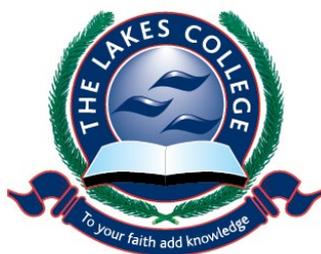




# THE LAKES COLLEGE PARENT HANDBOOK 2020



# FOREWORD

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The purpose of the Parent Handbook is to provide parents and carers with information to enable a shared understanding of what happens here at The Lakes College. As a growing school, we are building many of our procedures and as we strive for effective support and efficiency, we welcome constructive feedback to continually improve our practice. As such this handbook is a 'live' document and will continue to evolve as we grow.

The Lakes College is guided by our Christian values with the explicit goal to ensure every child reaches their potential. We will create a learning environment which is dynamic, which empowers students to step beyond their comfort zone and to build strength of character, with passion, respect and integrity. We will foster this in the young minds and hearts of our students through our core values of courage, justice, community, faith, hope and love. With our balanced and flexible curriculum complemented by other school activities, we are preparing confident, compassionate, capable individuals who are prepared for our global future.

Parents are asked to read the Handbook and discuss appropriate sections with their children to ensure clarity of purpose between the College and home.

Regards



**Simon Armstrong**  
**Principal**

## College Vision

The Lakes College provides exceptional student-centred education that develops people of character, who embody Uniting Church values in the community.

## College Mission

Leaders in inspirational and innovative learning.

## College Values

The College is engaged in the fundamental task of forming and informing young minds and hearts. In promoting the good news of Jesus Christ among students, families and staff members, gospel values are central to all that we seek to do:

- Faith** Loving God and our neighbours as ourselves.
- Hope** Fostering a positive, optimistic and empowering environment.
- Love** Demonstrating support, encouragement and compassion to all.
- Courage** Developing resilience and determination to succeed.
- Community** Fostering respect and tolerance through working together in service for others.
- Justice** Celebrating diversity through demonstrating inclusivity and care for the community.

## College Strategic Themes



**PARTNERSHIPS**  
We will foster and promote partnerships



**CULTURE**  
We will continue to foster a culture of excellence



**LEARNING**  
We will inspire excellence and innovation  
We will provide enhanced student learning



**SERVICE**  
We will serve others



**SUSTAINABILITY**  
We will strive for the sustainability of our people  
We will strive for business sustainability  
We will strive for environmental sustainability

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## ABSENCE

It is the College's legal responsibility to ensure that student absences are accounted for and valid. Parents should note that students are required by law to attend the College on all designated school days.

The College roll is a legal document and absences from the College are recorded at 8:30am each day. Therefore, if students are absent for any reason, parents need to contact the College Absentee Line on 07 3491 5550 prior to 8:30am on the day of their absence. Students must also bring a note from their parent or guardian stating the reason for the absence on the day of their return to the College. The parent or guardian must sign all notes. Secondary students must present this note to their Pastoral Care teacher.

Students arriving after 8:30am are required to sign in at Student Services, located in the Administration Centre or at the Primary Office and obtain a late pass prior to proceeding to class. Students in Prep to Year 3 must be accompanied by a parent/guardian if arriving after 8:30am.

Students absent on the final day of the school term and from College special events who have not received prior approval from the Head of Primary or Head of Secondary for their absence must produce a medical certificate. Those absent without prior approval or a medical certificate may be required to make up the absent day at a time determined by the College and may also be ineligible for future leadership positions.

College special events include Awards Night, Foundation Day, all Interhouse Sports Carnivals, Camps and other events at the discretion of the College Principal.

### **Medical appointments**

Wherever possible, medical or dental appointments should be made outside College hours.

### **Short leave of absence – one day or less**

Should a student be required to leave the College for a part of or a whole day, a written request directed to the class teacher is required. Early departures or withdrawal from College grounds for any period of the College day also require the student to be signed in and out at Student Services. A Parent or Guardian must sign the student out.

### **Long leave of absence – more than one day**

Parents must apply in writing to the Principal through the Head of Primary or Head of Secondary, for long leave of absence from the College. Only in special circumstances will this be granted, as students may be disadvantaged by a prolonged absence from the College. Whilst it is possible to arrange for work to be given when students have extended absence because of illness, this will need to be discussed on a case by case basis and may not always be possible or appropriate. Such requests should be made through the class teacher and copied to the Principal and Head of Primary/Head of Secondary.

Leave during term time may involve academic consequences where assessment is compromised.

## ACADEMIC AWARDS

The academic achievement of students is recognised at two key stages in the school year by academic awards. The final decision of award recipients is at the discretion of the Head of Primary / Head of Secondary or Principal.

## SEMESTER 1 AWARDS

### SECONDARY SCHOOL

#### Academic Award with Honours

- **Year 7 - 10:** Students obtaining a Grade Point Average of 13.01 and above based on a student's best 5 core subject results.
- **Year 11 - 12:** Achieves an overall percentage average of 90% based on a student's best 5 general/applied subjects.

#### Academic Award with Distinction

- **Year 7 - 10:** Students obtaining a Grade Point Average of 12.51 and above based on a student's best 5 core subject results.
- **Year 11 - 12:** Achieves an overall percentage average of 85% based on a student's best 5 general/applied subjects.

#### Academic Award

- **Year 7 - 10:** Students obtaining a Grade Point Average of 12.00 and above based on a student's best 5 core subject results.
- **Year 11 - 12:** Achieves an overall percentage average of 80% based on a student's best 5 general/applied subjects.

#### NB:

- Special considerations apply for students studying through Brisbane School of Distance Education, TAFE or an RTO and for those students on a flexible learning plan.
- The Principal reserves the right to amend the criteria due to special circumstances.

### PRIMARY SCHOOL (Year 4 – 6)

#### Academic Award with Honours

- An overall "A" grading in English, Mathematics, HaSS and Science
- At least an overall "B" in all other subjects

#### Academic Award with Distinction

- An overall "A" grading in English and Mathematics and at least an overall "B" grading in HaSS and Science
- At least an overall "C" grading in all other subjects

#### Academic Award

- An overall "A" grading in English or Mathematics, achieving no less than an overall "B" grading in the alternate subject
- At least an overall "B" grading in HaSS and Science
- At least an overall "C" grading in all other subjects

#### Academic Effort

Students can receive this award if they have displayed a consistently high level of effort during Semester 1. The receipt of this award is not determined by academic achievement.

Please note: Recipients of an Academic Award are ineligible to receive an Academic Effort Certificate.

**NB:** The Principal reserves the right to amend the criteria due to special circumstances.

## END OF YEAR AWARDS

### SECONDARY SCHOOL

#### Academic Excellence

Academic Excellence (Year 7 – 12) are awarded to students who have achieved outstanding results in Semester 1 and Semester 2 and on the basis of quantitative and qualitative reviews of criteria including:

- Rank order performance across subjects
- Levels of achievement in number and quality
- The number of academic awards issued is determined by the Principal

#### Special Awards:

**Citizenship Awards** are awarded to students who display ongoing service to others: fellow students, TLC staff, the College, local, national and global community. One student each year from Years 7-12 will be presented with this award.

**Year Level Dux** awards are the top ranked student in each Year level as determined by the cumulative rank orders of eligible subjects where results are available at the time (usually at the commencement of Term 4). One student each year from Year 7 - 11 will be presented with this award. These awards are sponsored by Fruition Tuition.

The **House Cup** is presented to The Lakes College house receiving the most cumulative house points each year. House points are awarded to students in each house throughout the year for good behaviour, exceptional effort and achievements in class. The house with the most cumulative points for the year wins the House Cup.

The **House Spirit Award** is awarded to a student from Years 10-12, in each House, who displays outstanding leadership within their House; participating in all House activities with great energy, and being a catalyst for others in support of their House. The student is nominated by their House peers and cannot already be a House Captain. The House Spirit Award is sponsored by The Lakes College Community Association

**Peter Barwick Memorial Sports Awards** are presented to the top male athlete and the top female athlete in Years 7 - 12. The award is based on a points system where student are awarded points for their achievement in inter-house carnivals, along with representation at district, regional, state and national level. Students with the most cumulative points for the year are selected for the award.

**The Chinese Language Excellence Award** is presented to a Year 7 – 12 student for their outstanding achievement and commitment in studying Chinese.

**TLC STEAM Award** is presented to the Year 7-12 student who makes a significant contribution to the STEAM field outside of the classroom, or the top-ranked Year 12 student across four of the six Senior STEAM subjects. This award is sponsored by the Aitken family.

**Performing Arts Awards** are presented to a Year 7 - 9 and Year 10 - 12 student whose contribution goes above and beyond their involvement in class. Criteria for this award are as follows:

- Contribution to Performing Arts Co-curricular activities.
- Commitment to rehearsals.
- Embodiments of what a performance artist is.
- Works positively with other members of the group.

The **Visual Art Award** is presented to a student in Year 7 – 9 who displays a dedicated approach in a number of Art practical tasks for the year. They will be persistent in both practical and written tasks.

The **David Green Visual Art Award** is presented to a Year 10 - 12 student who displays a very high level of problem solving and application in a number of Art practical tasks for the year. This award is sponsored by artist **David Green**.

The **Most Outstanding Dance Award** is presented to a Year 7 – 12 student who meets the following criteria:

- Embodiment of a performing artist
- Displays technical and expressive excellence
- Contributes to the growth of the team
- Demonstrates an exceptional performance presence

The **Most Promising (improved) Dance Award** is presented to a Year 7 – 12 student who meets the following criteria:

- Continued improvement in skills of a performing artist
- Growth in technical and expressive skills
- Demonstrates persistence and a strong work-ethic
- High commitment to rehearsals

The **Most Outstanding Drama Award** is presented to a Year 7 – 12 student who meets the following criteria:

- Embodiment of a performing artist
- Displays technical and expressive excellence
- Contributes to the growth of the team
- Demonstrates an exceptional performance presence

The **Most Promising (improved) Drama Award** is presented to a Year 7 – 12 student who meets the following criteria:

- Continued improvement in skills of a performing artist
- Growth in technical and expressive skills
- Demonstrates persistence and a strong work-ethic
- High commitment to rehearsals

The **North Lakes Uniting Church Bursary** is awarded to a graduating student who has, throughout their school life, shown good commitment to their studies, and by diligence and determination, has persevered to overcome a variety of difficulties. This award is donated by **North Lakes Uniting Church**.

**TLC Service Award** is awarded to one student in Years 7-12 who has a philosophy of serving others in a way that reflects the ethos of the College. The TLC Service trophy is donated by the Knights family.

**TLC Character Award** is awarded to a student who displays good character, reflecting the ethos and spirit of the College. The TLC Character Award is presented to one student in Years 7-12. The TLC Character trophy is donated by Hugh and Margaret Rose, Past Uniting Church College Liaison Officers.

The **UCA Faith and Mission Award** is presented to a Senior (Year 11 or 12) student who has demonstrated an active commitment to the Christian faith. The award recognises that this student has put their faith into action through participating in service opportunities which have sought to improve the lives of others. The award is sponsored by the Uniting Church in Queensland.

The **Caltex Best All Rounder Award** acknowledges the all-round contribution of a Year 12 student to their school and community. The recipient of this award achieves scholastically across a range of subjects, willingly helps others, displays exemplary personal conduct, is a role model for other students and participates fully in school and community activities.

The **Petrie Shield** is named after Andrew Petrie, a local builder, explorer and pioneer. It is awarded to a Year 12/Year 6 student who approaches schoolwork in a dedicated and hardworking manner, is innovative, displays generosity to people in need, is enthusiastically involved in the extracurricular program at the College and is a role model to his or her peers. This student is nominated by his and her peers. The Petrie Shield has been donated by Mr Luke Howarth MP, Federal Member for Petrie.

The **Magna Cum Laude** recognises Year 12 students who have received a subject prize and/or Academic Excellence Award in every year since Year 7 at The Lakes College.

The **TLC Leadership Award** is awarded to a House Captain or Year 12 student who does not hold a formal leadership role. The recipient has demonstrated outstanding leadership throughout their senior year. The student is nominated by their peers.

The **Dux of the College** is determined by the cumulative rank orders of eligible subjects where results are available at the time (usually at the commencement of Term 4). The Dux of the College will be the top ranked student in Year 12. The Dux of the College Perpetual Cup and trophy are donated by the North Lakes Lions Club.

**NB:** The Principal reserves the right to amend the criteria due to special circumstances.

## **PRIMARY SCHOOL (YEAR 4 – 6)**

### **Academic Excellence**

Students can receive this award if they have achieved outstanding results in both Semester 1 and 2 including:

- An overall “A” grading in English, Mathematics, HaSS and Science in both semesters.
- At least an overall “B” grading in all other subjects in both semesters.

### **Academic Award with Honours**

Students can receive this award if they have achieved outstanding results in Semester 2 including:

- An overall “A” grading in English, Mathematics, HaSS and Science in Semester 2.
- At least an overall “B” in all other subjects in Semester 2.

### **Academic Award with Distinction**

Students can receive this award if they have achieved consistently strong results in Semester 2 including:

- An overall “A” grading in English and Mathematics and at least an overall “B” grading in HaSS and Science in Semester 2.
- At least an overall “C” grading in all other subjects in Semester 2.

### **Academic Award**

Students can receive this award if they have achieved consistently strong results in Semester 2 including:

- An overall “A” grading in English or Mathematics, achieving no less than an overall “B” grading in the alternate subject in Semester 2.
- At least an overall “B” grading in HaSS and Science in Semester 2.
- At least an overall “C” grading in all other subjects in Semester 2.

### Academic Effort

- Students can receive this award if they displayed a consistently high level of effort during Semester 2. The receipt of this award is not determined by academic achievement.
- NB: Recipients of an Academic Award are ineligible to receive an Academic Effort Certificate.

### Special Awards:

#### Primary Citizenship Awards

Citizenship Awards are awarded to students in Years 4 to 6 who are actively involved in the College community and who exhibit qualities reflective of the College ethos. These students are role models for others. There are three categories of Citizenship Awards. There will be one boy and one girl recipient in each category.

- **Service** - Presented to students who have demonstrated voluntary service to others, within our College community and in the wider community.
- **Christian Values** - Presented to students who demonstrate the Christian values of kindness, tolerance, compassion and respect for others.
- **Integrity** - Presented to students who demonstrate honesty, reliability and ethical behaviour.

#### Primary Instrumental Awards

The Primary Instrumental Awards are presented to three students, in Years 4 to 6, who have achieved outstanding results in Instrumental Music for the year and who have:

- Demonstrated excellent technique on their instrument
- Very good music theory knowledge
- Shown commitment to home practice
- Become a member of extra-curricular performance group and have shown commitment to rehearsal and performance attendance
- Worked positively with other members of the group

Instrumental Awards are presented to a

- i) Strings student
- ii) Percussion student
- iii) Woodwind student
- iv) Brass student

#### Primary Art Award

This award is presented to a student in Year 4 to 6 in recognition of their contribution to and excellence in Visual Arts.

#### You Xiu Award

This award is presented to the student in Years 4 to 6 who has achieved the highest level of competency in Chinese reading, writing, speaking and listening.

#### Primary Technology Award

This award is presented to a Year 6 student who shows initiative and creativity in their use of technology along with highly developed technological skills.

#### Dance Awards

The **Most Outstanding Dance Award** is presented to a Year 4 – 6 student who meets the following criteria:

- Embodiment of a performing artist
- Displays technical and expressive excellence
- Contributes to the growth of the team
- Demonstrates an exceptional performance presence

The **Most Promising (improved) Dance Award** is presented to a Year 4 - 6 student who meets the following criteria:

- Continued improvement in skills of a performing artist
- Growth in technical and expressive skills
- Demonstrates persistence and a strong work-ethic
- High commitment to rehearsals

#### **Peter Barwick Memorial Sports Award**

Peter Barwick Memorial Sports Awards are presented to the top male athlete and the top female athlete in Years 4 to 6. The award is based on a points system where students are awarded points for their achievement in inter-house carnivals, along with representation at district, regional, state and national level. Students with the most cumulative points for the year are selected for the award.

#### **Pro Diligentia Awards**

This award is presented to one student in each year level who has demonstrated consistent diligence throughout the year and as a result has made impressive improvements in his or her academic work.

#### **The Petrie Shield**

The Petrie Shield has been donated by Mr Luke Howarth MP, Federal Member for Petrie. Named after Andrew Petrie, a local builder, explorer and pioneer, the Petrie Shield is awarded to a Year 6 student who approaches schoolwork in a dedicated and hardworking manner, is innovative, displays generosity to people in need, is enthusiastically involved in the extracurricular program at the College and is a role model to his/her peers. This student is nominated by his/her peers.

**The Jacaranda Award** recognises the student in Year 6 who has achieved the highest academic results in the school year, including outstanding results in the four core subjects of Mathematics, English, Science and HaSS. The Jacaranda Award is donated by the Heath Family.

