are prohibited from both campus grounds at all times due to Health and Safety Requirements.

39. PRIVACY POLICY

The College takes the privacy of all College, parent and student information very seriously. A copy of the College Privacy Policy is available on the College website. College staff respect the confidentiality of your family and your child. Any information which you share with us will remain confidential.

40. PROHIBITED ITEMS

Students should not bring in toys, collectable items, dangerous items – such as pocket knives or matches. Should a student arrive with such items, they will be confiscated, and parents notified. Please also refer to the section, Mobile Phones and Smart Watches, for information on devices at school.

41. REAL LIFE CHRISTIAN CHURCH AND COLLEGE COUNCIL

The College Council is the governing body and controlling authority of the College and is responsible to the Uniting Church of Queensland through Real Life Christian Church Council. The College also works under the authority of the South Moreton Presbytery and Queensland Synod of the Uniting Church.

The College Council consists of the Chairperson, the Principal, the Business Manager, Lead Pastor of Real Life Christian Church, Presbytery nominee, Synod nominee, other representatives appointed by Real Life Christian Church Council and community representatives.

The College Council and the Executive meet on a regular basis. Council sub-committees generally also meet monthly.

42. RELIEF TEACHERS

A list of registered Relief Teachers is used by the College. These teachers have been approved by the Head of School and on occasions will cover your child's class when the teacher is sick, attending professional development or on leave. They carry the authority and duties of the teacher they replace. For long periods of leave, parents will be notified of the relief teachers covering their child's class.

43. SCHOOL REPORTS

The College issues student reports at the end of Term 2 and the end of Term 4. Your child's report can be accessed via the Parent Lounge.

44. SUPERVISION

Outside of school supervision hours, parents are responsible for the supervision of their children. This also includes Community Events and Co-curricular activities that may occur outside of school hours. Please adhere to the signage on playgrounds. All playgrounds and play equipment are not to be used outside of school time.

45. COLLEGE CALENDAR 2027

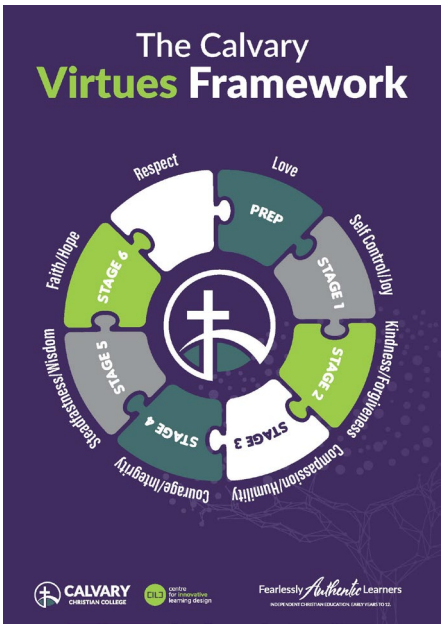
All special event dates, term times and pupil free days across the College are on the College calendar, located on the College website and also accessible through Parent Lounge via the app.

COLLEGE CALENDAR - 2027	
Term 1 **9 weeks**	**Students** Prep - Year 12: Wednesday 27 January – Thursday 25 March **Pupil Free Day** Monday 25 January **Public Holidays** Tuesday 26 January (Australia Day) Friday 26 March (Good Friday)
School Holidays: Friday 26 March – Sunday 11 April	
Term 2 **10 weeks**	**Students** Prep - Year 12: Monday 12 April – Thursday 17 June **Pupil Free Day** Friday 18 June **Public Holidays** Monday 26 April (ANZAC Day – in Lieu) Monday 3 May (Labour Day)
School Holidays: Friday 18 June – Monday 12 July	
Term 3 **10 weeks**	**Students** Prep - Year 12: Tuesday 13 July - Friday 17 September **Pupil Free Day** Monday 12 July Friday 3 September **Public Holidays** Monday 9 August (Ekka – Logan Holiday)
School Holidays: Saturday 18 September – Monday 4 October	
Term 4 **9 weeks**	**Students** Prep - Year 11: Tuesday 5 October - Wednesday 1 December Year 12: Tuesday 5 Oct - Friday 19 November **Public Holidays** Monday 4 October (Monarch's Birthday)


The Calvary
Learning Habits Framework
Planning and Organisation
Completion of Tasks
Attention to Detail
Critical Thinking
Creative Thinking
Collaboration
Communication
Innovation
Reflection
Resilience
Resourcefulness
Investment/ Motivation
CALVARY CHRISTIAN COLLEGE
Fearlessly Authentic Learners

APPENDIX B Calvary Christian College Virtues











JUNIOR SCHOOL RESPONSIBLE BEHAVIOUR PLAN

The following Responsible Behaviour Plan (RBP) is to be understood in the context of the type of community that we are creating at Calvary. We desire to be a community, built on the principles of Micah 6:8 'God has shown you what is good. So, what does he want from you? To act justly, to love mercy and to walk humbly with Him.'

