

PORTSIDE  
CHRISTIAN COLLEGE

**College Handbook  
2018**

*Equipping students for life*

## About this Handbook

*This handbook contains the information required for parents and students to participate successfully in the College. Any changes made to this handbook throughout the year will be communicated to parents.*

*Parents need to read this handbook and explain any relevant sections to their children. Older students should be encouraged to read it themselves.*

*Please keep this handbook somewhere you can easily access it throughout the year as questions arise.*

*If you need any clarification or additional information, please contact Administration.*

*Last Updated: 20 March 2018*

# Contents

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<b>Overview of the College</b>	<b>4</b>
Our Purpose	4
Our Values	4
Our Strategic Plan	6
Our Beliefs	6
Our History	7
<b>Student Code of Behaviour</b>	<b>9</b>
Student Behaviour Standards	9
Student Behaviour Management	9
<b>Education</b>	<b>12</b>
College Structure	12
Class Placements	12
Learning Assistance Program (LAP)	12
Homework	13
Assessments	13
Examinations	13
Plagiarism	15
Extensions	15
NAPLAN	16
Student Reports	16
SACE	16
Vocational Education and Training (VET)	17
Student Leadership	18
Library Resource Centre (LRC)	18
<b>Communication</b>	<b>21</b>
Attendance and Absence	21
Newsletters and Notices	21
Website	21
Meeting with Teachers	21
Diary	22
Parent Teacher Conferences	22
Change of Contact and Personal Details	22
Custody Arrangements	22
<b>Parent Involvement</b>	<b>23</b>
Involvement Opportunities	23
Volunteer Requirements	23
<b>Health and Safety</b>	<b>24</b>
Medical Information	24
Administering First Aid	24
Accident Insurance and Ambulance Insurance	24
Administering Medication	24
Head Lice	24
Infectious Diseases	25
Asthma	25

Dental Service	25
Extreme Weather	25
Sun Smart Policy	25
Recess and Lunch	26
Students in Classrooms	26
Yard Supervision	26
Toilets	26
General Security	27
Evacuation and Lock in Procedures	27
Child Protection	27
Animals	27
Prohibited Drugs and Substances	27
Banned Items	28
<b>College Activities</b>	<b>29</b>
Assemblies	29
Excursions/Incursions	29
Camps/Special Programs	29
Payment for College Activities	29
Fundraisers	29
Music Tuition	29
<b>Sport</b>	<b>30</b>
Physical Education (PE)	30
College Sports Houses	30
Sports Carnivals	30
Representative Sport	30
<b>Uniforms</b>	<b>31</b>
College Uniform	31
Sport Uniform	31
Uniform Sales	31
<b>Technology</b>	<b>32</b>
Computer Access and Multimedia	32
Laptops	32
Electronic Devices Brought to the College	32
Film and Media	32
<b>Transport</b>	<b>33</b>
College Bus Service	33
Delivery and Collection of Students	33
Student Drivers	34
Transport of Students by Staff	34
Public Transport	34
Bicycles, Skateboards and Scooters	34
Travelling Safely	34
<b>Operating Dates and Hours</b>	<b>35</b>
Term Dates	35
Vacation Care	35
Bell Times	35
Out of School Hours Care (OSHC)	36
Flexibility for Year 12 Students	36

Administration Opening Hours	36
<b>General Information</b>	<b>37</b>
Enrolment Conditions	37
Privacy Statement	37
Birthdays	37
Lockers and Desk Trays	37
Valuables	37
Toys	37
Buying, Selling, or Swapping of Items	37
Lost Property	37
Vandalism	38
Relationships	38
Photography, Recording and Student Copyright	38
Parent Grievance Procedures	38
Banking	38
<b>Fees and Charges</b>	<b>39</b>
College Fees	39
Additional Costs	39
College Fee Payment	39
School Card Holders	39
Extreme Financial Hardship	40
Withdrawal of Students	40
Voluntary Building Fund	40
<b>Appendix A – Bullying Prevention and Response Policy</b>	<b>41</b>
Bullying Prevention and Response Flow Chart	46
<b>Appendix B – Student Grievance Policy</b>	<b>47</b>
<b>Appendix C – SA Ambulance Cover Terms and Conditions</b>	<b>49</b>
<b>Appendix D – College Uniform Requirements</b>	<b>50</b>
<b>Appendix E – Student Network Acceptable Use Policy</b>	<b>54</b>
Introduction	54
Digital Learning Vision	54
Internet Access	54
Acceptable Network Use	54
Email and other Communication Platforms	54
Examples of Prohibited Practices	55
Consequences for Inappropriate ICT Use	55
<b>Appendix F - Student Digital Learning Device Acceptable Use Policy</b>	<b>56</b>
Student Agreement	56
Conditions of Use	56
Student Responsibilities	56
Incorrect Use of DLDs at the College	57
Repair Processes and Conditions for College Provided DLDs	57
Laptop Common Replacement Parts Price List (2018)	58
<b>Appendix G - 'Bring Your Own Device' (BYOD) Student Policy</b>	<b>59</b>
Student Agreement	59
Conditions of Use	59
Important Student Responsibilities for BYOD	59

BYOD Minimum Hardware Requirements:	59
SIM Enabled Devices	59
Incorrect Use of BYODs at the College	59
<b>Appendix H – Mobile Phone and Electronic Devices Policy</b>	<b>60</b>
Rationale	60
Policy	60
Trade Training Centre	60
<b>Appendix I – Conditions of Enrolment</b>	<b>61</b>
<b>Appendix J – Portside Christian College Privacy Statement</b>	<b>62</b>

# Overview of the College

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## Our Governance

The College is a ministry of Portlife Church. The Eldership of Portlife Church are the Directors of the College, providing the College with spiritual and strategic direction. The College has its own constitution and is governed by a College Board which is comprised of the Senior Pastor of Portlife Church (Board Chairman), six members appointed by the College Association, the College Principal (non-voting) and the Business Manager (non-voting).

## Our Purpose

### *Equipping students for life*

We believe our task is to help children develop their academic, social, physical, emotional and spiritual potential by providing a caring and supportive Christian education. All of our teachers are committed Christians who aim to model Christian values and educate our students from a biblical worldview, equipping them with the skills, knowledge and wisdom they need to face life's challenges. This includes helping our students know who they are in God and encouraging them in their relationship with God. This is because we know that if our students can leave our College loving God, loving people and loving life – then no matter what they choose to do they will make a huge difference in this world.

## Our Values

We will equip our students for life by encouraging our leadership team, staff and students to live our values every day. Christ is at the centre of all our values, as He is the centre of our lives. Being Christ-Centred is essential to making our values meaningful and powerful.



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### **Christ-Centred Learning**

- > Seek to know God better
- > Joyfully pursue wisdom
- > Find and embrace better ways of learning and doing

### **Christ-Centred Caring**

- > Love others
- > Value each person
- > Look out for others

### **Christ-Centred Serving**

- > Lead by serving
- > Serve God and others enthusiastically
- > Do our best

### **Christ-Centred Community**

- > Live in harmony with everyone
  - > Connect with our College family
  - > Engage with our community
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## Christ-Centred Learning

### > Seek to know God better

*"I keep asking that the God of our Lord Jesus Christ, the glorious Father, may give you the Spirit of wisdom and revelation, so that you may know him better." (Ephesians 1:17, NIV)*

The Bible teaches that we can have a personal relationship with God, and this is what we want for our staff and students – for them to not just know *about* God, but to actually *know* Him. We will encourage our staff and students to seek God with all of their hearts through providing regular, relevant and engaging opportunities to worship and learn about Him.