**NB:** The Principal reserves the right to amend the criteria due to special circumstances.

## **ACADEMIC HONESTY AND INTEGRITY**

The qualities of respect, responsibility, character and honesty underpin the concept of academic integrity and parents can play a pivotal role in supporting these virtues.

All students across Year 3 to Year 12 must be:

- Honest and responsible about their own work
- Able to acknowledge all references
- Able to use their own words and ideas.

**Plagiarism** refers to representing the ideas or work of another as your own. Students plagiarise because they have:

- A lack of confidence in their own abilities
- Trouble planning and using their own time
- Competing demands such as work, sport and school
- Not want to do the 'work'
- Wanted to get an academic advantage over other students.

The College can often assist students with the first three of the above situations. Should a student realise that their commitments will preclude them from having adequate time to complete the

upcoming assessment, they need to speak to their class teacher in the Primary School and their subject teacher in the Secondary School **before** their work is due.

Special consideration will be considered and if judged to be valid, the student will be given an extension of time to complete the task.

However, where a student chooses to use the work of another person, consequences will apply.

**Collusion** refers to supporting malpractice by another candidate, for example allowing work to be copied. In the case of collusion both parties are involved: one person knowingly supplies work to another student who decides to present the work as their own. The student who colludes is as much in the wrong as the student who relies on the work of others. Penalties apply to students who are involved in collusion. Students need to understand their own responsibility in relation to assessment and demonstrate honesty and integrity at all times.

**N.B. The Principal reserves the right to exclude students from Semester 1 and End of Year Academic Awards for serious breaches of academic honesty and integrity.**

## ACADEMIC PROGRESS

Parents with concerns regarding the academic progress of their child should contact the class or subject teacher in the first instance. Should the issue not be resolved to the parent's satisfaction, the concern should then be brought to the attention of the Head of Faculty (Secondary), Head of Teaching and Learning (P – Year 6 or Year 7 – 12) and finally the Head of Secondary or Head of Primary.

## ACCESS TO STAFFROOMS

The Staffrooms are the teachers' professional preparation and resource centres. They are out of bounds to students at all times and only open to parents or visitors by invitation from staff.

## ACCESS TO THE COLLEGE OFFICES

Parents are asked to conduct all business from the designated College office areas and are asked not to enter the office work area unless specifically asked to do so by a staff member.

## ACCIDENT AND ILLNESS

All students who are involved in an accident and/or who are not medically able to continue normal lessons are directed to the College Wellness Centre. If a student is not able to report to the College Wellness Centre, staff will be notified immediately, and medical help sought. Students are not permitted to contact parents to ask to be picked up without first consulting the Health and Wellness Educator. The Health and Wellness Educator has appropriate first aid qualifications along with all teaching and administrative staff. In the event of a student becoming ill or being injured, the following procedure is adopted:

- Minor injuries/illnesses are treated at the College (e.g. removal of splinter, minor cut, and minor sprain).
- Sickness is assessed and if necessary, parents are contacted to take the student home.
- In more serious cases, the College will attempt to contact the parents, who may then arrange to take the child to their own doctor. If the parents or an emergency contact cannot be contacted, the College will call an ambulance.

- In emergencies, the College will call an ambulance. The parents will be contacted as soon as possible. Students travelling in an ambulance will be accompanied by a member of staff if a parent or guardian is unavailable.

Whilst in the Wellness Centre, students are not permitted to receive visits from other students without permission. When a student is to return to class, they will receive authority from the Wellness Centre.

Verbal permission from Parent/Guardian or emergency contacts will be sought should the need arise for a student to be transported to a Medical Practitioner.

## ACCOUNTS AND ADMINISTRATION

### Tuition Fees

Tuition Fees will be charged to parent accounts once per term unless the account is being paid upfront for the full year. An annual discount will apply to the upfront payments of yearly fees. Charges for excursions, consumables and camps that are compulsory for all students are included in the Resource Levy which is billed to parent accounts each term.

Statements for each term will be emailed in January, April, July and October and again in December, if required. Copies of statements are also available on Parent Lounge. Please contact the College if you are unable to access your fee information on Parent Lounge.

Charges for non-compulsory, subject specific costs and lost or damaged library books will be charged as incurred on Parent Lounge.

Unless a yearly upfront payment of fees has been made, parents will be billed the fees for each term before the commencement of the term to which the fees apply. Fees must be paid in advance of the term to which they apply and not later than the first day of each term. The only alternative to annual or term payment in full by the due date is by fortnightly or monthly instalments via a direct debit facility.

If the College increases the fees for a term by more than 10% of the fees payable for the proceeding term, you may terminate the enrolment contract by notice in writing to us given within fourteen (14) days of the date on which the College notified you of the increase.

If you terminate the enrolment contract for any reason other than for: -

- a College breach; or
- an increase in fees within the time limited by this contract,

you must provide us with at least one term's notice. If the student will not attend the College for the first term in a year, you must give notice before the beginning of fourth term in the previous year.

If you do not provide the College with one term's notice, you must pay to the College an amount equivalent to the family enrolment deposit which you paid to the College when you enrolled the student. The College may apply the deposit for this purpose. The College commits resources on the basis of confirmed enrolments and will most likely suffer loss from early termination. The College may have difficulty filling the student's position at short notice. If a student's enrolment is terminated due to a serious breach of the College Community code of conduct by the student and/parent or guardian, fees must be paid for the whole of the term in which the student is withdrawn.

### **Cancellation of Enrolment**

The Lakes College reserves the right to cancel a student's enrolment for non-payment of Tuition fees. Enrolment will be cancelled at the end of a term if fees for that term or prior terms have not been paid, unless an approved payment arrangement has been made.

### **Fees (absence)**

Your obligation to pay fees is not altered by the absence of the student from the College for any reason. An exception to this rule occurs if you give one term's advance notice that the student will be absent from the College for one or more full terms. **You will then be required to pay only 10% of the fees due for the period of absence.** There is no reduction of fees in any circumstances where the student is absent for part of a term.

Full details regarding methods of payment are detailed in the fee letter issued at the end of each school year.

### **Sibling Discount**

Where more than one child from a family is enrolled in Prep to Year 12, a tuition discount is applied to the younger children's fees.

2<sup>nd</sup> child 10%

3<sup>rd</sup> child 20%

4<sup>th</sup> and subsequent child 100%

E.g. A family with four or more children currently enrolled in the College (Prep to Year 12) would receive a 10% sibling discount on the second child, a 20% discount on the third child and a 100% discount for the fourth and any subsequent child.

## **AEROSOL CANS/LASER TORCHES/OTHER ITEMS OF DANGER**

For reasons of public safety aerosol cans are not to be brought to the College. Students are encouraged to use either pump sprays or roll-on deodorants.

Laser torches are not to be brought onto College premises. Any item which is found to be detrimental to the welfare and safety of the general community will be removed from a student.

## **ALCOHOL, TOBACCO AND ILLICIT DRUGS**

See the College website for complete Alcohol, Tobacco and Illicit Drugs Policy.

## **ARRIVAL AND DEPARTURE TIMES**

### **Morning**

No student should be at the College before 8:00am with the exception of those students attending College Care (CC) or extra-curricular activities. Staff will be on playground duty from 8:00am. Supervision is not provided before 8:00am.

### **Afternoon**

Students who ride or walk home should leave the College grounds promptly. Students catching buses will be supervised. It is expected that all students will be picked up by 3:20pm with the exception of those students involved in extra-curricular activities or attending CC. Primary students not collected by 3:20pm will be taken to the Primary Office and parents contacted.

The playgrounds are closed to all students from 4:00pm unless attending CC. When using the playground after school, all students must be supervised by a parent/guardian. There is no staff supervision of the playground after school.

## ASSEMBLY & CHAPEL

Assemblies provide an important part of the life of the College. Primary Assemblies are held on Friday mornings at 8:50am in the College Hall. Due to Hall restrictions, Primary students will attend Assembly on a fortnightly basis. Primary Chapel Services are held in the North Lakes Uniting Church “The Chapel” on Mondays at the following times

- 12:15pm – Year 5 and
- 1:40pm – Year 2, 3 and one Year 6 class
- 2:25pm – Prep, Year 1 and one Year 6 class

Parents are most welcome to attend the Assemblies and Chapel services.

## ASSESSMENT CALENDAR

Each Secondary student receives a Secondary Assessment Calendar in the early in each semester. Parents are encouraged to review these Calendars and help their child in planning the semester’s work. These documents are also available on the College learning management system, SEQTA.

Due dates for tests, assignments and projects are set out in the Assessment Calendar. This allows students to have adequate notice of assessment and to help in their planning.

## ASSESSMENT POLICY – PRIMARY

At the College we believe assessment for learning, of learning and as learning is integral to the achievement of high-quality learning outcomes.

### Purpose of Assessment

The purpose of assessment is to:

- Facilitate student learning
- Inform the planning process
- Provide data on the achievements of individual students/groups.

Assessment aims to:

- Improve students’ learning
- Assist with identification of students at educational risk
- Allow students to set goals for their learning
- Improve the effectiveness of teachers’ planning, teaching, monitoring and reporting to parents
- Allow planning for improvement by determining realistic priorities
- Broaden home/school links that will enable parents to further assist with their children’s learning.

### Implementation at The Lakes College

- Teachers are responsible for accurately assessing student achievement against the ACARA Achievement Standard
- Assessment requires a mix of summative assessment of learning to determine and report what the student has learned, formative assessment to guide future learning, and ongoing assessment to focus teacher feedback alongside student self-assessment and reflection

- Fundamentally, assessment will be used primarily to guide future teaching and learning, rather than simply a prelude to reporting achievement
- Teachers should use a variety of assessment strategies providing multiple sources of information about student achievement. These may include tests and assignments, projects, portfolios, performance observations, discussions and involvement in standardised testing processes and school entry assessment tests
- Teachers will participate in moderation, professional development involving assessment maps and annotated work samples so that staff can apply consistent judgements of student progress across the College
- The College will progressively develop individual learning improvement plans for students with needs, in consultation with students, parents and Learning Enhancement staff
- Students will engage in reflection and goal setting with the assistance of teacher feedback to improve outcomes
- The College will provide information for parents on assessment, curriculum and national testing
- The College will assess the achievements of students with disabilities and impairments in the context of the curriculum. Learning Enhancement staff will help develop individual education plans containing learning goals for each student. Progress towards learning goals will be assessed and reported by teachers and Learning Enhancement staff
- Students for whom English is a second language will have their progress in English monitored and reported against the ESL Bandscales. They will also be entitled to receive an additional 10 minutes per hour in exam support
- Every assignment/ project must state the associated Learning Goal and Assessment Criteria
- Assessment tasks will only be issued during term time and students are not expected to work on assessment tasks at home or on weekends.

You can access the full version of the *Primary School Assessment Policy* on SEQTA.

## ASSESSMENT POLICY – SECONDARY SCHOOL

Please refer to the Documents section of SEQTA and under Policies on the College website for details regarding the Secondary School Assessment Policy. [Click here for a copy of this policy on our website.](#)

## BEHAVIOUR SUPPORT

The Lakes College is committed to providing a safe, supportive and self-managed environment where:

- All community members feel safe and valued
- All students are encouraged and supported to become self-managed learners
- School practices are pro-active and supportive
- Appropriate, positive language and behaviours are defined, modelled and reinforced.

The Lakes College behaviour support strategy recognises that the beliefs, practices and behaviours of all school community members influence student behaviour and learning.

- At The Lakes College we believe that:
- Behaviour is internally motivated
- We are responsible for our own behaviour
- Every action has a consequence whether it be positive or negative
- Behaviour is educative therefore it needs to be taught
- Quality relationships between all school community members is paramount

- Self-management can be developed through supportive co-management.

Our three guiding expectations at TLC are:

- Be Safe
- Be a Learner
- Be Respectful

At The Lakes College, a well-defined process is in place across all school settings via a matrix of expectations and consequences. Every student is aware of the consequence regarding their choice to not follow the expectations of Safety, Respect and Learning. Prior to the commencement of this process staff have utilised proactive strategies and those related to the Essential Skills of Classroom Management. All school personnel are expected to use a least intrusive to most intrusive approach to classroom management.

#### **Notes concerning Behaviour Management**

The Lakes College staff are committed to communicating effectively with parents concerning behaviour related issues. Parents are asked to read all such notes/emails sent home and to discuss the contents with their children. Such notes/emails usually require a signature and/or response from parents and carers and students are required to return any notes within the required time frames.

## The Lakes College Behaviour Expectations Matrix – Primary

	SAFETY	RESPECT	LEARNING
<b>Classroom (All settings) Including Library and College Care</b>	<ul style="list-style-type: none"> <li>I keep my hands, feet and objects to myself.</li> <li>I am responsible for my own self management.</li> <li>I name all personal belongings and look after them.</li> <li>I wear my shoes.</li> <li>I keep my hands clean.</li> <li>I only go into classrooms when a teacher is there.</li> <li>I follow the Behaviour Policy.</li> <li>I keep valuable items at home.</li> <li>I walk on all walkways and concrete areas.</li> </ul>	<ul style="list-style-type: none"> <li>I am kind and considerate.</li> <li>I listen to the speaker.</li> <li>I use polite language.</li> <li>I use manners.</li> <li>I am honest.</li> <li>I always look clean and tidy.</li> <li>I wear my school uniform correctly.</li> <li>I show pride in self and school.</li> <li>I respect the environment.</li> <li>I am tolerant of others differences/opinions.</li> </ul>	<ul style="list-style-type: none"> <li>I GET ALONG with others.</li> <li>I ORGANISE myself for the school day by 8:30am.</li> <li>I PERSIST to be the best I can be.</li> <li>I am CONFIDENT in all tasks.</li> <li>I am RESILIENT when things go wrong.</li> </ul>
<b>Play Areas Undercover Area</b>	<ul style="list-style-type: none"> <li>I wear a TLC hat outside.</li> <li>I play school approved games – not swear.</li> <li>I stay in bounds.</li> <li>I play on the correct year level equipment in correct areas.</li> <li>I walk on concrete.</li> <li>I use equipment safely.</li> <li>I sit on and walk around seats.</li> <li>I keep my hands and feet to myself.</li> </ul>	<ul style="list-style-type: none"> <li>I show good sportsmanship.</li> <li>I share equipment.</li> <li>I look after equipment.</li> <li>I include others in my game.</li> </ul>	<ul style="list-style-type: none"> <li>I learn new games and activities.</li> <li>I use positive social skills. Eg taking turns, sharing, playing by the rules.</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>I report bullying or inappropriate messages</li> <li>I do not share my password.</li> <li>I do not reveal personal information to others.</li> </ul>	<ul style="list-style-type: none"> <li>I send appropriate messages and pictures.</li> <li>I respect the privacy of others.</li> </ul>	<ul style="list-style-type: none"> <li>I follow the school internet policy.</li> <li>I stay focused on my task when I'm using school computers.</li> </ul>
<b>Eating Areas</b>	<ul style="list-style-type: none"> <li>I sit while eating.</li> <li>I eat my own food.</li> <li>I use my own drink bottle.</li> <li>I am aware that some students have food allergies eg. Allergies to nuts and eggs</li> <li>I walk to pack my lunch box away.</li> </ul>	<ul style="list-style-type: none"> <li>I sit and wait for permission to leave.</li> <li>I keep eating area clean and tidy.</li> </ul>	<ul style="list-style-type: none"> <li>I make healthy food choices.</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>I wash hands.</li> <li>I use toilets for the proper use.</li> <li>I return to class straight away.</li> </ul>	<ul style="list-style-type: none"> <li>I respect privacy of others.</li> <li>I use the toilet paper, soap and paper towels properly.</li> <li>I use the correct toilets.</li> </ul>	<ul style="list-style-type: none"> <li>I use water responsibly.</li> </ul>
<b>Transition Lining Up</b>	<ul style="list-style-type: none"> <li>I wait quietly for my teacher.</li> <li>I walk quietly past other classrooms.</li> </ul>	<ul style="list-style-type: none"> <li>I walk quietly and appropriately around all the buildings.</li> <li>I line up quietly.</li> </ul>	<ul style="list-style-type: none"> <li>I return to class after the bell rings.</li> <li>I have a drink, visit the toilet and wash my hands during break times.</li> </ul>
<b>Tuckshop</b>	<ul style="list-style-type: none"> <li>I wait my turn.</li> <li>I only buy food for myself.</li> <li>I sit and eat my tuckshop in my area.</li> </ul>	<ul style="list-style-type: none"> <li>I put my rubbish in the bin.</li> <li>I treat equipment with respect.</li> </ul>	<ul style="list-style-type: none"> <li>I order lunch before school.</li> <li>I return equipment.</li> </ul>
<b>Off Site Excursions Bus Lines</b>	<ul style="list-style-type: none"> <li>I follow the Bus Code of Conduct.</li> <li>I stay with the group or in designated lanes.</li> </ul>	<ul style="list-style-type: none"> <li>I show pride in myself and my school.</li> <li>I show respect and courtesy to others in the community.</li> </ul>	<ul style="list-style-type: none"> <li>I listen and participate to the best of my ability to the teacher or bus duty teacher.</li> </ul>