Ultimately, we want our students to be people who;

Act Justly (be fair)

Love Mercy (be kind)

Walk Humbly (be my best self)



We want to be a community where:

- Mutual respect underpins every interaction.
- Compassion for others defines us.
- Self-control is exhibited for the benefit of all.
- Gracious engagement determines how we disagree.
- Courageously assisting those in need is customary.
- Striving for excellence is the norm.
- Effort is celebrated as the cornerstone of growth.
- The humility to learn instructs how we listen.
- Justice reigns and forgiveness brings peace.
- *Shalom* (wholeness) and *aretḗ* (excellence) mingle and release life in its fullness.
- Joy overflows when we are together.
- Hope of better tomorrow's springs from our faith.

At Calvary, we firmly believe that:

- *no one has the right to disrupt anyone else's learning, and*
- *everyone has the right to feel safe.*

Our attached *Responsible Behaviour Plan* outlines the types of behaviours we do not tolerate in our community, the actions we will take to safeguard our community members, and the support we provide students to restore broken relationships. Our intention is always to support and instruct our students when they make poor choices and to walk alongside them to build men and women of strong character and faith. Our success in this journey is often hindered or helped by the willingness of individual students to grow and learn, and the level of support provided by parents and carers in partnering with us to help their child make better choices. Proverbs 22:6 tells us that if you *'train your children in the way they should go, then the values they learned from you will be with them for life'*. Our hope is that a Calvary education equips our students to be courageous, compassionate, and discerning adults who make good choices that benefit themselves and society. To achieve this, we aim to deliver a holistic education as outlined in our maxim:

*Development of **curriculum content** matters*

*- **skills** development matters more*

*- but development of **character and faith matters most**!*

Junior School RESPONSIBLE BEHAVIOUR PLAN - FLOWCHART					
LEVELS	LOW LEVEL **Low Level may include age-appropriate undesirable physical/verbal behaviour**	LOW LEVEL REPEATED **Low Level may include repeated age-appropriate undesirable physical/verbal behaviour**	LEVEL 1 **May include repeated age-appropriate undesirable physical/verbal behaviour causing <u>functional impact</u>**	LEVEL 2 Major/Significant impact	LEVEL 3 High level threatening and/or illegal
MANAGER	TEACHER	TEACHER	WELLBEING TEAM	HEAD OF SCHOOL	DEPUTY and PRINCIPAL
DESCRIPTORS	The classroom teacher or duty staff member uses their professional toolkit to manage behaviours that: - Are minor breaches of school rules - Do not seriously harm others - Do not violate the rights of others in a serious way - Are one-off or irregular behaviours - Do not require involvement by other staff - Can be rectified through redirection - Involve not following directions or engaging in class	The classroom teacher (or duty staff member reporting to the class teacher), starts engaging other colleagues and parents in managing behaviours that: - Have been addressed previously with the student - Are forming a pattern of consistent poor behaviour and/or a pattern of breaching school rules - Are problematic, but do not seriously harm others or cause concern that the student may be harmed - Require parent contact to discuss a plan moving forward to support the student make better choices - May warrant a consequence	A member of the welfare team is involved when: - Consistent minor breaches of school rules have formed an established pattern of behaviour - Low-level interventions have not rectified the behaviour These consistent behaviours are starting to: - Disrupt the learning of other students - Become major breaches of school rules - Make others feel unsafe or put self at risk	The Head of School is involved when: - Behavioural activity involves a major violation of the rights of others. - Behaviour violation has a significant impact on other/s - Behavioural activity has resulted in major damage/concern/threat. - A pattern of behaviour has not been rectified despite several interventions. - High level of unsafe behaviour. - The College Executive is required to be involved in addressing the situation.	The Head of School/Principal is involved when: - Students are in breach of their behavioural contract - The behaviour requires a significant consequence The Principal is involved when: - The previous interventional processes have not succeeded in rectifying the behaviour. - The behavioural incident constitutes a breach of the enrolment contract. - The behavioural incident is reportable to police.
RESPONSES	College responses to these behaviours may include: - Redirection - Pedagogical change by teacher - Student moves location in the classroom - Restitution - Reflective conversation with student (not reflection) - Minor consequence like a removal from an activity or litter duty, etc. - Lunchtime Catchup - Other contextual response	College responses to these behaviours may include: - Community service - Seating plan - Lunchtime reflective conversation - Lunchtime catchup on work - Temporary movement to partner teacher's class (buddy class) - A consequence connected to the behaviour, such as removal from the activity, etc. - Other contextual response - Parent meeting (class teacher) - Walk with duty teacher	College responses to these behaviours may include: - Review/Observations of student behaviours across various classes - Referral to Student Specialist/Student Development Coordinator - Parent meeting to discuss goals - Loss of privilege and/or withdrawal from event/activity - Reflective discussion to identify goals - Support Plan - Community service - Formal warning - Other contextual response	College responses to these behaviours may include: - Parent meetings - Changing the student's class or bag space - Sending the student home - Entering a Behaviour Plan - Formal warnings - Community service - Withdrawal from class/events - Suspension (external/internal) and re entry - Other contextual response	A response from the Principal may involve: - Requesting the student and their parents attend an interview - Entering a provisional enrolment agreement - Monitoring by Welfare Team - A consequence decided by the College Principal - An expulsion
PARENT CONTACT	No	Yes. Informal initially to gather information. Formal meeting if continuing	Yes	Yes	Yes
TASS NOTES	No	Yes (by class teacher. Upload parent email with HoST and HOS copied in)	Yes (person responding/case manager)	Yes (Head of School)	Yes (DP)
ALERTING WHO?		Parent/carer, HoST and HOS when pattern continues	Parent/carer and Head of School. (HOS or HoST keeps Teacher in the loop)	Parent/carer and DP (HOS keeps HoST and Teacher in the loop)	Parent/Carer and Principal (DP keeps HOS ,HoST and Teacher in the loop)