### > Joyfully pursue wisdom

*"Joyful is the person who finds wisdom, the one who gains understanding." (Proverbs 3:13)*

We believe that our staff and students should not just pursue knowledge and understanding, but wisdom. Wisdom enables people to make good decisions with the knowledge and understanding they have. We also believe that the best way to pursue wisdom is with joy and the process of getting it should be engaging, rewarding and enjoyable.

### > Find and embrace better ways of learning and doing

*"Instruct the wise, and they will be even wiser. Teach the righteous, and they will learn even more." (Proverbs 9:9)*

We want our staff and students to keep seeking God's wisdom to find new and better ways of learning and doing. For our staff this means finding more effective and efficient ways of doing their day-to-day tasks, for our teachers this means finding better ways to teach and for our students it means finding better ways to apply and use what they are learning. And it's not just about *finding* the better ways...it's also about *embracing* them, even if they were suggested by someone else.

## Christ-Centred Caring

### > Love others

*"Love each other with genuine affection, and take delight in honouring each other." (Romans 12:10)*

We want people in our College family to be loved. Love is what we are commanded to do by God, love covers a multitude of sins, and love is patient and kind. We are all called to love everyone, not just those we like or who are like us, but everyone.

### > Value each person

*"We are many parts of one body, and we all belong to each other." (Romans 12:5b)*

God has made each of us unique. This means that we all have different gifts and different challenges. Our heart is to value each individual and meet their needs where possible. We want to be patient with each other and make the most of our different strengths so that we can complement and bring out the best in each other.

### > Look out for others

*"Don't look out only for your own interests, but take an interest in others, too." (Philippians 2:4)*

Christ-Centred caring is about looking out for the wellbeing of ourselves and others. It's taking ownership for making sure everyone is safe and well – physically, emotionally and spiritually.

## Christ-Centred Serving

### > Lead by serving

*"Whoever wants to be a leader among you must be your servant..." (Mark 10:43b)*

We want to raise up a generation who will show good leadership qualities wherever they go in life. The kind of leadership Jesus modelled was not about control or power, instead it was about serving those He led, putting them first. It is this model of leadership we want our staff and students to adopt, one which will result in empowering each team member to reach their potential.

### > Serve God and others enthusiastically

*"Never be lazy, but work hard and serve the Lord enthusiastically...When God's people are in need, be ready to help them." (Romans 12:11,13a)*

We believe God has a purpose for each person and this purpose includes serving Him and those around us. We should enthusiastically serve God and others with our time, energy and money. We should do this wherever we are: at the College, at home, at our local church and in our community.

### > Do our best

*"Whatever you do, do well." (Ecclesiastes 9:10a)*

No matter what we're doing we should do our best. Whether we are leading a group or quietly serving someone's practical needs, we should do our best. Whether we're doing something because we want to or because we have to, we should do our best. Whether everyone is watching or whether no one is watching, we should do our best. We should put all of our effort and energy into everything we do.

## Christ-Centred Community

### > Live in harmony with each other

*"Live in harmony with each other...Do all that you can to live in peace with everyone." (Romans 12:16a,18)*

We all have different opinions, experiences, personalities and goals. But we can still live in harmony with each other. Harmony doesn't mean we think the same way or even that we always agree, but that we can still love and care for each other and seek the best for each other. This kind of peace and harmony only comes when we ask God to help us love and forgive each other.

### > Connect with our College family

*"So encourage each other and build each other up..." (1 Thessalonians 5:11)*

Our College family will always be growing and changing as new people join the College. We want our College to be a friendly community where all staff, students and parents feel welcomed and included as part of our family. This means taking the time to get to know each other and support each other with whatever we are going through.

### > Engage with our community

*"You are the light of the world—like a city on a hilltop that cannot be hidden." (Matthew 5:14)*

We want to be a light in our community and share God's love with those around us in relevant and practical ways. Wherever we go and whatever we do, we want to take God's light with us.

Unless otherwise stated, all Scriptures are taken from the New Living Translation copyright© 1996, 2004, 2007 by Tyndale House Foundation.

## Our Strategic Plan

The College has a five-year Strategic Plan, outlining how we will equip our students for life, using our Values as drivers for our objectives and strategies. A summary of this Strategic Plan is located on the College website.

## Our Beliefs

Portside Christian College is an interdenominational College and includes families who may have differing viewpoints on various doctrines. The College embraces Portlife Church's Statement of Faith:

We believe:

In the Bible as the inspired Word of God

In God, the Creator, who has revealed Himself in the Persons of the Father, Son and the Holy Spirit

In the Divinity, the virgin birth and the sinless Humanity of Jesus Christ, and in His miraculous ministry, His suffering and death on the Cross as the only Saviour for the sins of the world, and His resurrection from the dead

That Jesus will return to the earth as its final Judge of the living and the dead

That all people fall short of God's perfect standard and can only find forgiveness through faith in the saving work of Jesus Christ

That all people who have put their faith in Jesus Christ will witness a transformation in their lives, exemplified by repentance and holiness of conduct

In Christian Baptism, by full immersion in water, of those who have personally placed their faith in Jesus Christ

In regularly celebrating the Lord's Supper, remembering Jesus Christ's saving work

In the Baptism in the Holy Spirit, with the normal initial evidence of speaking in unknown languages

In the miraculous gifts of the Holy Spirit

That God heals the sick today through active faith in His grace

In the power of prayer

In God's community of believers, the church and its responsibility to spread the message of the Gospel to all people and nations

# Our History

## THE CHURCH

## THE COLLEGE

<b>May:</b> Pastor Dudley Cooper starts a 'Revival Night' on Thursdays at his Kilkenny home	<b>1956</b>	
<b>July:</b> The Thursday night meetings get too big for Pastor Dudley's home, so Cheltenham Scout Hall is rented	<b>1957</b>	
<b>April:</b> Sunday services commence	<b>1958</b>	
<b>22 June:</b> Pastor Leo Harris ordains Pastor Dudley and 22 adults become members of the church	<b>1963</b>	
Pastor Barry Chant becomes the Pastor of the church	<b>1964</b>	
A block at 73 Grand Junction Rd, Rosewater, is purchased for £4,350 and meetings initially take place in a shed, then in a converted cottage	<b>1967</b>	
A church building is constructed on the site	<b>Early 1970s</b>	Margaret McIntyre, a member of the church and a Government primary school teacher, is concerned by what she sees: students being taught non-Christian values and badly behaved students taking all of the teacher's attention. She says: 'There must be a better way of educating our children than this!'
Pastor John Ridley becomes the Pastor of the church, which is later named Good News Christian Centre	<b>1974</b>	
	<b>1975</b>	Margaret McIntyre attends a conference at which she hears the Director of Youth With a Mission (YWAM) talk about establishing God-centred, biblically-based curriculum...and the vision to set up a Christian school is born
	<b>1976</b>	The first independent Christian School in South Australia, Trinity Christian School, is established by Margaret McIntyre at the Good News Christian Centre in Rosewater, with 16 students aged 5 to 12
	<b>1978- 1979</b>	Land adjoining the church is leased and a transportable building is placed on it to enable the school's 40 students to have its own facilities Peter Schubert becomes the temporary Principal of the school
	<b>1980</b>	John Millman becomes the Principal of the school and enrolments grow steadily
Keith Walsingham becomes the pastor of the Good News Christian Centre, which combines with Lakeside Christian Centre (West Lakes CRC) and builds a church at a disused service station on Frederick Road	<b>1981</b>	After much prayer and a capital grant from the Commonwealth Schools Commission, the school purchases both the land it is leasing and the Good News Christian Centre, converting the church into school facilities, giving the school plenty of room to grow
Good News Christian Centre is renamed Hebron Christian Centre, West Lakes	<b>1982</b>	
Rod Dunn becomes the pastor of Hebron Christian Centre	<b>1985</b>	
Neil Milne becomes the pastor of Hebron Christian Centre	<b>1986</b>	
	<b>1987</b>	Linda Clinton becomes the Principal of the school
A block of land on 1 Causeway Road, Ethelton, is purchased and a church building is constructed to accommodate the growing church, which is renamed Portside Community Church	<b>1990</b>	The school is also running out of space, so it is reunited with the church on the new Ethelton block; existing buildings are converted and new buildings are constructed to accommodate its 189 students
<b>30 August:</b> The church complex is officially opened	<b>1992</b>	<b>30 August:</b> The school complex is officially opened
	<b>1993</b>	Richard Bunting becomes the Principal of the school
	<b>1995</b>	A building project to provide additional classrooms and specialist teaching areas commences
John Poyzer becomes the senior pastor of Portside Community Church	<b>2000</b>	Year 8 is added
	<b>2001</b>	Year 9 is added
	<b>2002</b>	Year 10 is added
	<b>2006</b>	Dr Johan Griesel becomes the Principal of the school
	<b>2007</b>	A building program commences to provide additional classrooms (including classrooms for music, science and art) and IT pods connected to the classrooms