## The Lakes College Behaviour Expectations Matrix – Secondary

	SAFETY	RESPECT	LEARNING
<b>Within the classroom</b>	<ul style="list-style-type: none"> <li>I keep my hands, feet and objects to myself.</li> <li>I am responsible for my own self-control and behaviour.</li> <li>I use all equipment responsibly.</li> <li>I only go into classrooms when a teacher is present.</li> </ul>	<ul style="list-style-type: none"> <li>I follow the instructions given to me.</li> <li>I use polite language.</li> <li>I listen to what others have to say, raise my hand if I would like to contribute and patiently wait for my turn to speak.</li> <li>I am always well presented, in my correct uniform, looking neat and tidy.</li> </ul>	<ul style="list-style-type: none"> <li>I organise myself for my classes so that I have the correct equipment.</li> <li>I always complete my homework.</li> <li>I attempt every task set for me.</li> <li>I ask for help when I am having difficulty.</li> </ul>
<b>During lunch breaks</b>	<ul style="list-style-type: none"> <li>I wear a hat if I am in the sun.</li> <li>I keep my hands, feet and objects to myself.</li> <li>I dispose of my rubbish properly in a rubbish bin.</li> <li>I use equipment safely.</li> </ul>	<ul style="list-style-type: none"> <li>I abide by the TLC hands-off expectation.</li> <li>I show good sportsmanship to others.</li> <li>I share the College's equipment.</li> <li>I return any equipment that I have borrowed.</li> </ul>	<ul style="list-style-type: none"> <li>I learn new games and activities with a sense of fair play.</li> <li>I engage positively with my peers.</li> <li>I teach others appropriate social behaviours by modelling responsible behaviour around the tuckshop, resource centre and secondary facilities.</li> </ul>
<b>Engaging with technology</b>	<ul style="list-style-type: none"> <li>I turn my phone off as soon as I am on campus.</li> <li>I keep my username and password information private.</li> <li>I respect that others have a right to be safe online and am cautious about revealing their personal details online.</li> </ul>	<ul style="list-style-type: none"> <li>I only use my mobile phone outside school hours or with permission.</li> <li>I follow the College Acceptable Use of Technology Policy.</li> <li>I only send appropriate messages and pictures to others.</li> <li>I respect the privacy of others online.</li> </ul>	<ul style="list-style-type: none"> <li>I stay focused on my classwork when using my laptop and technology.</li> <li>I only access appropriate websites or programs when I am at the College.</li> <li>I only use my laptop when I have been asked to.</li> <li>I make sure that I charge my laptop when overnight.</li> </ul>
<b>Off campus</b>	<ul style="list-style-type: none"> <li>I listen to the instructions of my teacher in relation to safe behaviour expected.</li> <li>I follow the rules put in place in venues and the wider community to guarantee my safety and that of others.</li> </ul>	<ul style="list-style-type: none"> <li>I model the College values when representing the College.</li> <li>I ensure that I am always well presented, in my correct uniform, looking neat and tidy when off-campus.</li> </ul>	<ul style="list-style-type: none"> <li>I listen to the instructions from supervisors while off-campus.</li> <li>I engage fully in all activities.</li> <li>I keep an open-mind to all new learning experiences.</li> </ul>

Copies of the College Behaviour Support, Cyber Safety, Social Media and Anti-Bullying Policies appear on the College website.

- College Counsellor, Mandy Dover [mdovey@thelakes.qld.edu.au](mailto:mdovey@thelakes.qld.edu.au)
- Wellness Officer, Aimee Pritchard [apritchard@thelakes.qld.edu.au](mailto:apritchard@thelakes.qld.edu.au)
- College Chaplain, Rev Monique Coughlan [mcoughlan@thelakes.qld.edu.au](mailto:mcoughlan@thelakes.qld.edu.au)
- Year Level Coordinators:
  - Year 7, Mrs Amy Allonby [aallonby@thelakes.qld.edu.au](mailto:aallonby@thelakes.qld.edu.au)
  - Year 8, Mrs Simone Han-Harvey [sharvey@thelakes.qld.edu.au](mailto:sharvey@thelakes.qld.edu.au)
  - Year 9, Miss Tonia Henshall [thenshall@thelakes.qld.edu.au](mailto:thenshall@thelakes.qld.edu.au)
  - Year 10, Mr Luke Stanley [lstanley@thelakes.qld.edu.au](mailto:lstanley@thelakes.qld.edu.au)
  - Year 11, Mrs Wendy Johnston [wjohnston@thelakes.qld.edu.au](mailto:wjohnston@thelakes.qld.edu.au)
  - Year 12, Miss Clara Aleckson [caleckson@thelakes.qld.edu.au](mailto:caleckson@thelakes.qld.edu.au)

## Consequence Flow Charts

	PRIMARY		SECONDARY
Step 1.	Re-direction – reminder of expectations	Step 1.	Re-direction
Step 2.	Warning	Step 2.	Warning
Step 3.	Move to thinking chair / reflection area Restorative chat to occur prior to re-engagement with class	Step 3.	Reflection area Restorative chat to occur prior to re-engagement with class
Step 4.	Exit to another designated classroom Restorative chat to occur Parents notified by Classroom teacher of this exit via diary or phone call	Step 4.	Exit to another designated classroom Restorative chat to occur Parents to be notified by classroom teacher of this exit via diary or phone call
Step 5.	Exit to Deputy Head of Primary or Head of Primary. Parents to be contacted by the Deputy Head of Primary or Head of Primary	Step 5.	Exit to Deputy Head of Secondary or Head of Secondary. Parents to be contacted by the Deputy Head of Secondary or Head of Secondary
		Step 6.	Exit to Deputy Principal Parents to be contacted by Deputy Principal Principal to be informed

**\* Please note that physical violence or SEVERE inappropriate behaviour will result in immediate withdrawal to either the Deputies/Heads of appropriate Subschool or Deputy Principal.**

## BELL TIMES

PRIMARY	
Period	Time
Homeroom	8:30am – 8:55am
Period 1	8:55am – 9:40am
Period 2	9:40am – 10:25am
First Break	10:25am – 10:45am
Period 3	10:45am – 11:30am
Period 4	11:30am – 12:15pm
Period 5	12:15pm – 1:00pm
Second Break	1:00pm – 1:40pm
Period 6	1:40pm – 2:20pm
Period 7	2:20pm – 3:00pm
End of School Day	3:00pm

SECONDARY	
Period	Time
Period 1	8:30am – 9:15am
Period 2	9:15am – 10:00am
Pastoral Care	10:00am – 10:25am
First Break	10:25am – 10:45am
Period 3	10:45am – 11:30am
Period 4	11:30am – 12:15pm
Period 5	12:15pm – 1:00pm
Second Break	1:00pm – 1:40pm
Period 6	1:40pm – 2:25pm
Period 7	2:25pm – 3:10pm
End of School Day	3:10pm

## BICYCLES/SCOOTERS

Students are permitted to ride bicycles/scooters to and from the College if they live within riding distance. Approval may be withdrawn at the Head of Primary, Head of Secondary or Deputy Principal's discretion if the student fails to:

1. Obey the usual road rules
2. Ride in a safe manner
3. Wear an appropriate safety helmet\*
4. Park the bicycle/scooter in the appropriate place at the College.

Access to the bicycle/scooter is **only** permitted before and after College each day.

\* Whilst the wearing of a helmet when riding a scooter is not required by law it is a requirement of the College.

## BLAZERS

Blazers are compulsory for students in the Secondary School. Blazers must be worn to Chapel and Assembly and are a compulsory item of the College uniform to and from school in Term 2 and 3. The College blazer must be worn on formal occasions. See [UNIFORM POLICY](#)

## BOOK HIRE SCHEME (SECONDARY STUDENTS ONLY):

The library operates a Book Hire scheme whereby all the core texts required at Secondary School level are provided by the College. This reduces costs to parents, and ensures all students have a text when required.

### **Student responsibility:**

1. All books on loan from the scheme are the sole responsibility of the borrower. The student's name is recorded in each book for each year. Students must ensure they keep this exact copy in their care at all times.
2. A book that goes missing or is not returned (regardless of condition) will be charged at replacement cost to the parents account.
3. The student must return all books as soon as that subject or unit of work is completed. This may be mid-term, end of semester, or end of year. They must check that they return the copy with their own name recorded in when originally lent out, or they risk a fee being charged to the parents account for an unreturned item.
4. Students with overdue books will be unable to borrow either Book Hire or general texts.

## BULLYING

The Lakes College does not tolerate bullying of any kind. Every person has the right to be treated with dignity and respect and to enjoy positive relationships with all members of the College community.

All students of the College have the right to learn, and all teachers have the right to teach in a safe and caring environment that promotes self-worth and personal growth. It is the responsibility of all members of the College community to play an active part in ensuring that everyone is treated with respect.

A copy of the Ant-Bullying Policy and Procedures is available on the College website [here](#).

## **BUS CONDUCT AND BEHAVIOUR**

It is paramount that the conduct of The Lakes College students on buses is exemplary not only for the safety of themselves and others, but also that the name of the College is held in the highest regard. At all times, students must behave in a manner that demonstrates mutual respect and care for others.

The following examples of unacceptable behaviours will not be tolerated:

- walking on the bus
- throwing objects
- yelling, screaming, swearing or unacceptable remarks
- rude gestures
- bullying of any kind
- use of mobile phones/electronic devices in an inappropriate manner

The consequences of unacceptable behaviour on the bus may include an immediate suspension from bus travel for a specified period of time, suspension from school or any other consequence deemed appropriate by the College.

Student travel on the College bus is dependent on the availability of seating and will be allocated on a first come, first served basis. Any changes to bus arrangements for students in Prep to Year 3 must be communicated in writing or by a phone call to Student Services prior to the day of travel.

### **Bus Charges**

The College uses a 'pay as you use' system with students using their student card for payment each time they travel on the bus. Funds are preloaded onto student cards via Flexi-schools at [www.flexischools.com.au](http://www.flexischools.com.au). Students pay \$3.00 per trip.

Students in Prep - Year 3 using the bus will need to obtain a student card through the College IT department.

### **Transport Assistance Options**

#### ***Government Conveyance Allowance***

Parents or guardians, who drive their children directly to school, or to meet a bus service, may be eligible to receive a conveyance allowance. This allowance is paid on a per vehicle basis and is subject to distance eligibility. All enquiries should be directed to **Queensland Transport** on 07 5477 8400.

#### ***Non-Government Schools Transport Assistance Scheme***

Parents whose children use an approved bus service to school may be entitled to Bus Fare Assistance. Application is via the Non-State Schools Transport Assistance Scheme website and <https://www.schooltransport.com.au/> must be made in May (Semester 1) and October (Semester 2).

## **CAMPS**

Camps are an important part of the College program, and compulsory attendance on camps is expected. The planned camp experiences are appropriate to the age of the group attending.

Dates appear in the College calendar for each year level camp. Postponements due to adverse weather etc. will be considered only if necessary.

Locations are dependent on the needs of student groups and the availability of appropriate venues. Other details about each camp relating to equipment, times, activities and educational objectives together with consent and medical forms are sent to parents prior to each camp.

If a student is unable to attend camp for medical, personal or other reasons, a written request for such exemption needs to be directed to the Head of Primary or Deputy Head of Secondary as soon as possible before the camp. Students granted exemption cannot be supervised at school for the duration of the camp.

### **Consent and Medical Information**

Current and accurate medical information about each camp participant is very important to camp planning. To ensure adequate preparations for student safety and welfare can be made, consent and medical forms need to be returned to the College by the nominated date before each camp. Information about medications carried, medical conditions and after-hours contact phone numbers are essential.

### **Camp Costs**

The cost of compulsory camps is included in the Resource and Activity levy. Subject specific camps will be billed separately on Parent Lounge.

### **Refund/credit**

Should a student be unable to attend camp for reasons approved in advance by the Head of Primary or Deputy Head of Secondary, part of all of the camp fee may be refundable and, unless otherwise requested, will appear as a credit on a subsequent fee statement.

### **Early Termination of a Camp/Excursion**

In the event of termination of a camp programme necessitating an early return of students, families will be notified as soon as possible by the College.

### **Student Behaviour**

Student behaviour on camps attracts the same expectations as for normal College activities. Students who, in the opinion of camp leaders, jeopardise the safety of themselves and others may be excluded from the camp and parents / guardians may be asked to collect their child from the camp venue. Students are reminded of these expectations before each camp proceeds.

### **Equity**

The Camp program aims at equity for all students with respect to mental, physical and social abilities. Students (and staff) with particular needs will not be excluded from participating provided that these special needs are made known to camp/excursion leaders or other staff well beforehand. All such information is treated with confidentiality as is routine information requested on the excursion medical form. In exceptional circumstances, there may need to be a decision made for a student not to participate in some activities due to the student's safety and wellbeing. This decision will be made in collaboration with the parent/guardian, Head of Primary or Deputy Head of Secondary, and when appropriate the student.

## **CAR PARKING**

Limited parking is available for parents in the College car park. Parents are asked to drive cautiously and park only in designated parking bays, as other stoppages cause traffic congestion. Parents are reminded to be alert for children using the carpark and be vigilant in their safe driving habits.

Parents are able to drop students off and pick students up in the appropriate drop-off area but for safety reasons are not allowed to leave their vehicle. A two minute drop off/pick up limit is enforced in these areas.

Please note that parking in all College carparks is **reverse parking** only and drivers park at their own risk.

## **CHANGE OF ADDRESS AND NORMAL HOME ROUTINES**

Records about each student such as emergency contact, medical details, and mailing addresses must be kept up to date. Therefore, parents and guardians are obliged to inform the College of any **changes** of circumstances including phone numbers, address, next of kin, guardianship details, work contacts, allergies etc., so that the College is well informed to cater for your child's needs.

In cases of accident, illness, bereavement or separation, teachers can adjust expectations and make allowances for changed behaviour and performance of students in their care. This information should be passed on to the Head of Primary, Head of Secondary or other appropriate staff members. Confidentiality will be respected.

Changes to addresses may be advised through Parent Lounge, however all other changes must be advised to the College via Student Services.

## **CHEWING GUM**

Chewing gum is banned at The Lakes College.

## **CHILD PROTECTION POLICY**

See the College website for a copy of the complete Child Protection Policy.

## **CHRISTIAN ETHOS**

Of prime importance is the Christian ethos of the College as expressed in the Uniting Church in Australia. It is our desire that this is demonstrated through every College program and activity. The timeless nature of these Christian values and teachings provides a firm foundation for our students to develop a sound understanding of the world in which they live, enabling them to live purposeful lives and to make wise judgements in a rapidly changing and complex society.

The teaching staff will seek to develop the Christian ethos of the College in a variety of ways:

- the exposure of the students to the teachings of the Bible
- the curriculum, which is developed within a broad framework of Christian attitudes, values and teachings
- daily devotion times in class
- weekly Chapel Services, and
- the teachers themselves, as they model the values and attitudes which they profess.

## **CLASS PARENT REPRESENTATIVES**

Every class from Prep to Year 4 has a Class Parent Representative (CPR). Year 5 to Year 12 have a year level parent representative. The role of the Class Parent Representative is:

1. to welcome new parents into the school
2. to provide support when parents require it
3. to offer friendship and advice as fellow parents
4. to support and promote College functions and initiatives
5. to support the TLCCA by promoting their fund-raising initiatives to parents
6. to work with and support the teachers
7. to keep an updated contact list for each class / year level.

CPR's meet regularly to discuss initiatives and events.

## COLLEGE BADGE

The various elements of The Lakes College crest and motto were carefully and deliberately chosen. The College crest is a powerful emblem laden with symbolism and meaning.



### The Crest

The crest is in the shape of a shield. Roman shields were round in shape, and the shield represents the “shield of faith”. The centrality of the shield is symbolic of the role of Faith in the life of both the College and the Christian person.

### The Book

The book is symbolic of two key facets of The Lakes College. It is the Book of Knowledge, representing the diverse range of learning experiences and knowledge the students will be exposed to during their time at the College. The Book also represents the Bible, which is the Word of God, also occupying a central place in the life of our College.

### The Wreath

The wreath is known as a symbol of excellence, representing the high standards which the College will stand for. The wreath also identifies the College with the local area, depicting a Hoop Pine branch, an endemic local native pine species.

### The Light

There is a light shining down from above the book. This light represents Christ's light of love, mercy and guidance. The light also represents the illumination that learning, and knowledge brings to our lives.