ISSUES AND CONCERNS[1]

How to raise a concern or issue regarding your child's learning:

Step 1: Raise your concern with your child's teacher, (depending on your concern, the teacher may suggest a meeting). *If unresolved…*

Step 2: Raise your concern with the Head of Stage, (depending on the concern, the teacher may invite the school counsellor or Head of Student Growth). *If unresolved…*

Step 3: Raise the issue with the Head of School. If unsatisfied…

Step 4: Raise the issue with the Deputy Principal.

How to raise a welfare/behavioural concern or issue:

Step 1: Raise your concern with your child's teacher, (depending on the concern, the teacher may suggest setting up a meeting with the school counsellor, Head of Stage or Student Development Coordinator).

If unresolved…

Step 2: Raise the concern with the Head of School. *If unresolved …*

Step 3: Raise the concern with the Deputy Principal. If unsatisfied…

Step 4: Raise the concern with the Principal and CEO.

Once you are in Stage 3, you or your parents can also raise a concern about another person's actions on Stymie (https://stymie.com.au/) which is an anonymous reporting system. The information from this system is provided to our Welfare Team. When raising any concern, you should provide the following:

- A thoughtful and calm overview of the situation/issue. Follow a who, what, where, when, how, why process.
- Provide names of witnesses who may have seen the issue.
- Provide any evidence of the issue you have (e.g. screenshots of texts, chats, etc.).

How we investigate an issue

We take all concerns and issues seriously. Led by our Head of School, we have a team who investigate the issues raised. We respond to all concerns based on the information and evidence that we have, weighing the context we are aware of and matching the evidence we can verify against our Responsible Behaviour Plan – Flowchart. For an incident, our usual processes involve gathering information and evidence, interviewing a range of witnesses, and considering previous behavioural/ social/emotional patterns. We can always communicate our decision and the actions we undertook to the specific parties involved in a behavioural matter, however, due to privacy laws we are restricted from sharing personal data about other students. We will always contact parents of all parties if an incident has occurred that is a major violation of another child's rights. We are always happy to meet with you to discuss concerns.

Please remember a school behavioural record is not a police record and the data is held confidentially by the College. When the College makes decisions or delivers consequences, it does so in the context of its behavioural and child safety policies, the enrolment contract, and information held by the College. A College decision is always based on a considered response as to whether the incident is in breach of our enrolment contract and policies, and it is the College's right to action breaches against its policies and enrolment contract.

[1] This section relates to raising a concern. If you have a serious grievance and would like to submit a formal complaint, the process for this is found in our Complaints Policy on College website.