**31 January:** Josh Poyzer becomes the senior pastor of the church  
The church is renamed Portlife Church

<b>2008</b>	Year 11 is added
<b>2009</b>	Year 12 is added, the Administration block is renovated and the Science Laboratory and Language Centre and the Gymnasium with its associated facilities are built (both funded under the BER)
<b>2010</b>	The school is renamed Portside Christian College
<b>2012</b>	A two-storey building housing four Junior School classrooms and an Early Learning Centre is constructed
<b>2013</b>	A Trade Training Centre is built with three classrooms, annexed to the church building The College has around 100 staff and over 670 students from ELC through to Year 12
<b>2014</b>	The College has around 105 staff and over 700 students from ELC through to Year 12. Mr Anton Visser becomes Acting Principal of the College
<b>2015</b>	Mr Daryl Pollard becomes the Principal of the College

*This history is compiled from information provided by eyewitnesses and from the book 'From Trinity to Portside – 20 Years On', published by Portside Christian College in 1997.*

# Student Code of Behaviour

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The College wants every student to feel cared for. Christ-Centred Caring is about every student respecting each other, valuing each other and looking after each other. The College's aim is that staff and students will work together to ensure that:

- Everyone is treated with respect (regardless of appearance, ethnic background, gender, beliefs or abilities)
- Everyone feels safe
- Everyone can express their opinion in a safe and encouraging environment
- Teachers can teach effectively and all students can learn effectively

The College works proactively to prevent bullying (see the College's *Bullying Prevention and Response Policy* in *Appendix A*).

## Student Behaviour Standards

Show respect to others (including respecting their property and their privacy)

Use good manners

Try your best in everything

Cooperate with peers and teachers

Look for ways to help others

Look for ways to be kind and nice to others, including in the way we talk

Look for ways to include others

Tell a teacher if someone is not being treated respectfully

Follow the College rules

Follow directions from staff in a cooperative manner

Complete your tasks, assignments and homework as requested by your teachers.

Be punctual and prepared with necessary equipment

Don't leave the College without permission

Be mindful of our environment (put rubbish in a bin and don't waste water or paper)

Wear correct College uniform (refer to *Appendix D*)

Follow the *Student Grievance Policy* in *Appendix B* if you are being disrespected

## Student Behaviour Management

### Junior and Primary School

If a Junior School student is not following the *Student Behaviour Standards*, there are five behaviour management steps the teacher can take. If the student does not change their behaviour after a step, the teacher will move to the next step. The six steps are:

**STEP 1. The student will be reminded of the rule (verbally)**

**STEP 2. The student will be given a visual reminder of the rule**

- This might mean the movement of an indicator down a classroom chart or a card on a desk

**STEP 3. The student will be given time to refocus**

- This might mean being asked to move to a different area of the room for some time
- The student and teacher will set a goal based on restorative justice principles

**STEP 4. The student will be sent to a Buddy Class**

- The student will be sent to a different classroom of another year level for a short period of time
- The student and teacher will revise the goal set in step 3

**STEP 5. The student will miss out**

- This might mean having to sit on a bench outside a classroom during playtime or supervised classwork
- The Head of School will be informed
- Communication will take place with the parent (EG diary entry, email, phone call)

If all steps have been followed and the student's behaviour does not improve, an individual behaviour contract will be considered in consultation with relevant staff and parents.

A student's enrolment may be reviewed for any serious offence or no improvement in behaviour outcomes.

Corporal punishment is never used.

## Middle and Senior School

### Student Behaviour Management and Process

In Middle and Senior School, student's behaviour will be addressed using a 6 level framework. The framework promotes student reflection and accountability for their behaviour and promotes reaching reconciliation with their teachers, staff and peers. These levels are as follows:

<b>Level 1</b>	Teacher only needs to signal or say something quietly to a student.
<b>Level 2</b>	Teacher has to stop the lesson to address a student and/or give a warning.
<b>Level 3</b>	Teacher relocates the student in the classroom.
<b>Level 4</b>	Teacher has to remove a student from the classroom.
<b>Level 5</b>	Outside assistance is required.
<b>Level 6</b>	The student needs to be removed from the area.

In the table below, the course of action is described for each level. Some examples of the nature of behaviours at each level are listed. Students can enter at any level depending on the nature of the behaviour displayed. Students will be explained the 6 level framework at the beginning of the year and given opportunity to clarify the categorisation of various behaviours.

Level	Action
1 (EG. low level disruptive behaviour, annoying, out of seat, distracting behaviours)	Non-verbal response by teacher (EG shake head, signal) Address behaviour quietly
2 Continuing Level 1 and/or not following instructions, late, disrespectful, not prepared)	Address behaviour audibly Stop teaching and ask student to choose appropriate behaviour
3 Continuing Level 2 behaviour and/or disruptive outburst, refusal to follow instructions, low level vandalism, argumentative, not returning to class)	Student relocated to another desk in classroom to work quietly Student does not communicate with anyone unless initiated by teacher Student may return to their original seat if behaviour improves Teacher records behaviour in 'Student Tracker' document and may advise parents of incident by phone or email
4 Continuing Level 3 behaviour and/or High-level misbehaviour, unsafe, continued refusal to cooperate, harassment, low level physical abuse)	Student will receive a 'Time Out' card from their teacher and then collect a 'Student Time Out Form' from College Administration for Years 7-8 and Senior School Admin for Years 9-12. Students report to the relevant Head of School (or delegate) to complete the 'Student Time Out Form' allowing them to reflect and discuss the incident and actions. Negotiation for re-entry into that lesson or their next lesson in that subject may then occur. At the teacher's discretion a student may receive a 30-minute detention if a student fails to cooperate with the teacher's instructions. Student is expected to continue work quietly outside the classroom and when the teacher is ready, negotiate their way back into the classroom Teacher records behaviour in 'Student Tracker' document, advises parents of incident by phone or email and returns 'Student Time Out Form' for filing. If appropriate, the student may be referred to the Home class teacher, Year Level Coordinator or Head of School for review
5 Continuing Level 4 behaviour and/or threatening behaviour, harassment	Teacher calls ahead and sends student to the Year level coordinator, Head of School or Deputy Principal with a completed Exit form – Part A if possible. In discussion with teacher and student, appropriate action(s) and consequences are decided (recorded on Exit form – Part B). Consequences will include completing missed work in own time and 30-minute detention in the first instance or: <ul style="list-style-type: none"> <li>○ Student completes '3 Step Recovery Plan Form' to: <ol style="list-style-type: none"> <li>1. Mend bridges</li> <li>2. Plan for completion of missed work</li> <li>3. New plan for future situations.</li> </ol> </li> </ul> Further consequences may also include internal suspensions, behaviour contract or Contract 21, student counselling, parent meeting or expulsion. The student will be referred to the Home class teacher, Year Level Coordinator or Head of School and Student Wellbeing Coordinator or team member for review Students may be placed on Contract 21 negotiated between student, parents and school. Student agrees to a 21-day action plan to achieve agreed goals of behaviour.