### The Ripples

The ripples represent water, associating the College with the North Lakes area. Water is also a very powerful Christian symbol, representing the new life that is found in knowing and loving God. The three ripples also represent the three persons of the Christian Godhead – God the Father, God the Son, and God the Holy Spirit.

### The College Motto – “To your faith add knowledge”

Tying the deep symbolism of the College Crest together is the College Motto, “To your faith add knowledge”. This is a verse taken from 2 Peter 1:5-7 in the Bible, where the Apostle Paul is encouraging Christian people to live lives which are honouring to God. The full text is:

*“...make every effort to add integrity to your faith; and to integrity, add knowledge; to knowledge, add self-control; to self-control, add endurance; to endurance, add godliness; to godliness, add Christian affection; and to Christian affection, add love. If you have these qualities in increasing measure it demonstrates that your knowledge about our Lord Jesus Christ is living and productive...”*

## COLLEGE CAFÉ “WUNYA CAFÉ”

The Café provides fresh, nutritious food for the College community, predominantly serving local ingredients. College Café facilities are available each school day. Orders may be placed online via Flexischools ([www.flexischools.com.au](http://www.flexischools.com.au)). All orders must be in by 9:00am. Further details and menus are available on the College website.

If a Prep student has ordered lunch it is asked that a note be placed in their diary for reference by classroom staff as required.

## COLLEGE CARE (BEFORE AND AFTER SCHOOL CARE)

As a school operating under the governance of the Uniting Church - Australia, Christian beliefs are central to our ethos. We welcome children of all families who accept the ethos, regardless of religious or ethnic origins. Our College Care (CC) service operates to provide a safe and happy environment for students of The Lakes College before and after school hours and during vacation periods.

We recognise and value the importance of learning through play to foster children’s curiosity, personality and uniqueness. We aim to provide a holistic programme reflecting all areas of development in an indirect way guided by the National Quality Framework ‘My Time Our Place’. The service encourages input and involvement by collaborating with children, families, staff and the local community to help foster a sense of belonging for all.

### Service Information

<b>CC Director:</b>	Emily Hanson
<b>Physical Address:</b>	2 College Street North Lakes QLD 4509
<b>Postal Address:</b>	PO Box 888 North Lakes QLD 4509
<b>Telephone:</b>	College Care Office 07 3491 5512 (answering machine available A/H) Mobile 0429 093 815 (excursions, power failures & emergencies only)
<b>Email:</b>	<a href="mailto:collegecare@thelakes.qld.edu.au">collegecare@thelakes.qld.edu.au</a>
<b>College Website:</b>	<a href="http://www.thelakescollege.com.au">www.thelakescollege.com.au</a>
<b>College Care Webpage:</b>	<a href="http://www.thelakescollege.com.au/collegecare">http://www.thelakescollege.com.au/collegecare</a>
<b>Hours of Operation:</b>	Before College Care 6:30am – 8:30am After College Care 3:00pm – 6:30pm Vacation Care 6:30am – 6:00pm

College Care closes for a three week period over the Christmas and New Year period, as well as all nominated public holidays throughout the year.

### ENROLMENT AND BOOKING POLICY

College Care record keeping is independent of The Lakes College, so it is crucial that parents maintain and advise the service of any changes to child and/or family information throughout the year.

Families will be offered the opportunity for a pre-enrolment meeting with the CC Director to clarify policies, procedures and to look around the service and meet the educators.

The online booking process is to be followed for any College Care bookings. Parents and carers are able to establish a permanent booking on a weekly or fortnightly basis or alternatively to enrol for casual use. Please refer to the website for instructions on the online booking.

### **Permanent Bookings (where a child is booked into College Care on a regular basis)**

Any amendments to permanent bookings need to be made in writing via the parent message diary or via email [collegecare@thelakes.qld.edu.au](mailto:collegecare@thelakes.qld.edu.au) [these](#). These changes will then be added to an existing booking or created as a new booking for the duration of the change. Parents must advise CC if their child/children do not plan to attend on any booked day, as failure to notify will result in an absence fee being charged to your account. **(See Cancellation Policy below)**

### **Casual Bookings (where a child is booked in on an occasional or irregular basis)**

When families need to utilise a casual booking on any given day they are required to complete a "Confirmation of Booking" form on the My Family Lounge system. The online booking system will not accept bookings made within the minimum 24 hour notice period of a session commencing.

### **Vacation Care Bookings**

The Vacation Care program and booking forms will be made available approximately three (3) weeks prior to the end of each school term and can be accessed online through the College website.

Bookings for Vacation Care are essential as spaces can be limited on certain days (e.g. excursions).

## **Cancellation Policy**

### **Permanent Bookings**

It is vital that parents and carers notify CC of any cancellations or alterations to bookings, *including illness and/or injury*. To avoid incurring an absence fee (full fee), cancellations must be made with the following timeframes:

- Before College Care: 7 days, prior to the session commencing
- After College Care: 7 days, prior to the session commencing
- Vacation Care: 7 days, prior to the session commencing

### **Casual bookings**

To avoid incurring an absence fee (full fee), cancellations must be made with the following timeframes:

- Before College Care: 24 hours, prior to the session commencing
- After College Care: 24 hours, prior to the session commencing
- Vacation Care: 7 days, prior to the session commencing

Please contact College Care on 07 3491 5512 to advise of cancellations or email the Director [collegecare@thelakes.qld.edu.au](mailto:collegecare@thelakes.qld.edu.au). A phone message service is available after hours.

### **Absences**

If a child is absent from CC i.e. if parents or carers have not contacted CC to cancel the booking, or notification is late, an Absence Fee for that day will be charged. Families receiving a CCS benefits are entitled to 42 allowable absences per year. If absences exceed this amount they will no longer be eligible for CCS coverage for the rest of that financial year:

All absences must be acknowledged/confirmed by a parent or carer on the next attendance.

#### COLLEGE CARE FEE STRUCTURE (Updated June 2018)

Before College Care	Permanent booking	\$15.00
	Casual booking	\$17.00
After College Care	Permanent booking	\$21.00
	Casual booking	\$23.00
Vacation Care	Daily	\$45.00

Fees are generally revised on an annually. Deviations from this may occur.

Children must be collected before **6:30pm** during term time and Vacation Care. Families failing to do this will incur a late collection fee of \$10.00 per child for every 5 minutes after closing time. This fee will be charged in addition to usual fees and CCS does not apply to this cost. If a family is frequently late collecting their child/children, this family may be excluded from the service.

Accounts will be issued each Monday detailing the previous and current week's usage. All accounts are expected to be paid in full by the following Monday. Failure to do so will result in your bookings being suspended until fees are paid. Please inform the Coordinator if there is a preference to pay fees in alignment with own pay cycle.

Bookings for this service are made by contacting the College Care office on 3491 5512 or by email [collegecare@thelakes.qld.edu.au](mailto:collegecare@thelakes.qld.edu.au)

### COLLEGE COMMUNITY CODE OF CONDUCT

All members of The Lakes College Community are to abide by the College Code of Conduct which is outlined below:

#### COLLEGE VALUES

The Lakes College is engaged in the fundamental task of forming and informing young minds and hearts. In promoting the good news of Jesus Christ among students, families and staff members, Christian values are central to all that we seek to do:

- **Faith** – Loving God and our neighbours as ourselves (Mark 12:30-31)
- **Hope** – Fostering a positive, optimistic and empowering environment (Rom 8:20)
- **Love** – Demonstrating support, encouragement and compassion to all (1 Cor 13:4-7)
- **Courage** – Developing resilience and determination to succeed (Eph 3:10)
- **Community** – Fostering respect and tolerance through working together in service for others (Acts 6:1-8)
- **Justice** – Celebrating diversity through demonstrating inclusivity and care for the community (Gal 3:28)

All students, parents, teachers and staff have the right to be safe and feel safe in their school community. With this right comes the responsibility to be respectful citizens and to be accountable for actions that put at risk the safety or wellbeing of others.

This Code of Conduct provides members of the College community with guidelines for the effective development of positive relationships within the community and assists in promoting the College values.

## **INTENT**

This College Community Code of Conduct sets clear standards of behaviour which are expected of all members of the College community in the College environment or when attending any College related function or activity at any other location.

## **SCOPE**

For the purpose of this Policy 'College community' comprises Board members, staff, coaches, employees, students, parents, guardians, step-parents, relatives, friends, supporters, carers, contractors and guests of the College, when in the College environment or when attending any College related function or activity at any other location.

Parents/guardians and students agree to be bound by the College Community Code of Conduct when parents/guardians sign the Enrolment Agreement with the College. Although other members of the community are not a party to that Enrolment Agreement, this College Community Code of Conduct is a guide for them about expected standards of behaviour.

## **GUIDING PRINCIPLES**

The following principles provide the framework for this Code of Conduct:

- Responsible citizenship involves appropriate participation in the life of the College. Active and engaged members of the community are aware of their rights but, more importantly, accept responsibility for protecting their rights and the rights of others.
- Behaviours which are insulting, disrespectful and hurtful are in conflict with the values of The Lakes College.
- Members of the College community have a responsibility to develop and maintain an environment where conflict and difference can be addressed in a manner characterised by respect, civility and dignity.

## **PARENTAL ROLE**

Parents/guardians play an important role in the education of their children and have a responsibility to support the efforts of the College in maintaining a safe and respectful learning environment for all students. Parents fulfil this responsibility when they:

- Show an active interest in their child's school work and progress, while at the same time respecting the professionalism of teaching staff;
- Communicate regularly with the College;
- Help their child be dressed appropriately and prepared for school and learning;
- Ensure that their child attends school regularly and arrives punctually;
- Promptly report to the College their child's absence or late arrival;
- Become familiar with the College Community Code of Conduct and College expectations as outlined in the Parent Handbook;
- Encourage and assist their child in following the behavior expectations of the College;
- Work collaboratively with the College in dealing with disciplinary issues involving their child;
- Communicate respectfully with teachers, other College employees and other

members of the College community.

## STANDARDS OF BEHAVIOUR

### All members of The Lakes College community are expected to:

- Support the College ethos in the development of a Christian learning community;
- Understand that the use of swearing, derogatory terms, sexual jokes, innuendo and other inappropriate language in the College environment or around students is unacceptable;
- Ensure that their relationships with students are strictly in accordance with appropriate roles and that favouritism and special treatment are avoided;
- Ensure that physical contact with students is appropriate and proper;
- Respect and comply with all applicable Commonwealth and State laws;
- Demonstrate honesty and integrity;
- Respect diversity in the ideas and opinions of others and treat others fairly regardless of race, ancestry, place of origin, citizenship, religion, gender, sexual orientation, age or disability;
- Respect the legal and moral rights of all members of the community and treat them with dignity, civility and respect at all times including times when opinions differ;
- Demonstrate proper care and respect for College property and the property of others;
- Take appropriate measures to help those in need;
- Support the College policies;
- Acknowledge that the Principal is responsible for implementing the College policies;
- Work collaboratively and respectfully with the College to deal promptly with areas of concern;
- Acknowledge and affirm success in individual and College achievement;
- Seek staff assistance, if necessary, to resolve conflict peacefully; and
- Be inclusive of other members of the College community.

### College community members must not:

- Use inappropriate language in any context;
- Use any object (whether as a weapon or otherwise) to threaten or intimidate any other person;
- Cause injury to any person by the use of any such object;
- Verbally abuse, threaten or inflict bodily harm on another person by any physical aggression or encourage others to do so;
- Be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs. The exception is when, in the normal course of events, the College provides or permits hospitality to members or guests of the College community in keeping with appropriate legal and hospitality regulations; or
- Use social media to bring the College into disrepute by commenting on College policies, decisions or other members of the College community.

## EXTRA - CURRICULAR ACTIVITIES

College community members are expected to comply with the following principles when attending extra-curricular activities:

- Young people are involved in extra-curricular activities principally for their enjoyment;
- Young people should always be encouraged to abide by the rules;

- Young people should be taught that honest effort is as important as victory, so results are accepted without undue disappointment;
- Turn defeat into victory by helping young people work towards performance improvement and good sportsmanship. Never ridicule or yell at a person for making a mistake or for losing a game or match;
- Young people learn best by example. Applaud good performance by all participants in an activity;
- Do not publicly question the referee's or official's judgement and never his/her honesty;
- Support all efforts to remove verbal and physical abuse from extra-curricular activities;
- Recognise the value and importance of volunteer coaches, managers and officials. They give of their time and resources to provide recreational activities for all students;and
- Do not approach a referee or official at any stage during or immediately after an event, except in appreciation.

## RESPONSIBILITY FOR GUESTS

Any College community member who invites a relative, friend, supporter, carer or other person to be present at any school related function or activity at any location must be responsible for that person and must ensure that they act at all times in a manner consistent with this Code of Conduct.

## BREACHES OF THIS CODE OF CONDUCT

The consequences to a member of the College community for breaching this Code of Conduct will be determined by the Principal and may include one or more of the following:

- The College may ban any member of the College community from attending any co-curricular and/or extra-curricular activity;
- The College may ban any member of the College community from entering College grounds;
- The College may direct that parent communication with members of staff may only be through a nominated College representative;
- In the case of extreme or prolonged breach of this Code of Conduct by a parent, the College may terminate the enrolment of the child/children of that parent;
- The College may take disciplinary action against a staff member who is in breach of this Code of Conduct and/or
- The College may take other steps according to the nature of the breach including seeking legal advice or contacting the police.

## COMMUNICATION

At The Lakes College an integral part of the College program is communication with parents. Parents and teachers should work together to enlighten students about the lifelong value of education. We value fostering positive relationships with our student/s and their parents/caregivers through open, honest and respectful communication.

Parents should contact an appropriate staff member to make an appointment to meet to discuss any issues or concerns they may have. This will ensure that the staff member who they wish to speak to is available, has the appropriate material at hand and is aware of the issues that are to be discussed. Normally, at least one day's notice is required to set up an appointment to allow staff to adjust their

schedules. Primary diaries are checked daily by classroom teachers. The diary is a valuable method of communication between home and school.

Secondary parents are also required to view and sign their child's Student Diary at the end of every week. Students will then present their diary to their Pastoral Care Teacher every Tuesday morning to be countersigned. This is to ensure effective communication between parents and teachers is maintained. Students failing to present their diary to their respective Pastoral Care Teacher on Tuesday morning will receive a lunch detention.

CONCERN	PERSON TO CONTACT
<b>PRIMARY</b>	
A concern or question relating to student wellbeing, classroom procedures, behaviour, attendance, uniform	Classroom / Homeroom Teacher
A concern or question relating to learning including progress, learning needs, assessment, learning habits, homework, subject content	Classroom / Subject Teacher
A concern which has not been resolved after speaking with the Classroom/ Homeroom Teacher	Deputy Head of Primary
Policy matters Approval for absence from compulsory school and extended leave of absence Serious student behaviour and wellbeing concerns	Head of Primary

CONCERN	PERSON TO CONTACT
<b>SECONDARY</b>	
A concern or question relating to student wellbeing, classroom procedures, behaviour, attendance, uniform	Pastoral Care Teacher
Year level activities including camps Serious or ongoing wellbeing concerns New student induction	Year Level Coordinator
A concern or question relating to learning habits, learning needs, subject content and assessment, progress/achievement level, homework	Class / Subject Teacher
A concern about a student with an IEP including: <ul style="list-style-type: none"> <li>- Social/emotional and learning concerns</li> <li>- School related incident</li> </ul>	Case Manager
Year 10-12 <ul style="list-style-type: none"> <li>- Goal setting and learning strategies</li> <li>- Overall student progress and tracking</li> </ul>	Academic Mentor
A question or concern about the careers program including set planning and subject selection (Year 10-12), career mapping and QTAC planning and applications	Head of Careers

Information about specialist subjects and nominated SET planning interviewer (Year 10)	Head of Faculty
Support with: <ul style="list-style-type: none"> <li>- Year 11 and 12 subject changes</li> <li>- Queensland Certificate of Education (QCE) eligibility</li> <li>- SATE/ATAR inquiries</li> <li>- Vocational Education and Training (VET)</li> </ul>	Head of Teaching and Learning
A concern which has not been resolved after speaking with the appropriate staff members Brisbane School of Distant Education Student driver- early departures/change of circumstances Approval for absence from compulsory school events and extended absences Serious student behaviour and wellbeing concerns Policy Matters	Deputy Head of Secondary /Head of Secondary

## COMMUNITY SERVICE

Throughout the course of the year, the College supports various charities (internationally, nationally and locally) in their fundraising ventures. Although such activities are voluntary, we believe that these experiences teach children about values and assisting those less fortunate than ourselves. Students will be involved in Community service initiatives as part of the Faith and Values Education Program, Primary Student Council, Secondary Community Service Committee and Secondary year level initiatives.