BEHAVIOURAL TOOLS WE USE

Teacher Toolkit: strategies the teacher uses in class to maximise engagement in the lesson and divert low level distractions and behavioural issues. This includes positive reinforcement, zones of regulation – identifying the underlying feelings and personal needs.

Reminder Note – a physical note provided to students who have breached uniform policy after several reminders (hair, jewellery or uniform items).

Catchup – is a lunchtime session where students can voluntarily access a teacher for support with home learning. Students can be issued with a mandatory catchup session by a teacher if they have not completed core class or home learning. This is not detention – students may leave the catchup as soon as they have demonstrated that they have completed the required work.

Buddy class – utilisation of a set class for students to spend time reflecting/resetting when their behavioural choices are impacting their own or others' right to learn.

Reflection – using break time to reflect on behavioural choices – what better choices can we make moving forward? This is drawn up/documented and stored for reference.

Communication with Parents – should there be repeated behavioural concerns, teachers will notify parents who can reinforce College behavioural expectations at home as well. A severe breach of behaviour expectations may result in parents asking to collect their child.

Support or Behaviour Plan – a formal contract between parents, student and the Head of School, outlying achievable behavioural goals and additional support the College can offer to assist a child to meet these goals. This can be put in place for repeated patterns of behaviour that cause high functional impact to the class/playground environment or to themselves or others, when the usual response to inappropriate behavioural choices is not supporting a positive change. Counsellors and Chaplains may be involved to provide additional support.

Provisional Enrolment – is a contract between the College Principal, a student whose enrolment is at risk, and the student's parents/carers. It outlines a set of behavioural conditions that the student must meet for a set time period to keep their enrolment at Calvary.

Formal Warning – is a written warning that the requirements of the *Support Plan or Behaviour Plan* have been breached. Multiple or ongoing breaches of these plans will escalate the College's response.

GENERAL BEHAVIOURAL CONCERNS AND ISSUES

Disengagement from learning

It is a College expectation that students reasonably attempt to complete the classwork provided to them by their teachers during the lesson or within a reasonable timeframe. Refusing to engage in class lessons or an unwillingness to complete set classwork or home learning is not acceptable behaviour. When a student does not complete the required learning, they will be required to catch up during break time or at home, or parents may be contacted and asked to collect their child. Parents will be communicated with if there are ongoing concerns. Students requiring adjustments for learning are supported by our Student Development team.

Plagiarism

When authorship of your work cannot be established or a response is not entirely your own work, the College will provide an opportunity for you to demonstrate what parts of the submitted response are your own work. Results will be awarded using any evidence from the preparation of the response that is available that is verifiably your own work. Where appropriate, the College's Responsible Behaviour Plan will be implemented.

Uniform and equipment

It is a College expectation that students attend school in the correct uniform every day, leave wearing the correct uniform every day, and model our uniform correctly to the wider public. A reminder / note will be issued to students who aren't in the correct uniform and parents of students who are in incorrect uniform regularly will be notified via email with a request to rectify the uniform breach.

Vaping

As of 2023, Vaping products containing nicotine are illegal in Queensland without a prescription and are subject to the same laws as cigarette and tobacco products. It is illegal for a child in Queensland to have access to a vaping device. It is illegal to vape on school grounds in Queensland. Students caught vaping or in possession of vapes at the College are putting their enrolment at Calvary at risk.

BULLYING AND HARRASSMENT BEHAVIOURAL CONCERNS AND ISSUES

Bullying

At Calvary everyone has the right to feel safe and we have a zero-tolerance policy toward bullying. When the College becomes aware of a bullying issue it will always act on available evidence to ensure the safety of students. The College will review the incident, assess evidence and context to determine the level of harm that has occurred and then apply this to our RBP-Matrix to make a considered response/decision on consequences. The Australian Human Rights Commission defines 'bullying' as '*people repeatedly and intentionally use words or actions against someone or a group of people to cause distress and risk to their wellbeing*.' The College recognises four types of bullying: physical, verbal, social, and cyber.

Physical bullying may include: hitting, kicking, punching, shoving, spitting, tripping, breaking the person's things, making rude hand gestures, and physically intimidating someone.

Verbal bullying may include: teasing, name-calling, taunting, threatening comments, racist, sexist, and discriminatory remarks.

Social bullying may include: excluding someone on purpose, spreading rumours about someone, telling others to avoid being friends with someone, and embarrassing someone publicly on purpose

Cyber bullying may include: sending hurtful messages online, sharing embarrassing photos/videos of someone, spreading online gossip, excluding someone from online groups, creating fake accounts in someone's name, and impersonating someone online.