	Teacher records behaviour in 'Student Tracker' document and advises parents of incident by phone or email
6 Continuing Level 5 behaviour. Total breakdown of cooperation. Major disruptions to teaching and learning.	Teacher calls for student to be collected by an available staff member to report to Deputy Principal or Principal. In addition to contracts and consequences of Level 5 the student will be automatically placed on internal suspension until the end of the day (minimum). Deputy Principal requests an interview with parents to discuss further actions and options At the discretion of the Principal, the student's enrolment could be terminated

*NOTE:* A student's enrolment may be terminated for any serious offence, without going through these levels. If appropriate, the police may also be notified.

### **Detention**

A *Detention Form* will be issued to a student by their subject teacher, Head of School, or home class teacher. The form needs to be signed by a parent that evening notifying the school of the nominated detention sitting day and the tear off slip returned to their home class teacher the following morning. The student will then be 'booked' in on their nominated day and expected to attend.

Detentions will flow in the following sequence:

- o 1st infringement 30min
- o 2<sup>nd</sup> infringement 30min
- o 3<sup>rd</sup> infringement 60min
- o 4<sup>th</sup> infringement 60min
- o 5<sup>th</sup> infringement Saturday detention 60min

Students who normally travel home from school on the school bus will need to arrange alternative transport home on the day of a detention. In exceptional circumstances where this is not possible, parents need to contact the appropriate Head of School.

Detentions will run after school from 3.20pm to 3.50pm (30 min) or 3.20pm to 4.20pm (60 min). Students need to promptly report to Rm 24 by 3.20pm and immediately notify a staff member (Rm 24 or adjacent offices) upon arrival.

If necessary, students will have two days before the detention is served to work out transport arrangements.

If a student needs to reschedule a detention they need to notify and make alternative arrangements with the Head of School at least **one** day before the agreed date of detention

If a student does not attend detention without rescheduling, the duration of the detention will increase from 30 minutes to 60 minutes.

A Saturday detention will run from 9.00am to 10.00am. Student's need to report to the College administration office.

Failure to attend a Saturday detention without satisfactory explanation will be considered equivalent to Level 6 category of behaviour 'total breakdown of cooperation' (see Table above).

### **Late Arrivals or Absence**

If a student arrives late to College or will be absent, their parent must advise the College via Skoolbag App or phone 8341 5133.

Parents of students who are absent on any given day without explanation will be informed by SMS.

# Education

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## College Structure

The College is structured as follows:

Early Learning Centre	Pre-school and Kindergarten (Ages 3 to 5)
Junior School	Foundation to Year 2
Primary School	Year 3 to Year 6
Middle School	Year 7 to Year 9
Senior School	Year 10 to Year 12
Trade Training Centre	Year 11 to Year 12

## Class Placements

Each year the College leadership meets to determine class placements for the following year. This is an extensive process that involves consultation with relevant teachers and other senior staff in order to choose the right mix of students for each class.

Factors taken into consideration include the size of the class, academic balance, gender balance, friendship groups, learning needs and placement of siblings.

Parents will be advised of next year's class placements late in Term 4.

## Book and Stationery Requirements

Students in Foundation to Year 6 will be given all the basic stationery they require for the academic year as part of their College Fees.

This stationery will be provided to students on the first day of Term 1 each year.

Students in Year 7 to 12 will purchase their stationery for the year from Champion Education. Stationery is paid for by families and delivered to student's homes before the first day of Term 1 each year.

## Learning Assistance Program (LAP)

Our Learning Assistance Program brings together students, volunteers and teaching staff as partners in learning. LAP volunteers work with students on a one-to-one basis for one or two 30 minute sessions per week. The teacher and LAP volunteer plan activities tailored to the student's particular needs.

LAP students may come from any year level and the program endeavours to:

- Engage talents for extension
- Increase self-esteem and build confidence
- Support or encourage students with class work
- Provide support with basic skills
- Provide mentoring
- Motivate learners

LAP volunteers are usually parents, but some are spouses or children of staff members, grandparents or other known and trusted people. All LAP volunteers are required to undergo a police check and *Responding to Abuse and Neglect (RAN)* training and other requirements as outlined in *Volunteer Requirements* on the College website.

The LAP is overseen by the Principal with assistance from the LAP Liaison Officer. They take responsibility for the organisation of the program, recruiting of volunteers and matching of volunteers with students.

Class teachers recommend students for LAP support by completing a *LAP Student Referral Form*.

When a suitable volunteer becomes available and the class teacher agrees with the match, the student's parents are contacted for consent. If the parents agree to the arrangement, the volunteer and teacher meet to discuss the needs and interests of the student and to formulate some ideas about the best approach. A time for LAP sessions which is mutually agreeable to the class teacher and the volunteer will then be decided.

A LAP record book is kept for each student. Volunteers are asked to summarise each LAP session in it and class teachers use it to write comments or give details about tasks they would like the volunteer to carry out.

At the end of each year class teachers are asked to fill in a *LAP Evaluation Form*. This provides an opportunity to review the need for the student's continuing participation in LAP.

# Homework

Homework is compulsory and is considered an essential part of student learning for all year levels, helping students develop skills for future learning.

The following table provides a guide for how long it should usually take students to complete their homework each night (*Note: Homework is not set on Fridays for Junior School*). This may vary from time to time.

Foundation and Year 1	10 - 15 minutes
Years 2 and 3	15 - 20 minutes
Years 4 and 5	20 - 30 minutes
Years 6	40 - 60 minutes
Years 7 and 8	60 - 70 minutes
Year 9	60 - 90 minutes
Years 10 to 12	1 - 3 hours

Students will be expected to complete their homework tasks in the time specified by the teacher.

Year 1 to Year 12 students will record what homework has been set in their diary (see *Diary* on page 24 for more information).

Parents are to notify teachers if homework cannot be completed.

Students in Years 3 – 6 who do not complete homework during the week will be required to catch up during lunchtime on Friday.

Students in Years 7 – 12 who do not complete homework will need to attend a lunchtime Homework Detention.

Parents can assist students to successfully complete their homework by:

- Providing a well-lit, comfortable, quiet place for students to do their homework.
- Encouraging students to set aside a regular time to do homework each night.
- Checking diaries to see what homework students need to complete and making sure students understand the tasks set.
- Making sure students have access to a dictionary, atlas and bible.
- 'Testing' students on information they have revised for a test.
- Making rules about TV/electronic device usage in relation to homework.
- Encouraging students to work on large assignments each night rather than leaving them to the last day.
- Keeping track of how long students are taking to do their homework. If parents feel students have spent long enough on an assignment they should ask the students to stop and write a note in their diary (unless students have left their homework to the last night).
- Encouraging students to speak to their teacher if they are struggling with a homework task and then checking they received the help they needed.
- Encouraging older students to write topic summaries as they go to assist with revision for tests and exams.
- Encouraging older students to take regular breaks.