## CONTACT DETAILS

Address: College Street, North Lakes QLD 4509  
Postal address: PO Box 888, North Lakes QLD 4509  
Phone: 07 3491 5555  
Email: [info@thelakes.qld.edu.au](mailto:info@thelakes.qld.edu.au)  
Website: [www.thelakescollege.com.au](http://www.thelakescollege.com.au)

Absences: 07 3491 5550  
Primary Reception: 07 3491 5510  
Secondary Reception: 07 3491 5522  
College Care: 07 3491 5512  
College Café: 07 3491 5520  
Finance Office: 07 3491 5508  
Enrolments Registrar: 07 3491 5502

### College Office Hours

Monday - Thursday 8:00am to 4:00pm and Friday 8:00am to 3:30pm

### Important Contacts

- Principal - Mr Simon Armstrong [principal@thelakes.qld.edu.au](mailto:principal@thelakes.qld.edu.au)
- Deputy Principal - Mrs Sharon Lollback [slollback@thelakes.qld.edu.au](mailto:slollback@thelakes.qld.edu.au)

- Head of Primary - Mrs Lisa Curtis [lcurtis@thelakes.qld.edu.au](mailto:lcurtis@thelakes.qld.edu.au)
  - Head of Secondary - Mr Shane Bowden [sbowden@thelakes.qld.edu.au](mailto:sbowden@thelakes.qld.edu.au)
  - Deputy Head of Primary - Mr John Richardson [jrichardson@thelakes.qld.edu.au](mailto:jrichardson@thelakes.qld.edu.au)
  - Deputy Head of Secondary - Ms Madonna Potter [mpotter@thelakes.qld.edu.au](mailto:mpotter@thelakes.qld.edu.au)
  - Business Manager - Mr Michael Hin [mhin@thelakes.qld.edu.au](mailto:mhin@thelakes.qld.edu.au)
  - Finance Officer (Fees) - Mr Josiah Navarro [finance@thelakes.qld.edu.au](mailto:finance@thelakes.qld.edu.au)
  - Executive Assistant to Principal - Mrs Julie Parianos [jparianos@thelakes.qld.edu.au](mailto:jparianos@thelakes.qld.edu.au)
  - Marketing Manager - Mrs Jane Standfast [jstandfast@thelakes.qld.edu.au](mailto:jstandfast@thelakes.qld.edu.au)
  - Registrar - Mrs Sophie Benett [sbenett@thelakes.qld.edu.au](mailto:sbenett@thelakes.qld.edu.au)
  - HR Advisor - Mrs Katrina Holmes [employment@thelakes.qld.edu.au](mailto:employment@thelakes.qld.edu.au)
  - IT Manager - Mr William Hickson [servicedesk@thelakes.qld.edu.au](mailto:servicedesk@thelakes.qld.edu.au)
  - Student Services Administrator - Ms Barbara Manning [bmanning@thelakes.qld.edu.au](mailto:bmanning@thelakes.qld.edu.au)
  - College Library - Ms Kym Oneto [koneto@thelakes.qld.edu.au](mailto:koneto@thelakes.qld.edu.au)
- Mrs Suzanne Coffey [scoffey@thelakes.qld.edu.au](mailto:scoffey@thelakes.qld.edu.au)

## CORRESPONDENCE

### Newsletter – Tidings

The Lakes College newsletter “Tidings” is published every second Wednesday and uploaded on the College website. All correspondence including Tidings is emailed to families. Families can request a hard copy of Tidings from College Reception. Tidings includes important information and is the main method of communication between the College and home. Parents are urged to read Tidings thoroughly.

### Communication Day – every Friday

Correspondence from the College is emailed to families every Friday during term time. The email contains communication from each sub-school. It is the parent’s responsibility to ensure emails are checked regularly.

## CURRICULUM

From Prep to Year 10, students develop knowledge and skills in the following key learning areas: English, Mathematics, Science, Humanities and Social Sciences (HASS), The Arts, Technology and Languages. As a Christian school our students also receive Religious Education lessons. Additional elective subjects are also offered from Year 5. Curriculum Guides with a full outline of subject offerings are available on SEQTA.

## CURRICULUM SUPPORT

A range of curriculum support options are available to assist students in Prep - Year 12 with the understanding and management of their studies. While most students are encouraged to seek assistance themselves, support can also be initiated through referrals from parents, staff or other personnel. Please direct any enquiries to the Peggy van Beusekom, Director of Learning Enhancement by emailing [PvanBeusekom@thelakes.qld.edu.au](mailto:PvanBeusekom@thelakes.qld.edu.au).

## CYBER BULLYING

In recent times, cyber bullying has become a leading form of bullying within schools and society and is a crime in Australia. Cyber bullying is the use of any digital device to publicly humiliate another person. It includes:

- abusive texts and emails
- hurtful messages, images or videos
- excluding others online
- nasty online gossip and chat
- dangerous suggestions.

Children deserve strong, well informed parenting to help them navigate the digital world. It is imperative that all parents know what is going on in their child's life (online or otherwise) and take action accordingly.

Things parents can do to help their child prevent cyber-bullying:

- Know their passwords and passcodes
- Manage their digital reputation
- Monitor what they post online including photos
- Monitor their privacy settings
- Check Apps they have on their devices
- Ensure they have sought permission before posting photos or videos of other people
- Find out who they are communicating with online

**NB.** If a parent or student sees or knows about cyber bullying happening to a peer, *support* them and *report* the bullying.

The College Cyber Safety Support Policy is available on SEQTA and the College Website.

## DETENTIONS & FINISHING OFF CLASS

Secondary students and parents are advised that failure to comply with the College regulations and policies, uniform requirements or code of behaviour may result in College sanctioned detentions. These will vary according to circumstance and, ultimately, the discretion of the Deputy Head of Secondary.

Detentions may occur at lunchtime or after school. Holiday detentions may be imposed for students who incur sanctions in the final weeks of term. Students attending such detentions must do so in full Formal uniform, unless advised to the contrary. Parents will be informed if their child receives a detention for failing to comply with College regulations and academic expectations.

Year 2 – 6 students may be sent to lunchtime finishing off classes if they fail to complete satisfactory work during lesson time or if homework is not completed.

## DIARIES

College diaries are supplied to students in Prep – Year 12 for daily use. It is expected that these diaries remain in good condition and entries are appropriate. Students will be asked to replace diaries which are not in a satisfactory condition or that are misplaced at their own cost of \$15 each. The diary remains one of the main forms of communication between staff and parents. Diaries are checked weekly (Year 7 - 12 students) and daily (Prep – Year 6 students).

## DISEASES – EXCLUSION PERIODS

Parents are requested to observe these actions if their children should contract any of these diseases:

**Diphtheria:** Re-admit on receipt of a medical certificate following at least two negative throat cultures at least 24 hours apart and completion of a full course of antibiotics at least 48 hours after the results. The Communicable Disease Control branch of Qld Health should be notified.

**Hepatitis A:** Re-admit at least 7 days after the onset of jaundice or dark urine, or 2 weeks after the onset of first symptoms if jaundice or abnormal urine is not present.

**Hepatitis B & C:** No exclusion. Any open wounds must be covered by a sterile waterproof dressing and hygiene standards upheld.

**Viral Hepatitis:** Re-admit on receipt of a medical certificate of recovery.

**Measles:** Exclude for at least four days from the appearance of rash or until a medical certificate of recovery is produced.

**Whooping Cough (Pertussis):** If the cough has been present for 3 weeks or longer the person is no longer infectious (although the cough may take weeks to settle). If the person has commenced a 10-day course of antibiotics (Erythromycin) they will be considered “not infectious” after 5 days (but must complete the 10-day course).

**Chicken Pox:** Infectious period is from two days before the rash appears (that is, during the coughing, runny nose stage) and until all blisters have formed scales or crusts. Infected children must be excluded from the College until all blisters have crusted, there are no moist sores, and the child feels well (at least 5 days after eruption first appears).

**Conjunctivitis:** Conjunctivitis is a common infection especially among children. Children with conjunctivitis must be kept home from school until the discharge from their eyes has stopped. This will prevent the spread of infection to other children.

**Ringworm, Scabies, Pediculosis (lice), Trachoma:** Re-admit when appropriate treatment has commenced, supported, when requested, by a medical certificate.

**Impetigo (School Sores):** Exclude until sores have fully healed. The pupil may be allowed to return, provided that appropriate treatment is being applied and that sores on exposed surfaces, such as scalp, face, hands or legs, are properly covered with occlusive dressings.

In order to treat this highly contagious disease effectively, the infected child must be diagnosed by a medical practitioner and the appropriate oral medication and surface ointment must be procured and administered.

**Head Lice:** The aim is to prevent Head Lice spreading by early detection and treatment. Parents and carers should treat the infestation immediately and also inform the College accordingly so that suitable precautions may be taken. Similarly, if the College finds that a child has Head Lice, it will be brought to the attention of parents immediately for treatment. As required, this can mean exclusion until treated.

NB: The College has the right to exclude children whose heads are infested, so all parents are requested to co-operate so that such action will not be necessary.

## **DRIVING TO SCHOOL**

Students who hold a driver’s licence and wish to drive to and from the College should apply in writing to the Deputy Head of Secondary for permission.

Students given permission to drive to school must not transport other students in their cars unless written permission has been obtained from both the parents of the driver and the parents of the students travelling as passengers in the car.

Students given permission to drive to the College do so on the understanding that cars are not to be used during the day.

## **DUTY OF CARE**

Once children arrive at school, it is expected that they remain at the College for the duration of the day. This enables teachers to carry out their responsibilities of 'duty of care'. Out of concern for the welfare of children travelling to and from school we ask that parents advise their child:

- not to loiter on the way to or from the College
- not to visit friends' homes without knowledge and permission
- not to speak to strangers
- if possible, to be accompanied by a designated friend or adult
- seek the permission from the Head of Primary or Head of Secondary if it is necessary to leave the grounds during the day.

As an essential part of our duty of care, parents are to ensure their contact details are current and any changes are updated immediately via Parent Lounge.

## **EMERGENCY PROCEDURES**

In an emergency situation, students may be ushered to a safe haven on the College grounds or kept indoors. College staff will check attendance records and parents will be contacted if necessary. The College will shut down on advice from Emergency Services and should that situation arise, all efforts will be made to support students and families.

[Click here for a complete copy of The Lakes College Lockdown procedure / Evacuation procedure.](#)

## **EMAIL, ICT AND CYBER SAFETY POLICY AND PROCEDURE**

[Click here for complete ICT, Email, Internet and Cybersafety Policy and Procedures.](#)

## **ENROLMENT PROCEDURE**

[Click here for a complete copy of The Lakes College Enrolment Procedure.](#)

## **EXCURSIONS**

During the year, the College arranges excursions for classes and student groups. These are usually organised in conjunction with topics being studied in class.

All excursions are compulsory and are included as a vital part of the teaching program. Students will only be granted permission to miss excursions in exceptional circumstances and must catch up on work missed if permission is granted.

The cost of excursions is included in the Resource and Activity Levy. Parents should ensure that teachers are informed of medical conditions which may affect the student's capacity to participate in the given excursion.

Please note that students departing the College on a curriculum-related excursion will be required to wear full College uniform unless advised otherwise. Students not in the correct uniform will not be permitted to attend the excursion.

## **EXTRA-CURRICULAR PROGRAM**

Each year we offer a range of extra-curricular activities for our students. A full list of extra-curricular activities will be provided before the beginning of each term.

The aim of the College's extra-curricular program is to encourage all students to develop their interests and talents to the fullest. We encourage excellence through high quality tuition and coaching. Participation in the extra-curricular program also serves as a valuable pastoral experience or opportunity, developing positive relationships between students, adults and parents. The Director of Sport & Activities coordinates the extra-curricular program.

### **Administration and staffing**

Most activities are administered by a Teacher-In-Charge (TIC) who reports to the Director of Sport and Activities/Head of Secondary or Head of Primary, apart from some activities which are organised by external providers. Coaches and team managers report to the various TICs. Parents with questions or concerns should contact coaches/managers in the first instance and TICs or the Director of Sport and Activities for more important issues.

### **Student Participation**

Extra-curricular participation at The Lakes College is not compulsory; however, all students are strongly encouraged to participate in the program offered by the College. If students enrol in an activity, it is expected that they will commit themselves to training and playing for the entire season/term.

### **Attendance**

Students are expected to attend all performances, practice sessions and matches. The coach or TIC of the activity must be notified by a parent/guardian if a student is ill or unable to attend on any occasion. As much notice as possible should be given so that a suitable replacement can be organised. If this is not possible, the student should present a note on the first school day after the performance, match or practice session. All participants in the extra-curricular program need to be aware of what is expected of them in terms of dress and appearance. This includes travelling to and from a venue and while on tours away from the College. Details of the correct uniform for each activity are available from TICs and coaches.

### **Costs**

A \$20 administration fee per child per term may apply for students wishing to participate in extra-curricular activities. Some activities also attract an additional cost for materials and/or service providers. These costs are charged to parent accounts upon confirmation of registration and prior to commencement in the activity.

### **Compulsory CC Registration**

Prep-Year 6 students must be registered into College Care to access extra-curricular activities. Enrolment is no cost to parents, but parents will be liable for a late pick up fee if students are not collected within 10 minutes of the end of the activity. Students can be picked up from CC after this time.

College Care enrolment is to be completed online via the website. Students with a pre-existing CC enrolment do not need to re-enrol. **No student will be added to an extra-curricular activity until their CC enrolment is complete.**

#### **Extra-curricular student supervision procedure – Primary students**

- All Primary students must meet the teacher in charge (TIC) of their extra-curricular activity in the undercover area once they have been dismissed from class. Prep and Year 1 students will be escorted to this area.
- The activity roll will be marked by the TIC before leaving the undercover area and a list of students who will need to go to College Care following the activity will be given to each TIC at this time. All teachers will also receive a list of absent students prior to the commencement of the activity so they can mark any students on their activity roll as absent.
- After the extra-curricular activity is finished, students are to be picked up by their parents from the activity location. The students who are to go to College Care will be escorted there by the teacher in charge. At no time will any Primary students be allowed to leave the school campus after the activity is finished without the written permission of a parent via the student diary. There must be a new diary entry for each occasion a parent wishes to change the pick-up arrangements i.e. your child is to walk or ride home, your child is to be picked up by another adult etc. This diary must be shown to the TIC by your child.

***(Please note: This only applies to students in Year 4 and above. All Prep to Year 3 students must be collected from the activity location)***

- If a student hasn't been collected from the activity within 10 minutes after the activity has finished a phone call to the parents will be made. If a further delay occurs, the student will be taken to CC. A cost will be incurred by parents or carers.
- The library is open for Secondary students who are studying and to Primary students who are with their parents. No Primary student is to go to the library after the activity is finished unless they are accompanied by their parents or carers.

Parents and carers are asked to let us know if:

- Your child no longer wishes to participate in an extra-curricular activity as these places can be offered to students who may have missed out previously.
- You take your child home and they have an activity on that afternoon. Please ensure the Office is advised, by phoning 3491 5555 or email [activities@thelakes.qld.edu.au](mailto:activities@thelakes.qld.edu.au).

## **FAMILY INFORMATION DATABASE**

The College operates a computer database which consists of data relevant within our College community. For each family, the information required includes:

- Parent's details
- Children's names and ages
- Family address and telephone number
- Emergency contact names and telephone number
- Student medical history
- A forwarding address or telephone number when a family or student leaves.

Information generated from the database is used by the administrative and teaching staff to assist in determining what resources are needed in the College and to contact parents and carers in emergencies. Parents therefore are requested to notify the College in writing as soon as any of their

database information changes to make sure that they are sent information from the College as needed. Change of contact details are to be updated using Parent Lounge (*see Parent Lounge*).

The Lakes College takes its responsibility seriously in maintaining and protecting the confidentiality of this database information.

## **FOUNDATION DAY AWARD**

The Foundation Day award is presented at the annual Foundation Day Assembly. All students in Year 4-12 are eligible for the Foundation Day Award, irrespective of how long they have been a student at the College. Students are nominated by staff who, in their opinion, exemplify the ideals, ethos and philosophy of The Lakes College.

The recipients of this award display respect for others at all times, demonstrating support, encouragement and compassion within the College community. They act with integrity, embracing all opportunities presented to them and are wonderful ambassadors of The Lakes College and role models to their peers.

## GOVERNANCE AND MANAGEMENT

The Lakes College Board is responsible to the Queensland Synod of the Uniting Church in Australia. The Board conducts its own affairs based on the College constitution and the standing rules of the College Board. The College Board comprises no fewer than five and not more than nine voting members appointed by the Synod.

The College Board determines the strategic direction of the College and approves an annual budget overseen by the Principal. The implementation of Board policy and the overall management of the College (Prep – Year 12) are the responsibility of the Principal. The Principal is assisted by the Senior Executive team consisting of: Deputy Principal, Head of Primary School, Head of Secondary School, Business Manager and Chaplain.