Bullying is not Friendship Fires:

- Single episodes of social rejection or dislike;
- Natural consequences of your actions (i.e. you were mean to someone and they don't want to be your friend)
- Single acts of nastiness or spite;
- Random acts of aggression or intimidation; or
- Mutual arguments, disagreements, or fights.

While the above does not count as bullying, any interaction of concern should be reported to the College.

Fighting and Play Fighting

All types of play fighting, fighting or physical violence are unacceptable at Calvary. Play fighting easily escalates to aggressive behaviour. Self-defence does not look like retaliating with fight moves (closed fists or kicks). Depending on the context, frequency and severity of the activity, students who engage in perceived or real physical aggression/violence may find themselves receiving a break time reflection, be sent home for the remainder of the day, receive a *Suspension*, a formal *Behavioural Plan* or other high level behavioural consequence, including putting their enrolment at risk. Parents will be contacted for any major violation of any student's rights and the College may require a meeting with the family of the student/s.

Racism
Racism in all forms is discriminatory and prohibited at the College. Comments, jokes, or behaviours (both in person and online) that reinforce racial stereotypes are unacceptable as they cause significant harm to members of our community and make others feel unsafe. Repeated acts of racism will be treated as a high-level breach of the RBP.

Sexual Harassment
The Australian Human Rights Commission defines 'sexual harassment' as *'any unwanted or unwelcome sexual behaviour where a reasonable person would have anticipated the possibility that the person harassed would feel offended, humiliated, or intimidated. It has nothing to do with mutual attraction or consensual behaviour.'*

Examples of sexual harassment, may include:

- Staring, leering or unwelcome touching
- Suggestive comments or jokes or noises
- Intrusive questions about a person's private life or body
- Unnecessary familiarity, such as deliberately brushing up against a person
- Displaying or emailing pornography or rude jokes
- Communicating content of a sexual nature, often through social media or text

Report all concerns or incidents around sexual harassment to our Welfare team so they can ensure student safety and follow through on an appropriate course of action.

TECHNOLOGY SPECIFIC BEHAVIOURAL CONCERNS AND ISSUES

Gaming
Gaming is prohibited at school. Students and parents will be reminded each year of the College ICT user agreement with regards to ICT resources and online behaviour. It is becoming increasingly common for students to suffer from gaming addictions and we would strongly encourage any student struggling with an addiction to seek support from our counselling staff.

Mobile Phones
Mobile phones are to be kept at home unless required for students' safe arrival to school or home. Mobile phones are to be handed in to Health Hub/Reception at the beginning of the school day and can be collected at the end of the day. Students in possession of a mobile phone will be asked to hand it in to the College office immediately. The only exception to this rule is when a student may have a need for carrying a mobile device for medical purposes such as Diabetes, which will have an agreed plan between school and home. Mobile/digital devices are not permitted on school camps and excursions.

Online behaviours and social media
Usually, the most significant breaches of our RBP occur by students on their mobile devices outside of school hours. It is a College matter when poor behaviour occurs between Calvary students in an online environment. Problematic online behaviour, outside of the context of cyber bullying, can include: sexualised and vulgar online conversations between groups of students, sharing of images of others without their consent, aggressive and violent online conversations directed at others, sharing of inappropriate content, etc. Should evidence of these types of online interactions reach the College, we will review and provide consequences for these inappropriate behaviours. Parents will be informed.

Pornography
It is illegal for children in Queensland to access and view pornography. Viewing pornography on a College device is in breach of our IT agreement and will lead to the College limiting IT privileges and high-level behavioural consequence. Showing pornography to other students is a major violation of the rights of others and a high-level behavioural consequence will ensue. Pornography addiction is an increasing problem among youth and counselling is available for support.

Sexting

Sexting is sending nudes or images of oneself to another person. It is illegal to send, receive and view a 'sext' when any of the people involved are under the age of 18. The College also has mandatory reporting requirements in relation to different aspects of sexting. An act of *Image Based Abuse* (sending nudes or sexualised images of another person in the College without their consent) will lead to the immediate termination of the sender's enrolment.

BEHAVIOURAL CONCERNS ON CAMPS AND EXCURSIONS

The Responsible Behaviour Plan applies on and off campus to ensure the safety and wellbeing of all students. In situations off campus such as sporting competitions, excursion and camps, staff will follow the investigation process and refer to the levels of response as required.

Behaviour expectations will be communicated clearly to parents and students, particularly in camp situations.

We value working in partnership with our parents as we know this provides the greatest support to our students.