## Assessments

Teachers will administer regular assessment tasks throughout the year.

Exams are administered to students in Years 10 to 12 in applicable subjects.

## Examinations

### Senior School Examinations – Year 10 to 12

There are no formal lessons for students during the exam period.

During exams, student will be permitted to leave the College when their exam is completed.

Students are only required to come to school for their exams unless they normally attend the Trade Training Centre or are required by their subject teacher to catch up on work.

The library will be available for students who choose to remain at the College. Students studying in the library will be asked to leave if they are not working or are being disruptive.

Exams are conducted under strict College Examination Protocol.

Winter Uniform (Term 2) and Summer Uniform (Term 4) is compulsory.

Trade Training Centre students are permitted to wear their normal Trade Training Centre uniform if attending their lectures after exams are completed.

### Absence from an Exam

Absence due to illness must be covered by a Doctor's Certificate.

Absence for reasons other than illness must have the prior consent of the Head of School.

A zero result will be given for unexplained student absence.

## **Lateness**

Students must be on time for exams.

Students who are late must report to Administration and not proceed to an exam room unless escorted.

No additional time will be allocated for students who enter the exam room late unless for extenuating circumstances.

A student will not be permitted entry into an exam if it has been in progress for more than 30 minutes.

## **Exam Room Environment**

The exam room environment is to remain settled to ensure all students are given an equal opportunity to do their best. This means:

- No talking, attempting any form of communication or looking around. This may be seen as an attempt to share answers to exam questions and will be deemed as cheating.
- No food or beverages (except bottled water).
- No borrowing of stationery. Students will be advised prior to an exam of what to bring to the exam.
- Items cannot be loaned to students during an exam.

## **Cheating**

In the event of cheating during an exam:

- The student's paper will be taken from them.
- Parents will be advised.
- The student will be interviewed by the Principal or his delegate.
- A zero result will be given.

## **Electronic Devices**

Electronic Devices (e.g. Mobile phones, iPods, iPads, games) must not be taken into the exam room.

Students who fail to follow instructions in regards to electronic devices will have their exam paper confiscated.

# Plagiarism

A student's work must be their own and when ideas, expressions or writing of others presented, their true authorship must be acknowledged in a Reference section at the end of the student's work. Plagiarism includes when a student copies the work of another student and submits this work as their own.

Teachers have various means to identify plagiarism in student's work, and when detected, the section of work plagiarised will be initially highlighted by the teacher. Incidents will fall in one of the following categories:

**Category 1** Discussion with the student about the section in question, hoping to clarify any misunderstanding about rules of plagiarism. The student will be given until the next day to resubmit the work without a grade penalty. This step will only apply to a student's first offence.

**Category 2** In the situation where plagiarism has occurred between two students, the situation will be referred to Head of School

**Category 3** The student will not be given opportunity to resubmit the work.

- A grade for the submitted work will be allocated based on the proportion of work that is not plagiarised.
- In relation to plagiarism in SACE subjects, Years 11 and 12:
  - For a first offence, the student may be given the option of Step 1 above at a teacher's discretion. The teacher would need to have doubt that the student in question may not understand plagiarism (e.g. newly enrolled).
  - In every other circumstance student's will fall under Category 3. In each situation a 'Variations to Assessment' SACE form will be completed by the teacher, notifying the SACE board of this breach.
  - Depending on the extent of plagiarism, students risk not receiving a grade at all for submitted work that has been plagiarised because all assessment criteria have not been satisfactory met.
  - This may result in a student not fulfilling the requirements of a Stage 1 or 2 subject resulting in the student being withdrawn from the subject

# Extensions

## Middle and Senior School

Assessment tasks have strict due date criteria. Late submission of work is not allowed except in extenuating circumstances. In this case, Middle School students need to approach their teacher to request an extension and Senior School students need to submit a *Request for Extension* form<sup>1</sup> to their teacher. Extension applications need to be requested at least 24 hours prior to the deadline or accompanied with a Doctor's certificate upon a student's return to the College.

In the event of a sudden sickness, accident or emergency occurring on the due date:

- The work must be submitted personally to the teacher as soon as the student returns to the College.
- If the teacher decides that an extension of time is permissible, a new due date will be negotiated.
- The Head of School, in consultation with the subject teacher, will be the final arbiter in all cases.

If a student does not submit an assessment task by the due date and does not have an approved extension, the following will occur:

- The student will be required to attend lunchtime Homework Detention until the work is submitted. The student will be given a maximum of three consecutive homework lunchtimes to submit the outstanding work. At the end of the third homework lunchtime detention, the student will be required to submit the work, completed or not, to the subject teacher.
- Senior School Students will receive a single grade band drop for work submitted two days after the due date (eg from a B to a C) and a two grade band drop for work submitted three days after the due date (eg from a B to a D).
- Failure to submit an assessment task by 3.30pm on the third day late or at all will immediately place a student at risk of not meeting the requirements of the subject. An interview with student and parents will be required with the Head of School or SACE Coordinator.
- Year 12 students with work overdue will immediately lose their non-contact lessons at the beginning and/or end of the day and will be required to attend school during normal College hours until the work is submitted. Students that breach this requirement of all-day attendance while work is overdue will be issued an after-school detention.
- Where work is required from students during a Swot Vac/exam week, student's will lose the privilege of studying from home and be required at school, working in the library, during normal College hours until the work is submitted.

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<sup>1</sup> This form can be found at the Senior School Administration office.

## NAPLAN

Students in Year 3, 5, 7 and 9 participate in the National Assessment Program for Literacy and Numeracy (NAPLAN) in Term 2 of each year. NAPLAN reports are sent to the College, individual student reports are then forwarded to parents.

## Student Reports

Year 7 – 12 students receive interim reports at the end of Terms 1 and 3 and all students receive semester reports at the end of Terms 2 and 4.

## SACE

SACE is the South Australian Certificate of Education. The SACE is an internationally recognised qualification that paves the way for young people to move from secondary education to work or further training and study. Students who successfully meet all the requirements will be awarded the SACE.

SACE is based on two stages of achievement:

- Stage 1 (normally commencing in Year 10, completed by the end of Year 11)
- Stage 2 (normally undertaken in Year 12)

## Grades

Stage 1 subjects:

- Students will be graded from A to E based on the Performance Standards defined by the SACE Board.
- 100% of the student's grade will come from school-based assessments.
- The student's grades will be submitted to the SACE Board.
- A student's work may be periodically requested by the SACE Board for external moderation to ensure that grades given by the College are consistent with the standard across all South Australian and Northern Territory schools.

Stage 2 subjects:

- Students will be graded from A+ to E– based on the Performance Standards defined by the SACE Board.
- 70% of the student's grade will come from school-based assessments and 30% of the student's grade will come from external assessment.
- The school-based assessment grade and the external assessment grade will be combined to give an overall subject grade.

## Performance Standards

Stage 1 and 2 subject grades are based on the Performance Standards described in individual *Subject Outlines*. Students can refer to the Performance Standards to:

- Show their learning in ways most appropriate to them
- Monitor their progress
- Understand what is expected of them at the end of a learning program

## Assessments

Subject teachers monitor, observe and test students with a variety of assessment tools.

Assessment in Senior School may take the form of written tests, oral presentations, journal writing, practical tests, student participation, self-assessment, peer assessment, research assignments, interviews, survey productions and field studies.

Assessment tasks in Stages 1 and 2 are created in line with SACE requirements.