## HAIR POLICY

In general terms hair should be kept **clean and tidy and not be of such a style as to bring undue attention to the student within the College.**

The following guidelines are pertinent:

- the shortest possible cut for a student is a ‘number 2’
- undercuts, tracks, shaved lines and noticeable layering are **not** permitted
- hair should not be in the eyes or over the collar or of a length/bulk that compromises the appropriate wearing of the College hat
- hair for girls that reaches the shoulders or below must be tied back off the face with a ribbon or scrunchie that is in neutral or College colours
- a haircut, hair colouring or hair style that is in any way extreme or draws undue attention to the student is **expressly forbidden**. In such circumstances, the student will be asked to rectify the hair, or they may be suspended until the style is accepted
- any sideburns are not to extend beyond the ear lobe
- beards are not permitted – **boys must be clean shaven on a daily basis**. Boys with unacceptable beard growth will be required to shave at College or return home for shaving purposes.

## HOMework

As lifelong learners we understand that learning takes on a variety of forms and occurs in a range of settings. Home is one such setting. Homework communicates to students that learning takes place at home as well as at school and that learning should not be confined to school hours. The opportunity to extend learning beyond the classroom can be extremely valuable; however, the type of homework a student is required to complete must be purposeful. Homework has the ability to help students retain what they have learnt throughout the school day and ensure they are primed to learn more in future lessons. Homework has the potential to be used as a formative assessment tool which can then promote and enhance student learning. At The Lakes College, homework is viewed as a technique to further enrich the deep learning that occurs at school.

### Aims:

- To provide clear and consistent guidelines to students, staff and parents about Homework expectations at The Lakes College
- To outline a whole school approach to Homework which will ensure the gradual increase of Homework expectations on students

### **General Guidelines:**

1. Homework must have intent. Students should be aware of the purpose of each Homework task. Most tasks fall into 2 categories: 1) Practice 2) Preparation
2. Homework must be aligned with a current Learning Goal
3. Homework must be differentiated to ensure each student is able to independently complete tasks
4. Homework should include revision of concepts/skills/strategies
5. Homework can include pre-learning for future lessons
6. Homework should be fostering family relationships not stretching them
7. Homework should be shared not 'marked'. This provides immediate feedback to the students
8. Homework cannot be given a time allocation as all students work at different rates

## **HONOURS SYSTEM**

The purpose of the Honours System is to recognise student excellence of performance at the highest level and service to the school community for students in Year 7-12.

Honours are awarded to students who have achieved a very high standard of excellence in service, academic, sport and cultural College activities or who carry a substantial office of leadership within the College. The awardee has the opportunity to have the award title embroidered on the College blazer.

The Honours System is divided into five distinctly separate award structures:

1. Leadership – College Captain, House Captain, Student Council President, Chapel Leader
2. Sport – Selection in Queensland School Sport (QSS) affiliated activities at a State, National or International level. "Shadow" selections are ineligible i.e. the student must compete in the chosen event. The Honours System does not recognise students' achievement in club sport, whether based inside or outside The Lakes College.
3. Academic – The achievement of excellence in academic endeavours through selected awards presented at the mid-year and end of year Academic Awards ceremonies as noted by Dux and Academic Excellence Awards.
4. Cultural – Performance based activity such as Music, Dance, Drama and Debating. Students will have demonstrated dedication, initiative, responsibility and a positive attitude to rehearsal and performance.
5. Service – Student dedication, initiative, participation and support of the College faith and service program.

### **General Criteria**

- Excellence in and a strong personal commitment to the particular activity over a significant period of time.
- Excellence in manner and behaviour in accordance with and support for the College ethos and values.
- Active involvement in the life of the College.
- Appropriate behaviour both in and out of the classroom (e.g. uniform, attendance, etc)
- Reliability

NB.

1. The College Principal may elect to withhold an award for which a student would otherwise be eligible in circumstances where the student has failed to demonstrate appropriate behaviour, a sense of fair play, commitment and/or reliability
2. The College Principal reserves the right to amend the criteria in extenuating circumstances

3. The cost of the embroidery will be borne by the parents
4. All awarded Honours are followed by the year of the award. Various locations on the blazer pocket are used for different inscriptions.

## HOUSE SYSTEMS

The Lakes College has a House System. All students and staff are allocated to a House. Children in the same family will be in the same House. Each student in Year 7 – 12 is under the care of a Pastoral Care teacher and assisting staff.

The College Houses are derived from the aboriginal words from the Turrbal dialect of the Brisbane area for shield, water, hoop pine, light and book/learning which are dominant in our College crest. The names and colours of the Houses are as follows;

Name	Logo	Meaning	Colour
Nyani		To see or understand, representing learning – the book.	Red
Kumbarchu		Representing the hoop pine	Green
Kittabilla		Representing light	Gold
Tabbil		Representing water	Blue

## IMMUNISATION

The recommendation is that children now receive immunisations against diphtheria, tetanus and whooping cough on their fourth (4<sup>th</sup>) birthday which means that they should be immunised prior to starting Prep. As a consequence, Child Health Services no longer offer a Prep based service.

A Queensland Health Services immunisation program for HPV, Varicella, Hepatitis B and Boostrix, is offered to students in Year 7.

## JEWELLERY & MAKEUP (STUDENTS)

Jewellery has both safety and security implications when worn to College. A simple wristwatch may be worn. Watches must be in unobtrusive colours. Girls are allowed to wear **one** pair of simple earrings, e.g. small studs or sleepers. Earrings must be in the lobe of the ear only.

Except for a wristwatch, boys are not allowed to wear any jewellery, e.g. necklaces, earrings, rings, etc. Jewellery may in some cases be confiscated until the end of term for repeat offenders.

It is essential that the spirit of the College's Jewellery Policy is not compromised through visible body piercings and quite specifically, tongue and eyebrow attachments. These draw undue attention to the student thus compromising uniform standards and expectations. The wearing of makeup, nail polish and fake nails with College uniform is not appropriate.

**Definition of an approved style of Stud:**

Single post earring, of gold or silver appearance only. Maximum diameter of stud should be 3mm.

**Definition of an approved style of Sleeper:**

Single hoop earring able to be turned entirely through the hole in the earlobe, of gold or silver appearance only. Maximum diameter of hoop should be 12mm.

The final decision on these matters and subsequent suitability of appearance and hence ongoing attendance at the College rests with the Deputy Principal.

## **LATE ARRIVALS**

Parents are asked to ensure that students arrive at College on time by 8:30am when classes begin, however, it is appreciated that from time to time this is not possible.

Students who arrive late at College must report to the Student Services in Main Administration or the Primary Office, prior to presenting to the classroom in order to sign in and be issued with a late pass. Teachers are required by law to make an entry in the Class Roll if a student is late to College, giving a valid reason for the lateness. A note from a parent or guardian explaining why the student is late should be supplied on the day in question. Students in Prep – Year 3 must be accompanied by a parent/guardian when arriving late.

The College will contact parents of students who are consistently late to seek a resolution to the issue.

## **LEARNING MANAGEMENT SYSTEM (LMS)**

The College employs the use of the SEQTA Learning Management System (LMS) to manage all aspects of its teaching, learning, reporting and administration. This LMS has been tailored to meet the requirements of both the College in delivering the very best Teaching and Learning practices, and the needs of the parents and students within the TLC community.

The use of an effective LMS is considered paramount when strengthening the College-Parent-Community relationship. It enables parents to access information about their child, whether it be academic or pastoral, immediately. Dependent on the year level of the student, parents may be able to monitor all work undertaken within the classroom, whilst also accessing important information regarding key dates, assessment, policies, reporting, homework and all College information relevant to their child. The use of SEQTA differs between the Primary and Secondary schools.

Teachers are able to view all academic and pastoral information relevant to students they are teaching so they are able to tailor their teaching programmes to best cater for each individual child. It provides a medium to deliver classwork that is both exciting and innovative.

Finally, students will use their LMS to manage everything in their day-to-day life at the College. This may include from Year 5, accessing all information relating to their academic work, timetables, notices, notices, class discussion boards and upcoming assessment and assessment support.

## LEAVING THE COLLEGE GROUNDS

In the interests of safety, students will not be allowed to leave the College during the day without parental/guardian accompaniment. Parents/Guardians will need to report to Student Services in Main Administration or Primary Office, prior to taking the student in order to sign the student out. Any student who leaves the College grounds without specific written permission will be deemed to have truanted. Truancy will be dealt with very seriously.

## LIBRARY

### Library opening hours:

- Monday to Thursday: 7:30am – 5:00pm and Friday 7:30am – 3.30pm
- Primary students must be supervised by a parent or guardian if attending the library prior to 8:00am and after 3:00pm
- Open at second break after eating for students in Year 1 - 12
- The Library will be closed for the last two days of each term to allow sorting and cataloguing. Holiday borrowing will be restricted to students in Year 7 -12 only.

### Expectations within the library:

- The library is a place for study, book borrowing or browsing, quiet reading and board game playing. Sensible noise levels are acceptable
- The library is not a play area
- Running is not permitted at any time
- All furniture in the library should be used appropriately and replaced if moved
- Manners and respectful behaviour is expected by all
- Shelf markers must be used when browsing and borrowing.

### Student loans:

Primary school students visit the library weekly in class time to borrow. All students require a waterproof TLC library bag that is available from the College Uniform shop to protect the books. They should be placed in the “library box” in their classroom the morning of their allocated library day.

Students may borrow on other days in their own time. Parents are welcome to accompany their children to the library before or after school.

Secondary students may borrow in class time at the discretion of their teacher.

### Loan guidelines:

- Prep – 1 book
- Year 1 – 1 book
- Year 2 – 2 books
- Year 3 – 3 books
- Year 4 – 4 books
- Year 5 – 5 books
- Year 6 – 6 books
- Year 7 to 12 – as required up to 15 within reason for study purposes

**Loan Period:**

Two weeks and may be extended for a further two weeks upon presentation of the book/s. Students are unable to borrow while they have overdue books.

**Overdue notices:**

These are sent to class/homeroom teachers every week. Parents are usually contacted after the book is overdue by more than five weeks. If the book cannot be found, the replacement cost will be added to the next term's fees. If subsequently the book is found the book will be given to the student if a replacement book has been already purchased by the Library.

**Damaged books:**

Any damage to books should be reported to library staff as soon as possible. If the borrower (or their family) is responsible for the damage, then they will be responsible for the replacement cost of the book.

**Library Catalogue:**

The Library catalogue is accessible via the College website, the intranet or SEQTA within the College and from home. Students can search and reserve any items they require. The library staff will notify the student via email when the item is available.

**Library Lovers Support Group:**

The library welcomes any volunteers to assist with the many tasks required to keep our library functioning efficiently. Please make yourself known to the friendly and supportive library staff anytime and they can find tasks that suit your interests and abilities.

Email: [tlclibstaff@thelakes.qld.edu.au](mailto:tlclibstaff@thelakes.qld.edu.au).

## LOCKERS AND BAGS

**Care of Locker Area**

Secondary students have a responsibility to look after the locker which has been allocated to them. Inspections will be made regularly, and the student may be required to pay the cost of any necessary repairs or to replace lost locker padlocks.

Students:

1. Must keep to the locker allocated to them.
2. Need to keep their locker locked at all times. This is for the security of their belongings as well as for tidiness.
3. There must be no graffiti or stickers inside or outside the locker.
4. Food must not be left in lockers overnight – this is a health issue. Leaving litter in the locker area attracts vermin.
5. Must not open another student's locker and no other student may open theirs. Pastoral Care teachers should be notified if this is a problem.
6. Bags or other personal possessions should not be left on the floor of the locker area. Offenders will have their bag confiscated.

Students found vandalising their own or other people's lockers will be required to pay for the damage and be subject to disciplinary procedures.

Students are always encouraged to store valuable items with the Pastoral Care teacher or Deputy Head of Secondary.

Parents who regularly inspect the contents of their children's College bags contribute towards the training of habits of care and tidiness. As all bags look similar, an identifying key tag is useful to assist children collect the correct bag. Under no circumstance are students to touch another student's bag.

## LOST PROPERTY

**Parents should label and mark all items of clothing.** Personal items of value such as calculators should be engraved with the student's name. Misplaced possessions found around the College are taken to the Wellness Centre where the Lost Property container is located.

## MEDICAL & DENTAL APPOINTMENTS

Parents are encouraged to arrange medical and dental appointments out of College hours where possible. If this is unavoidable then students should follow the procedures outlined in "Absence".

## MEDICAL CONDITIONS

Parents are asked to advise the College of any medical conditions or allergies their child may have. A medical information form will be sent home for completion during the first week of the academic year.

## MOBILE PHONES AND APPLE WATCHES

- Use of a mobile phone between 8:00am - 3:05pm (Primary students) and 8:00am - 3:15pm (Secondary) is strictly prohibited unless authorised by the Deputy Principal, Head of Primary, Deputy Head of Primary, Deputy Head of Secondary or Head of Secondary. This applies to both incoming and outgoing calls and text messages.
- Mobile phones must be switched off from 8:00am and handed to Pastoral Care teachers (Secondary) or Classroom teachers (Primary) or kept in bags or lockers.
- Unauthorised use of a mobile phone will result in confiscation of the phone and it will be held by the Deputy Head of Primary / Deputy Head of Secondary. Parents will be asked to collect the phone from the Deputy Head of Primary / Deputy Head of Secondary in person. Subsequent breaches of this policy will result in the student's mobile phone being held by the Deputy Principal until a parent formally requests it return. The right to bring a mobile phone to the College will be revoked for a time determined by the Deputy Principal.
- The use of mobile phones to menace, harass or offend another person is a criminal offence. Students who use their phones to engage in personal attacks to harass another person or take unauthorised photos or video footage or post private information about another person will have their mobile phone confiscated and their right to have a phone at College will be revoked. The Deputy Principal may involve the Police should the mobile phone be used inappropriately.
- Students are not to bring mobile phones or any other device capable of receiving and/or sending information into classrooms while undergoing assessment or examinations. Phones must be handed in and declared or students risk loss of marks and/or cancellation of results pertaining to that item of assessment.
- If parents have to make contact with their children during the day, this is still to be done through the College Reception.
- Smart watches are not to be worn to school.

A complete copy of the *Mobile Communication Devices Policy* is available on the College website. Before mobile phones are allowed on campus, students must sign and return the Mobile Phone Policy.

The College takes no responsibility for lost or damaged mobile phones.

## MUSIC STUDIO

Instrumental Music Tuition at The Lakes College is delivered through the Music Studio. Music Studio provides high-quality music education that is accessible to all students at The Lakes College.

The following Instrumental Music opportunities are available to students at The Lakes College:

### **Year 3 String Immersion Program (Violin, Viola, Cello, Double Bass)**

All Year 3 students learn a String instrument. Students work with our highly qualified staff to select an instrument that they enjoy and suits them physically.

### **Year 4 Instrumental Immersion Program (Woodwind, Brass, Percussion, Strings)**

In Year 4, all students are given the opportunity to broaden their Instrumental Music horizons by including choices from the Woodwind, Brass and Percussion families! Students can opt to continue their studies on the String instruments studied in Year 3.

### **Year 5 and beyond! Year 5 & 6 Music Studio:**

This is where we get serious. Students have now had significant exposure to a range of musical instruments, and they can now choose to continue to study their instrument in earnest.

**Private Tuition** provides the highest level of Instrumental Music Tuition and is available to students in all year levels. These lessons allow students to progress to their full potential at a rate that suits their own personal journey. We recommend private lessons for students who are interested in AMEB examinations, Secondary Music pathways (e.g. Music as an elective and Music Extension in Year 12) through to Tertiary music study.

**Small Group Tuition** provides high quality Instrumental Music Tuition to students in all year levels, but with the addition of social and cooperative learning. Although AMEB examination is not recommended through this path it is still possible to progress through these levels and syllabi.

**Core Ensembles** include Concert Bands (for Woodwind, Brass and Percussion instruments) and String Ensembles (for String instruments). The Core Ensembles are the flag-ships of The Lakes College Music Program. Instrumental Music Students are selected to participate in our Core Ensembles based on their playing ability and their current participation in Instrumental Music tuition, whether at The Lakes College or from an external teacher.