Students need to be clear on all the requirements of an assessment task and should seek clarification when unsure of the details, such as the expectations of the task, required outcomes, due date and criteria for assessment.

The number of SACE Board approved assessment tasks required for a student's assessment in a subject are as follows:

- 10 Credit subject: 4 to 5 assessment tasks
- 20 Credit subject: 8 to 10 assessment tasks

## Assessment Drafts

The SACE Board allows students the opportunity to submit a draft copy of assignments. This provides valuable feedback to students on how to improve their work and offers them the opportunity to produce their best work.

For equity reasons, the SACE Board have a 'one draft policy' meaning teachers are not to correct, but instead indicate areas of error or suggested improvement on a single draft version only.

Drafts deadlines will not be extended (unless for extenuating circumstances). Teachers are not obliged to draft work after the agreed draft deadline and the student may forfeit their opportunity to receive valuable feedback from the teacher before meeting the final submission deadline.

## Submission of Assessment Tasks

SACE students must include the following information as a part of their task header:

- SACE Stage and Subject
- Student SACE Identification Number
- Student initials
- College SACE number (344)

The student's assessment task must be submitted to the subject teacher on the due day no later than 3:30pm. Tasks must be submitted in electronic (email teacher) and a hard-copy when requested by the teacher. All Year 12 assessment tasks must be submitted electronically and in hard copy.

Oral assessment tasks must be presented at a time negotiated with the teacher.

Students who miss a class test because of school absence must provide a Doctor's certificate upon return to the College. Upon return to the College the student will be required to sit the test. Every consideration is made to ensure equity for all students.

## Vocational Education and Training (VET)

The option of VET courses, incorporated within Stage 1 and 2, form an important part of Senior School at Portside Christian College by providing students with skills and knowledge for work.

Students are provided with opportunities to achieve full certificates or competencies towards a certificate as part of their ongoing studies toward the SACE. In addition, certificate courses can form part of apprenticeships and traineeships or be used when applying to TAFE once a student finishes school.

Students may access a variety of nationally recognised and industry defined VET courses. Courses are delivered here on site at the Portside Christian College Trade Training Centre or in other training centres in the metropolitan area. Students apply for consideration to undertake a VET course through the College VET and SACE Coordinators.

Students receive SACE Board accreditation for VET courses. As a general rule 35 hours of training that satisfies completion of one or more competencies, equates to 5 SACE credits.

Students may incorporate VET courses within their subject selections from Year 11 onward and in some circumstances may do so from Year 10.

Students considering VET courses in Year 11 are recommended to take 'VET Taster' courses in Year 10. Students will undertake these courses in addition to their regular Year 10 subject load. 'VET Taster' courses are normally scheduled after school hours or during school holidays.

For most VET courses students attend the relevant VET course provider one day per week. It is the responsibility of the student to make appropriate travel arrangements on VET days and negotiate with their subject teacher regarding work that is missed so that they do not fall behind. Subject teachers will make every endeavour to ensure that students participating in a VET course are not disadvantaged by avoiding the setting of tests, exams, excursions or important practical sessions on VET days.

College students are also able to undertake VET courses in a variety of industry areas including:

- |                                    |                      |
|------------------------------------|----------------------|
| ○ Animal Studies                   | ○ Hair and Beauty    |
| ○ Architectural Drafting           | ○ Health Sciences    |
| ○ Automotive                       | ○ Horticulture       |
| ○ Business                         | ○ Interior Design    |
| ○ Child Care                       | ○ Metal Engineering  |
| ○ Christian Ministries             | ○ Mining Exploration |
| ○ Construction                     | ○ Music              |
| ○ Conservation and Land Management | ○ Nursing            |
| ○ Electrical                       | ○ Pharmacy           |
| ○ Electronics                      | ○ Photography        |
| ○ Film and Media Production        | ○ Plumbing           |
| ○ Food and Hospitality             | ○ Retail             |
| ○ Geoscience                       | ○ Tourism            |
| ○ Graphic Design                   |                      |

- The College, through partnerships with the Western VET Partnership Program, TAFE SA and other private Registered Training Organisations (RTOs), and in consultation with the VET Coordinator and Careers Adviser, will endeavour to locate a suitable provider for any VET course a student wishes to undertake.

## VET Costs and Payment Scheme

- The cost of VET courses vary and are not part of a student's annual College fee.
- The College will contribute 50% (maximum of \$1000) towards the **registration cost** of any partial or complete VET course chosen by a student in consultation with the College's VET Coordinator.
- The VET Payment Scheme is as follows: The College will pay the full course registration fee on behalf of the student then parents commence a reimbursement payment plan to the College for 50% of the course registration fee.
- Any additional purchases for VET courses (eg safety boots, goggles, make-up) become the personal possession of the student. Therefore, these costs are not the responsibility of the College and must be paid for by parents.
- If a student withdraws from a course, parents agree to reimburse the College the cost of any cancellation charges passed onto the College or the full cost of the course, whichever is applicable.
- Students with outstanding VET course payments will not be eligible to enrol in a subsequent VET course under the College's VET Payment Scheme.
- The College will contribute 30% (maximum of \$400) toward the **registration cost** of any second partial or complete VET course chosen by a student in consultation with the College's VET Coordinator.
- The College's VET Payment Scheme will not apply for students choosing to enrol in 'VET Taster' courses.

## Student Leadership

- Leadership through serving is a key aspect of the College's Value of Christ-Centred Serving and therefore leadership development is an important part of equipping students for life. The College provides a range of opportunities and training to encourage students to develop their leadership abilities.
- Students nominate to lead in one of the four areas; Faith, Social Justice, School Culture and Sport.
- Students serve the College Community in a variety of official leadership positions:
  - Year 12 College Captains (upon application and interviews)
  - Year 11 College Vice Captains (upon application and interviews)
  - Year 7 – 10 Action Team Members (self-nomination)
  - Year 9 College Prefects (nomination and voting process)
  - Year 6 College Prefects
  - Year 2 Champions
- Students are provided with opportunities to serve voluntarily by participating in other initiatives.
- Student leaders are expected to display qualities such as integrity, dedication, humility, honesty, openness, consistency, politeness, motivation and maturity.

## Library Resource Centre (LRC)

- The LRC has a comprehensive range of resources for use by staff, students and parents.
- All students are encouraged to borrow regularly from the LRC.
- Parents are also encouraged to borrow from the Parent Library or general collection.
- ELC, Foundation and new Year 1 to 6 students are provided with a College library bag. ELC and Junior School students are expected to transport resources to and from the LRC in their library bags and will not be permitted to borrow without it.
- Students are encouraged to borrow age-appropriate texts from the levelled collections.

## Borrowing Times

- The LRC is open for borrowing each morning from 8.20am to 8.50am and in the afternoon from 3.00-3.20pm. Parents are welcome to assist Junior Primary students with book selection and borrowing before and after school or to borrow from the Parent Library Collection.
- Borrowing is also carried out during weekly library lessons for Foundation to Year 6 students.
- The LRC is open several recess or lunch times each week for JS, MS and SS students for quiet activities.
- Senior students may work quietly in the LRC during their study periods. They may only access the internet for subject requirements and are expected to be considerate of their fellow students and LRC staff.

## Loan Restrictions

- There are limits for each year level which allow for textbook and recreational reading loans
- Additional items can be borrowed for the holidays at the end of Terms 1, 2 and 3.
- No borrowing is permitted during the Christmas holidays due to stocktake.

## Borrowing Period

- Resources are usually borrowed for a two-week period (other than text books); however, students may change their books more often if they wish.
- Some items are placed on restricted loan (eg overnight, two days) if they are in heavy demand.
- Students may have borrowing restrictions if they have overdue items.
- Parents may borrow DVDs for two weeks and books for a period of four weeks.

## Care of Resources

- It is expected that students will take good care of LRC resources, text books and readers on loan to them.
- If an item is damaged it is to be returned to the LRC as soon as possible with a note. Repairs are not to be attempted at home.
- Payment is requested when:
  - A book is still missing after six weeks
  - A book is known to have been lost
  - A book is damaged through student negligence

## Student Resources

- Middle and Senior School students are issued with several text resources at the beginning of each year, with additional texts during the year.
- Students must take care of their text books. This includes:
  - Returning the text books by the due date
  - Returning the text books in the same condition they were issued
  - Returning the same text books that were issued to them
- To ensure text books are returned in good condition, the student's name is recorded in each text book, along with the condition of the book when it was issued.
- Students borrowing CD ROM resources should install the disk on their computer but are not permitted to reproduce the information in any way (eg burn the CD).

## Bibles

- Age appropriate bibles are made available to students in the classroom or through a text book loan to enable students to participate in a regular Biblical Studies (Christian Living) program in addition to the daily devotional time.

## Selection Criteria

- Selection criteria are used as a guide in choosing readers and resources for the classroom and Library Resource Centre.
- While not all books can be read prior to acquisition, resources are selected with care. Books are chosen to support the curriculum, encourage an appreciation of literature, reflect the Christian ethos of the College and to teach discernment. Consideration is given to the age of the targeted student year level with regard to language, violence and other content.
- Non-fiction books are chosen to support curriculum topics and provide information on subjects of interest to students. Books which present scientific theories which may not be consistent with Christian belief, if chosen, are often labelled with a disclaimer, drawing the issue to the attention of students.
- Fiction books are often more difficult to assess for suitability. The purpose of books selected will be to instruct or entertain but not to frighten. Books will be encouraging students to develop their imagination and help them differentiate between fantasy and reality. They will not be sensationally violent or inherently dark or evil. The source of 'magic' in books is a consideration with fantasy stories or characters. Books for Junior School students will be free from bad language and occult influences (séances, astrology, ghosts, vampires). Good will generally triumph over evil.
- Books which contain pornographic images or concepts, contain excessive or sensational violence, ridicule Christianity, show God as weaker than any other supernatural power or unrealistically portray Christian life will be rejected.
- Books to support Senior School students are often prescribed by the SACE Board and may not follow these criteria.
- Parents are able to challenge selected resources via a process through the Library Resource Centre. Parents are asked to complete a form and the book will then undergo a review process.

## Literacy Programs

- The LRC is involved in several programs which encourage students to read including the Premier's Reading Challenge, Book Week and National Simultaneous Storytime.

## Books Brought from Home

- Students bringing reading material to the College for silent or recreational reading may only bring books which meet the LRC's *Selection Criteria*, summarised above.

# Communication

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## Attendance and Absence

- Student attendance is compulsory on all school days, including camps, excursions, special events and other curriculum related activities.
- Parents should not permit students to miss school except in cases of emergency and/or illness (see *Infectious Diseases* on page 28 for further information).
- The College should be advised of the reason for all student absences.
- Parents, not students, must ring Administration before 9.00am to report a student's absence. If calling before 8.00am parents can leave a message on the answering machine by listening to the prompts and selecting the absentee line.
- Parents may also report absentees on the Skoolbag App.
- If it is not possible for a parent to contact the College, a note of explanation to the class teacher in the student's diary is required. Students must show the note to their Homeroom teacher on the first day that they return.
- The College will notify parents via SMS by 10:00am if a student absence has not been reported.
- If a student arrives late they must first report to Administration to sign in and collect a late slip.
- Parents planning to take a student out of school for an extended period (ie a week or more) are required to give advance notice to the Head of School.
- Upon return from any absence, it is the student's/parent's responsibility to approach the teacher(s) and to seek the relevant information concerning the work missed.
- Parents picking up a student before the normal College dismissal time are required to sign their child out at Administration.
- A Year 12 student that leaves the campus after their last lesson, before the normal College dismissal time, is required to sign out at Administration.

## Newsletters and Notices

- The fortnightly College newsletter will be emailed to parents.
- Parents are asked to read newsletters carefully, noting all relevant information.
- The College regularly sends notices, letters and forms home with students. Parents should ask students for any notices, letters and/or forms on a daily basis.
- All notices and newsletters are also available on the College website and Skoolbag app.

## Website and Skoolbag App

- The College website is [www.portside.sa.edu.au](http://www.portside.sa.edu.au)
- Parent information can be accessed using the parent username and password which is changed annually and is available from College Administration.

## Meeting with Teachers

- Parents should not approach teachers when they have students under their care.
- If a parent wishes to meet with a teacher on any issue, parents should make an appointment by emailing the teacher directly or via College Administration.
- When booking an appointment, it is helpful if parents can indicate what they want to discuss so teachers can be prepared.
- It is not appropriate for parents to contact teachers out of College hours or via social media.

## Diary

- A College diary is issued to all students in Years 1 to 12.

### Year 1 to 9 Students

- Students will use the diary to record homework.
- Teachers will use the diary to record notes to parents and note any detention of the student.
- Parents should use the diary to record notes to teachers, lateness to College and medical/other appointments.
- Parents need to sign Junior School diaries regularly and Middle School diaries each week to confirm they have read them.
- The diary is to be taken by Middle School students to all lessons.
- The diary may be checked regularly by subject teachers.
- Lost diaries must be reported to the Homeroom teacher and a replacement purchased immediately by the student from College Administration.

### Year 10 to 12 Students

- Diaries are not checked by parents or teachers in Senior School. It is the student's responsibility to use their diary to manage their time and deadlines.
- Parents may communicate to teachers via their child's diary.
- The diary is to be taken to all lessons.
- Lost diaries must be reported to the Homeroom teacher and a replacement purchased immediately by the student from College Administration.

## Parent Teacher Conferences

- Junior School Conferences are held towards the end of Terms 1 and 3. They provide an opportunity for teachers and parents to communicate about the student's progress.
- Middle School Parent Teacher Conferences are held in Term 2 and Term 3.
- Senior School Parent Teacher Conferences are held in Term 1 and Term 3.
- Parent conferences may be requested at any time.
- In Senior School, students are encouraged to attend parent teacher conferences.

## Change of Contact and Personal Details

- Parents are required to contact the College within 24 hours of any change to their address and/or phone number. This includes work, mobile and emergency contact phone numbers.
- If parents are away during the College term they must provide Administration with the contact name, phone number and address of the person with whom students are staying, in case of emergency.
- Any other changes to contact or personal details should be provided as soon as possible so the College database can be maintained.

## Custody Arrangements

- The Principal must be informed of any custody and access arrangements and be provided with a copy of any relevant court orders.
- The Principal must be notified within 24 hours of any change to custody arrangements.

# Parent Involvement

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## Involvement Opportunities

- Many College programs and activities would not be possible without parents volunteering under the supervision of a teacher. These programs and activities include excursions, sport coaching, classroom reading, the *Learning Assistance Program* (see page 12) and the English as an Additional Language or Dialect (EALD) program.
- There are also a range of other opportunities for parents to get involved.
- Refer to the College website for more information.