### **Music Tuition:**

Music tuition is available on the following instruments:

Violin	Flute	Trumpet	Piano
Viola	Clarinet	Trombone	Guitar
Cello	Saxophone	Euphonium	Vocal
Double Bas	Percussion		Drum Kit

Follow this link to [Music Studio Tuition Enrolment](#), or go to <https://goo.gl/f6dASJ>

## Music Tuition Fees:

LESSON TYPE:	COST (per term)
Private Tuition – 30min lessons, 8 lessons per term	\$304
Small Group Tuition – 30min lessons, 8 lessons per term	\$160
Instrument Hire	\$65
Core Ensembles*	NIL*

*\*All members of Core Ensembles must be currently enrolled in instrumental lessons.*

Fees for music tuition and instrument hire will be added to your College fee account. Please note that Term 1 and 2 fees will be billed together on the Term 2 College account

## Terms and Conditions:

- **Private Tuition – Absences and Make-up lessons**
  - Students taking Private Tuition are guaranteed 8 lessons per term. In the case of timetabling clashes (e.g. camp, sports carnival, public holidays), these lessons may be re-scheduled to another day or term where appropriate;
  - Lessons will be scheduled on a rotational basis with timetables provided at the commencement of each term. Limited before and after school times may be available;
  - Absences known ahead of time are required to be communicated a minimum of 24 hours before the lesson to [music@thelakes.qld.edu.au](mailto:music@thelakes.qld.edu.au). A make-up lesson will be rescheduled in these cases;
  - For unknown absences (e.g. illness), notice of absence is required by the parent guardian to [music@thelakes.qld.edu.au](mailto:music@thelakes.qld.edu.au) by 8:00am on the morning of the absence. A make-up lesson will be rescheduled in these cases;
  - Students may negotiate with their tutor ahead of time to avoid direct clashes with class assessment. This is arranged at the discretion of the tutor or by negotiation with the Director of Music;
  - Lessons missed without appropriate notice will not require a make-up lesson;
  - Students enrolled in Private Tuition are expected to be a member of a College Core Ensemble (i.e. a String Ensemble or Concert Band).
- **Small Group Tuition – Absences and Make-up lessons**
  - Students taking Small Group Tuition are guaranteed 8 lessons per term. In the case of timetabling clashes (e.g. camp, sports carnival, public holidays), these lessons may be re-scheduled to the next term where appropriate;
  - Lessons will be scheduled on a rotational basis with timetables provided at the commencement of each term. Limited before and after school times may be available;
  - Absences known ahead of time should be communicated out of courtesy at least 24 hours ahead of time to [music@thelakes.qld.edu.au](mailto:music@thelakes.qld.edu.au);

- For unknown absences (e.g. illness), please communicate out of courtesy to [music@thelakes.qld.edu.au](mailto:music@thelakes.qld.edu.au);
- Make-up lessons are not owed for individual student absence in Small Group Tuition;
- Where a lesson is missed due to staff absence or school event (e.g. camp, sports carnival, public holidays), a make-up lesson will be scheduled where required to ensure delivery of 8 lessons in the term;
- Long-term absence due to injury or illness may be negotiated with the Director of Music;
- Lessons missed without appropriate notice will not require a make-up lesson;
- Students enrolled in Small Group Tuition are expected to be a member of a College Core Ensemble (i.e. a String Ensemble or Concert Band).

### **Discontinuing Instrumental Lessons.**

Students intending to discontinue lessons are required to complete a [‘Notice of Intention to Discontinue Music Tuition’ form](#). This form is to be completed before the end of the current term in order to cease lessons at the end of that term. Cancellation requests received after the commencement of term or during term will be invoiced for the full amount of the current term’s

### **Contact Us:**

Eddie Whiting – Director of Music, The Lakes College

E: [music@thelakes.qld.edu.au](mailto:music@thelakes.qld.edu.au)

Ph: (07) 3491 5555

## **NUT ALLERGY FRIENDLY SCHOOL**

The Lakes College has students who are allergic to peanuts. To minimise the risks to these children, we are a ‘nut allergy friendly’ school and request that food containing nuts are not sent to the College.

Knowing how widespread the use of peanut based products is, and that traces of peanuts can be found in many foods, we understand that totally ‘nut free’ may not be achievable, but we can avoid the high-risk foods and become ‘nut allergy friendly’. Food products that are labeled ‘may contain traces of nuts’ are acceptable and can be brought to the College. We will alert all parents should this information change.

## **OFFICE HOURS**

The College offices are open from 8:00am to 4:00pm on Monday to Thursday and 8:00am to 3:30pm on Friday. The College switchboard is also in operation during these hours and messages may be left on the answering machine outside of these times. The office is closed each year for a two-week period over Christmas and early January.

## **PARENT HELP**

All parents are encouraged to participate in many activities at the College. Parental involvement results in many benefits for all concerned. Parental help results in:

- A closer contact with, and a deeper understanding of, the functions of the College
- Getting to know other parents, teachers, students, and what goes on in your child’s class
- A closer relationship between parents and their children through the child’s enjoyment of their parent’s involvement and interest in the College.

Parents can be involved in helping in a range of ways including craft, reading, art, maths, library work, transport, sports activities, helping with numeracy and literacy. Parents will not be required to act as officials at interhouse events unless invited by the Director of Sport and Activities. All staff at The Lakes College greatly appreciate the voluntary help of parents.

All Primary classroom helpers are required to attend a Parent Helper Training session prior to commencing to help in the classroom. These sessions are advertised at the commencement of each school year.

## **PARENT PORTALS – PARENT LOUNGE and SEQTA ENGAGE**

Parent Lounge is an online facility where parents can pay their school fees, accept excursions, update their contact details and their child's medical details.

SEQTA Engage is an online facility where parents can see their child's upcoming assessments, homework, timetables, academic reports and subject outlines.

New parents will be issued with log in details at the beginning of Term 1.

## **PARENT/TEACHER INTERVIEWS**

Parent/Teacher interviews are conducted at various times throughout the year and are listed in the College Calendar. Details regarding the online booking procedures are forwarded to parents prior to these interviews.

## **PASTORAL CARE**

Pastoral Care is a very important part of what we do at The Lakes College. Our aim is to ensure that as the College continues to grow, we are even more conscious of the needs of every individual in the College and able to cater for them.

The College's pastoral care structure aims to provide individualised care for students, opportunities for developing student leadership, peer support and a real sense of belonging and community. Each of these factors contributes to producing well-rounded, positive young adults and good citizens for the wider community. All members of the student body must feel valued and important so that they are happy and therefore able to strive for academic excellence, to progress in all areas of personal growth and to reach their potential in all respects.

The Christian foundation of the College underpins the way we care for our students, and it also provides a philosophical framework that encourages the students to care for each other, thereby promoting student leadership, citizenship and community awareness. The pastoral care structures and programs will cater for all students, not just those experiencing difficulties for a time and it also provides students with avenues for self-expression and success outside the classroom.

Communication between parents and teachers through the student diary is a vital component of our pastoral care. Teachers will check the student diaries regularly and we ask parents to show that they are regularly monitoring their child's progress by signing them at the end of each week.

Parents are asked to contact classroom teachers/pastoral care teachers in the first instance with any concerns about their child or if work needs to be provided for a prolonged absence. It may be appropriate to discuss more serious areas of concern with the Deputy Head of Primary or Deputy Head of Secondary.

## Pastoral Care – Secondary School

The Pastoral Care System is an integral part of the formational, spiritual and academic development of students at The Lakes College and it caters for students from Years 7-12. Each Pastoral Care group is made up of 20-25 students and aims to provide outstanding personal care for all its members. Students in Years 10-12 are encouraged to provide strong leadership and serve as role models for the younger members of the Pastoral Care group.

The Pastoral Care System aims to:

1. Integrate the formational, spiritual and academic dimensions of the College so that students experience a total sense of care.
2. Constantly seek and affirm each student's worth, dignity and identity; and encourage them to strive for excellence in every dimension of their life.
3. Develop the leadership capabilities and opportunities of all students.
4. Provide a sense of community within the larger Lakes College community.

Each Group is led by a Pastoral Care teacher who is directly responsible for the pastoral care of all the group's students. Pastoral Care teachers have several other responsibilities including:

- Ensuring consistent maintenance of the ethos and standards of the College.
- Being the first point of contact with the College for any pastoral/personal matters.
- Manage parental expectations in a positive and professional manner.
- Proactively monitor and manage student behaviour, attitude and standards (uniform, jewellery, hair) within the Pastoral Care group and contact parents where appropriate.
- Induct new students into the Year level and the Pastoral Care group.
- Communicate regularly, effectively and in a timely manner with parents, weekly, or as requested.
- Monitor the academic progress of students in the Pastoral Care group using the following:
  - i. Academic audits
  - ii. Monitoring student diaries
  - iii. Initiating student progress/feedback reports to parents
  - iv. Liaising with class teachers
- Liaise with Head of Secondary regarding unexplained Pastoral Care group absences and contact parents if a student is absent for more than three days.
- Review and comment on student reports in a manner that clearly demonstrates a personal interest and knowledge of students.
- Carefully monitor students at College assemblies and other College events to ensure appropriate behaviour and decorum.
- Ensure all significant actions are documented and communicated to the Head of Secondary.
- Administrative and pastoral duties such as reading daily notices, marking the roll and devotions.

Parents with academic concerns should contact the child's subject teacher in the first instance.

## PHOTOCOPYING

Students from Years 7 to 12 can access photocopying and printing services in the College Library. Students are provided with print credit each term accessed via their student card. A print allowance of \$10 for students in Years 4-6, \$40 for students in Years 7 – 10 and \$80 for Years 11 – 12 has been included in the 2019 Resource and Student Levy.

Print costs are:

- A4  
2c for black and white

- 50c for colour prints
- A3
- 5c for black and white
- \$1 for colour prints

Additional print credit is available to be purchased at Main Reception.

## PHOTOGRAPHY, VIDEO AND AUDIO FOOTAGE OF STUDENTS

The Lakes College documents student achievements and school events through images, video footage and audio in a range of publications such as our website, newspapers, advertising (including billboards, magazines, newspapers, local directories etc.) school newsletters, social media, television and other promotional materials to illustrate and inform the wider community of the activities, achievements and values of the College.

Images of students may include the name of the student and may be used in any manner without notification.

Images of students may be used to promote The Lakes College even after a student has left the school, particularly if a student has been included in a professional photo shoot and remains the property of The Lakes College.

Parents can photograph or film their own child at College presentations and events but cannot publish these recordings on social media if other students from The Lakes College can be identified.

If parents and carers do not wish for any images or recordings of their child to be used by The Lakes College, please advise us by emailing [info@thelakes.qld.edu.au](mailto:info@thelakes.qld.edu.au).

## PLAYGROUND BEHAVIOUR

What happens in the playground is as much a learning experience as what happens in the classroom; therefore, the staff of The Lakes College place a high priority upon actively supervising playground activities. Inappropriate behaviour occurring in the playground area will be dealt with using the same approach as classroom behaviour issues.

## POLICIES

College policies can be obtained on request from the Main Reception. The following policies are available on the College website - [www.thelakes.qld.edu.au/our-college/policies](http://www.thelakes.qld.edu.au/our-college/policies)

- Anti-Bullying Policy and Procedures
- Assessment Policy
- Behaviour Support Policy
- Child Protection Policy
- College Community Code of Conduct
- Cyber Safety Policy
- Alcohol, Tobacco and Illicit Drugs Policy
- Emergency Evacuation Procedures
- Raising a Concern or Grievance Policy and Procedures
- Mobile Phone Policy
- Privacy Policy and Procedures
- Sun Safety Policy

- Social Media Policy
- Volunteers Policy and Procedure
- Tours and Excursions
- ICT Safe and Acceptable Use Policy for Students

## REPORTING

The College has a clear commitment to sustained academic monitoring of student performance to ensure students are reaching their potential.

All teaching staff are expected to:

- demonstrate consistent monitoring of student performance
- provide supporting documentation of student performance
- involve students in feedback and follow-up action plans
- communicate regularly with parents about student performance

Formal reporting includes:

- Semester Reports at the end of Semesters 1 (P-12) and Semester 2 (P-11)
- Parent-Teacher interviews at the end of Term 1 and beginning of Term 3
- At the end of Semester 2, Year 12 students receive a Queensland Certificate of Education (QCE) from the Queensland Curriculum & Assessment Authority. No Semester 2 school report is issued for Year 12.

### Secondary School:

SEQTA provides the College with a means of communicating more effective feedback to parents regarding student performance. When some assessment pieces are marked, detailed feedback will be uploaded to SEQTA, accompanied by the marked assessment piece. This feedback should highlight strengths and areas for improvement. Parents and students have access to this information, thus providing them with timely and updated performance data regarding academic progress and the agreed focus for improvement. Research suggests the provision of immediate, specific feedback has the greatest impact on student learning (Hattie, 2008).

Parents are encouraged to use this feedback to stimulate discussion with their child about their academic progress.

*Hattie, John (2008). Visible Learning: A Synthesis of Over 800 Meta-Analyses Relating to Achievement. NY: Routledge.*

## SCHOLARSHIPS

2021 academic scholarships are awarded on the basis of outstanding results achieved in scholarship testing and previous academic records. Students entering Year 5 to Year 11 in 2020 can apply.

Other performance scholarships may be offered to students at various times throughout the year at the discretion of the Principal. These scholarships may recognise student abilities and/or contributions to College sport, cultural and/or service programs.

Scholarships are conducted by Edutest in Term 1 at the College and parents of students wishing to apply should contact the Registrar. General excellence scholarships can be offered at any stage of the child's schooling. The Principal determines the type and number of scholarships offered each year.

Music Scholarships are awarded to students who display outstanding musical talent, and a firm commitment to ongoing participation in the College's Music program. In allocating the scholarships

the College will assess not only the individual applicant's special talent, but also the student's potential contribution to the balance of groups and ensembles within the College Music program. The music scholarship is open to students currently in Years 4-11.

Dance Scholarships are awarded to students who display outstanding dance talent. Recipients of a Dance Scholarship must demonstrate an ongoing and strong commitment to the Dance program through participation in The Lakes College Dance Troupe and competitive teams. The dance scholarship is open to students currently in Years 4-11.

## SECOND-HAND UNIFORMS

The TLCCA Second-hand Uniform Shop is located in the upper carpark off College Street (Carpark 1). The Second-hand Uniform Shop is open at the following times:

- Monday 8:00am – 9:00am
- Tuesday 2:30pm – 3:45pm
- Thursday 8:00am – 8:45am

Email [tlcca2ndhanduniform@thelakes.qld.edu.au](mailto:tlcca2ndhanduniform@thelakes.qld.edu.au) for further information or visit the College website.

## SEQTA

SEQTA is the Learning Management System employed by the College (refer to [LEARNING MANAGEMENT SYSTEM](#) and [PARENT PORTALS](#)).

## SEXUAL HARASSMENT

The Lakes College is committed to providing all staff and students with a working and learning environment; free from any type of harassment. All staff, parents and students are required to honour and support this commitment.

Sexual harassment is unacceptable and will not be tolerated at The Lakes College under any circumstances. Appropriate disciplinary action will be taken in any proven instance of harassment. All reported cases of harassment will be investigated.

## SMS MESSAGING

At times, SMS messaging will be used to inform parents of changes in extra-curricular activities, College excursion information and changes to College routine as a result of bad weather. SMS messaging will also be used to inform parents of students of any unexplained absences.

It is therefore essential that contact details are accurate. Should there be any change to your contact details, please update in Parent Lounge.

## SPORT

At The Lakes College it is our intention to provide students with the opportunity to play a variety of sports in a healthy, respectful, safe and competitive environment. At times, there may also exist the opportunity to be involved in a participation-based model of sport.

In all situations it is our aim to involve students at a level of sport which is challenging, whilst also enabling students to experience enjoyment and success.

The College provides a sporting programme within the constraints of staffing and expertise. Sport is provided at a Club, Interhouse, Interschool and representative level throughout the year.

Further details regarding the sport program are available on the College website or by contacting the Mr Anthony Hillier, Director of Sport and Activities on email [ahillier@thelakes.qld.edu.au](mailto:ahillier@thelakes.qld.edu.au)

### **Interhouse Carnivals**

Interhouse carnivals provide an opportunity to foster the values of the College and build College spirit. As such, it is compulsory for all students to attend and participate in these carnivals. Parents are welcome to attend and lend support to their son or daughter and other students.

Students who participate in interhouse competitions do so with the understanding that these also serve as a selection tool for interschool carnivals. It is the College's expectation, that if selected, students will represent the College at the relevant interschool carnivals.

Dates for all interhouse carnivals (Swimming, Cross Country and Athletics) are diarised in the College calendar and can be found on the College website.

### **Interschool Carnivals**

Students who are selected for interschool carnivals are expected to participate in a training programme leading up to the interschool carnivals.

Dates for all interschool carnivals are diarised in the College calendar and can be found on the College website.

### **Sport - Representative Sport**

For chosen sports, students have the opportunity to compete for selection in representative teams.

1. District – Pine Rivers
2. Region – Metropolitan Brisbane North
3. State - Queensland
4. National - Australia.

For more information on the Sport Program please contact the Sport and Activities department.

- Mr Anthony Hillier – Director of Sport and Activities [ahillier@thelakes.qld.edu.au](mailto:ahillier@thelakes.qld.edu.au)
- Mr Maurie Bloomfield – Junior Sport Coordinator [mbloomfield@thelakes.qld.edu.au](mailto:mbloomfield@thelakes.qld.edu.au)
- Mrs Kristy Cacciola – Primary Health and Physical Education Teacher [kcacciola@thelakes.qld.edu.au](mailto:kcacciola@thelakes.qld.edu.au)

## **STUDENT COUNCIL**

The Lakes College Student Council has a Primary and Secondary branch.

The Council discusses activities and issues of concern relevant to students. These may include supporting student activities with a financial grant, improving student facilities, fundraising for charity and organising social events. Popular activities include arranging a non-uniform day to raise funds or collecting items for worthy causes. Student Council recommendations for action are raised with the Head of Primary/Head of Secondary and Principal.

The Student Council gives students opportunities to demonstrate democratic processes, leadership, voice opinions and be part of a lively group which cares very much about the quality of College life as well as the wider community.

## STUDENT ID CARDS

Students in Years 4 – 12 will be issued with a student ID card each year. Students in Prep – Year 3 are issued with a card on request. On campus, these cards are to be used for late arrivals, photocopying and bus travel. Replacement ID cards can be purchased from the Main Reception at a cost of \$5.00 each.

## STUDENT SERVICES

All students who arrive after 8:30am or depart the College before 3:00pm (Primary) or 3:10pm (Secondary) are to sign in or out at Student Services, located in the Administration Centre and Primary Office.

## STUDENT LEADERSHIP

Each sector of the College will have Captains – Year 6 Primary School Captains and College Captains in Year 12. In addition, there are College Vice Captains, Prefects, Secondary House Captains, Primary House Captains, Chapel Leaders (Secondary and Primary), Library Leaders (Primary), Music Leaders (Primary) and Student Council President (Primary and Secondary). Various other positions are also part of the Primary Student Council. These positions include Class Captains, Class Vice Captains, Technology and Environmental Monitors. Students in Year 7 – 12 may also nominate to be part of a Leadership Portfolio.

Students who are absent from the last day of school, interhouse carnivals or special College events without approval, may be ineligible for leadership positions and/or may have their leadership positions reviewed.

## STUDENT MESSAGES AND TRAVEL ARRANGEMENTS

Parents need to make changes to student travel arrangements before sending children to the College. If unavoidable changes occur, these must be communicated to Student Services by telephone by 2:00pm at the latest. Student Services cannot guarantee that messages will reach the student after this time.

## SUN SAFETY

[Click here for the complete Sun Safety Policy.](#)

## TERM DATES

### Semester 1

Term 1 - Tuesday 28 January – Thursday 2 April

Term 2 - Tuesday 21 April – Thursday 18 June

### Semester 2

Term 3 - Tuesday 14 July – Thursday 17 September

Term 4 - Wednesday 7 October – Friday 27 November

(Year 12 last day 20 November)

Please refer to our website, Tidings, College calendar and College app for term and special event dates.

## **TEXTBOOK HIRE POLICY**

- The College will supply some of the textbooks and novels required by students for their curriculum. Stationery and consumable items are not covered by the scheme and must be supplied by the student.
- All textbooks provided by the College remain the property of the College and are to be returned at the end of each year/semester if requested/change of subject.
- Students must not write in or mark in any way the textbooks that have been issued to them or cleaning/replacement charges may be applied.
- Payment must be made for lost books before further books are issued.
- Charges for damaged/lost textbooks will be charged to Term Fee Statements.

### **Textbook Allowance**

For students in Years 7 – 12 the College will hold the amount of \$130 (Years 7 to 10) and \$281 (Years 11 and 12) (amounts are subject to change) which is the subsidy received from the State Government Textbook Allowance Scheme.

## **THE LAKES COLLEGE COMMUNITY ASSOCIATION (TLCCA)**

The Lakes College Community Association (TLCCA) is committed to the development of a school community that supports our children to achieve and learn in a safe and supportive environment.

The members of The Lakes College Community Association believe that one of the best ways we can provide support to our children's learning is by being actively involved in College activities. The association facilitates a range of events, which gives a chance for every parent to be involved in the College community.

To bring parents together for sharing friendship and good times, TLCCA organises a number of social events each year. These include Trivia Nights and the New Year Welcome BBQ for new parents.

The Community Association is able to assist these activities and provide funding towards the College by running a fundraising activity each term. The largest fundraising event of the year is the Country Fair. This major event provides further opportunities for parents to be involved in the College community by helping out with a wide range of activities.

## **TOUR POLICY**

It is College policy that no student of the College be permitted to participate in any domestic or overseas tour if the College fees payable for that student are outstanding. This policy applies notwithstanding an offer made by a third party to pay for the tour costs.

In addition to this, students are to have met all academic requirements and demonstrated appropriate behaviour and dress standards on an ongoing basis.

The policy relating to overseas educational sports, music and cultural tours requires that all group members will travel together as one unit. This means the use of frequent flyer points and discount schemes is generally not possible.

## UNIFORM POLICY

The reputation and standards of The Lakes College will be reflected in the standards and presentation of its students. Therefore, students will be strongly encouraged to wear their uniform with pride.

The wearing of the correct uniform is important for a number of reasons:

1. It encourages self-discipline within the students
2. It helps the College, and therefore the students, to develop a unique sense of identity
3. It enables the College to develop an appropriate image within the wider community, especially when students are on excursions and in the public view

Whilst it is a parental responsibility to ensure that students are sent to the College in uniform, teachers should follow up uniform issues immediately. Parents will be notified of any uniform problems by the class teacher / Pastoral Care teacher in the first instance.

After such notification it may be necessary that the item will be supplied from the Uniform Shop, with the cost of the item charged to the parents. This should only occur with the approval of the Head of Primary / Head of Secondary.

### Out of Uniform Requests

Students coming to school with incorrect uniform items should bring a note of explanation from a parent/guardian. The note should be presented to the class teacher / pastoral care at the start of the day.

### Dress Code

The College has a standard uniform, which should be worn at all times in accordance with the following guidelines:

1. It is the parent's responsibility to ensure that students are in correct College uniform at all times. All clothing should be neat, clean and in good repair.
2. All clothing and accessories other than shoes should be purchased from the College uniform shop and is required to meet the following uniform specifications;
  - All clothing should be of a modest fit.
  - Shirts are to be buttoned (except for the top button in Prep – Year 3).
  - Socks are to be College uniform socks. Formal socks will be worn with the formal uniform and sports socks will be worn with the sports uniform.
  - Shoes should be black leather (not suede or boot), lace up College shoe (Prep students are permitted to wear Velcro straps) with a flat heel. Black leather joggers are not acceptable.
  - Sport shoes should only be worn on sport days.
  - All students must purchase and use the approved College School Bag and College Excursion Bag.
3. All clothing should be clearly labelled.
4. Wearing of the College togs is compulsory for swimming lessons, activities and carnivals and are to be purchased from the Uniform shop. The College rash shirt is compulsory for all swimming events.
5. On certain days (e.g. some camps and excursions) students are permitted to wear non-uniform clothing and will be given clear guidelines regarding appropriate attire.
6. We encourage all students to maintain high standards of personal hygiene. Please note that aerosols are not to be brought into the College.

## **Blazers**

Blazers are compulsory for students in the Secondary School. Blazers must be worn to Chapel and Assembly and are a compulsory item of the College uniform to be worn to and from school in Term 2 and 3. The College blazer must be worn on formal occasions.

## **Hats**

Formal hats must be worn by students when they travel to and from the College and when off campus, unless the students are directed otherwise by a teacher. Sports hats must be worn during sport activities and lunch breaks and on the days when the Sports uniform is worn to school in the Primary school. Hats which are not in good condition will need to be replaced.

The staff of the College will enforce strict sun protection rules, with a “No Hat, No Play” policy. Students are required to bring their sports hat on non-sports days for playing in the playground.

## **Shoes**

All students should wear black, leather, lace-up school shoes, which should be regularly cleaned and polished. Student in the Preparatory year are permitted to wear Velcro leather school shoes. Black leather joggers, high heels and other variations are not acceptable.

## **Sports Shoes**

Sports shoes must be predominantly white, with as little colour as possible and with white laces. Please note that the final decision on shoe suitability rests with the Head of Primary / Head of Secondary or Principal.

## **Sports Uniform – Prep – Year 6**

Students in Prep – Year 6 are permitted to wear their sports uniform to and from College on their scheduled PE / Sport days.

## **Sports Uniform – Years 7 - 12**

The Sports Uniform must be brought to school on the specified sport day. Students in Years 7 – 12 must wear their formal uniform to College and change into their sports uniform. Students training for teams and other activities on other days will need to wear their formal uniform and bring their sports uniform to College with them. Secondary students are to leave the College in formal uniform unless with the express permission of the Head of Secondary.

## **Sunglasses**

The College is aware of the need for eye sun protection, therefore students will be allowed and encouraged to wear sunglasses as an option. Whilst students will be initially be able to wear sunglasses from other suppliers, as the College grows, specified sunglasses will be made available. Sunglasses should be navy or black and should be of a style which does not attract undue attention.

## **Winter Uniform Details**

The wearing of winter uniform is optional during Term 2 and 3. All winter uniform items and accessories other than shoes should be purchased from the College uniform shop to meet uniform specifications. The wearing of turtleneck skivvies or long sleeve shirts under College uniform is not permitted. College Jumpers and tracksuits are available for purchase. Tracksuit tops are not to be worn with the formal uniform. It is compulsory for boys in Secondary School to wear long grey trousers in Term 2 and 3 and for all formal occasions. Ties must remain on when blazer is on.

## **Free Dress Day – Dress Code**

The basic principles are:

- Be sun-smart
- Be safe
- Dress in a manner consistent with the ethos of the College. This means:

- Enclosed footwear only- flat-heeled shoes, sneakers, boots or sandals are acceptable.
- Clothing must be clean, neat and in good repair.
- Shorts, dresses and skirts must be of a reasonable length for modesty.
- No exposed shoulders
- No low necklines or exposed midriffs

## **FULL COLLEGE UNIFORM:**

### **GIRLS FORMAL: Prep - Year 3**

- Formal pinafore
- Formal blouse
- Formal jumper
- Formal dress hat
- Black leather lace-up school shoes, flat heel (Velcro black leather school shoes allowed in Prep only)
- Specified ribbed navy tights or College socks
- Specified navy or white ribbons, College scrunchies or hair accessories.

### **GIRLS FORMAL: Years 4 - 12**

- Formal skirt
- Formal blouse
- Formal girls tie
- Formal jumper
- Formal blazer is compulsory in Term 2 and 3 and special occasions for Years 7 – 12
- Formal dress hat
- Black leather lace-up school shoes
- Specified ribbed navy tights or College socks
- Specified navy or white ribbons, College scrunchies or hair accessories.

### **GIRLS SPORT**

- Unisex sports polo shirt
- Unisex sports shorts
- Unisex sports tracksuit
- Specified white sports ankle socks
- White sport shoes with white laces
- Sports hat
- College swimming togs / rashie / swim cap
- Specified navy or white ribbons, College scrunchies or hair accessories.
- College House shirt is required for all House activities.

### **BOYS SPORT**

- Unisex sports polo shirt
- Unisex sports shorts
- Unisex sports tracksuit
- Specified white sports ankle socks
- White sport shoes with white laces
- Sports hat
- College swimming trunks / rashie / swim cap
- College House shirt is required for all House activities.

### **BOYS FORMAL: Prep - Year 3**

- Formal Jack shirt
- Formal jumper
- Formal navy shorts

- Formal dress hat
- Black leather lace-up school shoes
- Formal navy socks

#### **BOYS FORMAL: Years 4 – 12**

- Formal shirt (to be tucked in)
- Formal tie (Maroon TLC tie Year 4 – 6, Navy TLC tie Year 7 – 11, Seniors tie - Year 12)
- Formal jumper
- Formal charcoal shorts
- Formal charcoal trousers are compulsory in Term 2 and 3 and special occasions for Year 7 – 12
- Formal blazer is compulsory in Term 2 and 3 and special occasions for Year 7 – 12
- Formal dress hat
- Black leather school belt
- Black leather lace-up school shoes
- Formal charcoal socks specific to shorts / trousers

#### **COLLEGE BAG**

Navy Blue specified College bag with Crest and Motto

#### **EXCURSION BAG**

Navy Blue with Crest and Motto. Students of The Lakes College are required to purchase the College Excursion Bag which is used for all off campus activities and excursions.

#### **SPORTS BAG**

Navy Blue with Crest and Motto. Students in Year 7 – 12 are required to purchase the College Sports bag which is to be used for all sporting activities both on and off campus. The Sports bag is an optional uniform item for Year 4 to 6 students.

## **UNIFORM SHOP**

The College Uniform Shop is open Tuesday, Wednesday and Friday from 8:00am to 9:30am during term time. Holiday and/or back to school opening hours are available on the [College website](#).

All uniform items and accessories should be purchased from the Uniform Shop.

Second-Hand Uniforms – see [SECOND HAND UNIFORMS](#)

## **WEBSITE**

The College website address is [www.thelakescollege.com.au](http://www.thelakescollege.com.au) and is a useful resource for parents and students.

## **WELLNESS CENTRE**

The Lakes College has an established Wellness Centre employing a Health and Wellness Educator. The Wellness Centre is located in the undercover area and provides medication and assistance to students feeling unwell or requiring medical assistance.

#### **Administering of student medication**

Many medications can be harmful and even lethal if administered incorrectly. A clear and consistent set of procedures is necessary to help ensure an appropriate level of care for students with respect to the administering of medication during College hours.



### **Prescription Medication**

Parents wishing students to take prescription medication during College hours must inform the Health and Wellness Educator at the Student Wellness Centre in writing via an 'Administration of Medication Form'. The notification must include instructions about:

- The student's name and class.
- Any possible adverse effects (if appropriate).
- Administering times/duration and precise dispensing instructions.

Prescription medication will not be dispensed by the Health and Wellness Educator if this information is not provided. Medication will not be dispensed unless clearly labelled with Doctor's name, Chemist's Details, Student's Name and Dosage required. Wellness Centre staff will keep all prescribed student medication in a safe place within the Wellness Centre.

All prescription medications to be administered must be included on the Administration of Medication form, which will be reviewed at the end of the 'allocated duration' on the form. All discontinued medication must be collected immediately by a parent. All unclaimed medication will be destroyed at the dismissal time on the last day of school. Parents are requested to notify the Wellness Centre immediately if there are changes to a student's medical information, especially in the case of medic alerts.

### **Non-Prescription/Over the Counter Medication**

Student Wellness Centre staff can only administer the manufacturer's recommended dose of any over the counter / no prescription medication. The Health & Wellness Educator can only administer the Parent Consented over-the-counter medication as consented on 'The Student Medical Details Form'.

Generally speaking, it is the student's responsibility to come to the Wellness Centre at the appropriate time to be given medication. If a student forgets to come to the Wellness Centre, the Health & Wellness Educator will endeavour to arrange for the student to come to the Wellness Centre to obtain their medication at a time that is convenient.

Administration of Medication Forms are available for collection from the Student Wellness Centre.

### **Keeping records of student medication**

The Health & Wellness Educator will keep an accurate record of medication dispensed via 'TASS student illness / daily log notes' which includes:

- The student's name
- The time of dispensing
- The dosage dispensed

### **Self-administering of medication**

Under no circumstances are students permitted to self-administer medication. The only exception to this is for asthma 'puffers', in which case students must have a letter of authorisation signed by the Health & Wellness Educator. They then may carry the medication on their person or in their bag.

### **Administration of Emergency medications**

The Health & Wellness Educator may administer emergency medication (EpiPen, Glucagon, Ventolin) if deemed necessary or as directed by Emergency services personnel as an emergency response.

## YEAR LEVEL COORDINATORS

### PRIMARY SCHOOL

The Primary class teachers are the first point of contact for any pastoral issues of a student in their class. Year Level Coordinators (YLCs) offer additional support to class and specialist teachers in the pastoral care of students. YLCs also assist class teachers in the organisation of year level responsibilities such as camps, preparation of budgets and booklists.

### SECONDARY SCHOOL

Whilst a student's Pastoral Care and Subject teachers are always the first point of contact for any issues relating to the academic and pastoral welfare of a student, Year Level Coordinators undertake the responsibility for managing the welfare of all within their respective year level. Year Level Coordinators undertake the following responsibilities:

1. Provide effective pastoral care of the students within the year group in coordination with the relevant Pastoral Care teacher
2. Work closely with Pastoral Care teachers in ensuring consistent maintenance of the ethos and standards of the College
3. Be proactive in dealing with student issues and committed to recognising, supporting and commending positive behaviours and attitudes within their Year level
4. Provide the personal touch and promote the friendly tone for which the College is well recognised
5. Arrange interviews where necessary to address concerns about particular students. Interviews could involve parents, other students and/or members of staff
6. Day to day monitoring and management of students with regard to punctuality and uniform expectations
7. Work closely with teachers to track student academic and pastoral progress
8. Work closely with the Head of Teaching and Learning (7-12) and Careers Advisor with regard to subject selections
9. Conduct year level assemblies for the identified year group
10. Lead the students and staff at camp. Staff are expected to fully support the Year Level Coordinator whilst on camp.