## Volunteer Requirements

- Parents, guardians and grandparents of students in the College are invited to apply to volunteer in the College. Volunteer applications pass through a screening process.
- Anyone wanting to be involved in a voluntary capacity needs to refer to the College website for further information and for instructions on how to apply for a mandatory National Police Certificate (paid for by the College). If Volunteers already have a current DCSI Clearance they are not required to apply for a National Police Certificate.
- Successful applicants will be required to attend an induction program (covering topics such as College procedures, Duty of Care responsibilities and Work Health Safety) and training specific to the area of volunteer work. The induction needs to be completed prior to the commencement of volunteering. They will also complete a 'Volunteer Declaration'.
- Volunteers are required to supply a National Police Certificate (or current DCSI check) every 3 years.
- All volunteers are required to sign in and out at Administration and to wear identification provided by the College.

# Health and Safety

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## Medical Information

- Parents must inform the College of any change to their child's medical status or information as soon as possible.

## Administering First Aid

- Teachers and other relevant non-teaching staff hold a basic first aid qualification (BELS) which is renewed every three years. Several staff hold a Senior First Aid qualification, including all PE teachers.
- The main First Aid kit is located in Administration and every classroom also contains a basic First Aid kit.
- A defibrillator is located in Administration and staff are trained in using it.
- When considered necessary by the First Aid Officer, parents will be contacted to collect a sick or injured student. If a parent is unable to be contacted, the designated emergency contact person will be contacted.
- Where a child needs urgent medical attention, an ambulance will be called and parents will be notified as soon as possible.

## Accident Insurance and Ambulance Insurance

- The College carries accident insurance for all students, excluding professional sporting activities or self-inflicted injuries. Details of the policy are available upon request from Administration.
- All students are protected by the College's ambulance insurance cover for recognised College activities during College hours. An extract from this policy is in *Appendix C* and a full copy can be requested from Administration.
- An ambulance may be called, in cases of injury or acute illness.
- Students requiring transfer to hospital, from either the College or an off-campus location (eg from a camp or excursion) will be accompanied by a staff member (where possible), who will remain at the hospital with the student until a parent arrives.
- Parents and other visitors to the College are not covered by the College's ambulance insurance. In the event of a medical emergency an ambulance will be called and the person requiring medical attention will be responsible for the ambulance costs incurred.

## Administering Medication

- The College does not accept responsibility for the administration of any medications to students.
- It is suggested that when medication needs to be taken three times per day it is taken before school, after school and before bed, that is, not at the College.
- If medication has to be administered during College hours:
  - Parents need to give medication to Administration and complete a Medication Permission Form.
  - Medication will be stored in a secure place as required (eg keep it refrigerated).
  - Medication must be in the original container with the name of the medication, the recommended dosage and the expiry date clearly visible.
  - Prescription medication must be clearly labelled by a pharmacist with a dispensing label. The label must include the student's name, the required dose and how often it should be administered.
  - Non-prescription medication must be accompanied by a letter from the student's doctor. The letter must include the student's name, the required dose and how often it should be administered.
  - The amount and frequency of the dose must not be different from the recommended dosage on the packaging.
  - If more than one type of oral medication is to be administered during the day, parents need to provide a letter from the student's doctor or pharmacist confirming that there are no known negative interactions between the medications.
  - Parents need to collect the medication at the end of the day.
- The College will not give analgesics (eg paracetamol tablets or liquid) to students.

## Head Lice

- Parents are requested to check their student hair regularly for nits or lice.
- Students with head lice are not permitted to attend the College until their hair has been treated and no eggs remain.
- Where there is a continuing problem (reinfestation) in a particular class, students' hair may be checked by a staff member. This is carried out in a discreet manner to avoid embarrassment to the students.
- Students found to have head lice will be withdrawn from close contact with other students until collected by parents.

## Infectious Diseases

- Students who are ill or potentially infectious should not be sent to the College, as the health of other students and staff may be put at risk.
- Exclusion criteria includes the following: (Refer *Infectious Diseases Policy*)
  - any obvious signs of ill health (eg children with asthma - obvious difficulty breathing, barking cough, rib retraction etc)
  - ear or eye discharge
  - an undiagnosed rash
  - high temperature
  - infectious sores or diseases (eg cold sores, school sores - children need a doctor's clearance before returning to school)
  - vomiting and/or abnormal loose bowel actions (exclude for 24 hours after last bout)
- If a student has chicken pox, mumps, measles, conjunctivitis or any other infectious disease, please contact Administration or the student's doctor to check how long the student should be excluded from attending the College.
- Students who have had gastroenteritis should be kept home for 24 hours after the last incident of vomiting or diarrhoea.

## Asthma

- Parents of students with diagnosed asthma should supply an Asthma Care Plan from their doctor and this should be updated every 12 months.
- The first aid treatment for a suspected first time asthma attack is a reliever medication, such as Ventolin. The College holds a supply of Ventolin for use in such situations.
- Staff are trained in Ventolin application as part of their first aid training.
- If Ventolin is administered, the parent will be advised at the earliest opportunity, with the recommendation that the student be checked by their GP as soon as possible.
- Parents of ELC to Year 6 students with asthma need to supply a spacer along with their medication to the College for individual use by the student. These will be stored safely in the first aid area and will accompany students on excursions. Students in Years 7 to 12 may keep their inhalers with them and administer their own medication as needed. Please note that the Asthma Foundation recommends spacers for administering asthma medication.

## Dental Service

- The *South Australian Dental Service* offers general dental care to all children up to 18 years of age. Students attending the clinic must be accompanied by a parent.
- Appointments can be made by ringing 8449 3364.

## Extreme Weather

- When there is extreme heat (36 °C or greater) or if the weather is wet and/or very stormy, the following arrangements will apply:
  - Classrooms will be opened earlier before school so students are not waiting outside.
  - All outdoor activities will be abandoned.
  - Students will remain indoors at recess and/or lunch (in air conditioning, in the case of hot weather), supervised by staff.
  - Students may be asked to stay under cover while waiting to be picked up in the afternoon. In this case, staff will escort students to the pick-up lane once their parents arrive. Parents are asked to be patient as pick up on these days may be slower.

## Sun Smart Policy

- All students are encouraged to protect themselves from the sun throughout the year.

### All Students

- Students should have their College hat with them all year.
- Foundation to Year 6 are required to wear a College hat in all terms, when participating in outdoor activities (see below)
- Students in Year 7 to 12 are required to wear a College hat during Terms 1,3 and 4 and when the UV radiation level is 3 and above at other times when participating in outdoor activities.
- Outdoor activities include:
  - Recess and lunch breaks
  - Fitness and PE lessons
  - Sports days and other sporting event
  - Excursions

- Students who do not have the required hat at the appropriate time will not participate in the activity and, in the case of recess and lunch breaks, will be required to sit in a designated shaded area.

### Sunblock

- Students will have access to SPF 50+ sunblock at the College every day for outdoor activities. If a student is sensitive to some sunblock products, parents need to advise the teacher and provide a suitable alternative sunblock.

### Sunglasses

- Students are encouraged to wear, when appropriate, close fitting wraparound sunglasses that meet the Australian Standard AS/NZS 1067:2003 (Sunglasses: lens category 2, 3 or 4) and cover as much of the eye area as possible. .

## Recess and Lunch

- The College does not have a canteen or food orders. Instead parents are encouraged to provide students with healthy food for recess and lunch.
- Junior School students need to bring fruit or vegetables for 'Fruit Time' each day. As knives are not kept in classrooms, students must bring fruit or vegetables already cut up, if required.
- Food provided by parents must be in packaging that students can open independently.
- All food and drinks are consumed in classrooms at the designated times under the supervision of the class teacher. This provides a controlled environment for food consumption. Students are not permitted to eat outside the classroom in the yard, or on the grassed areas, unless supervised by a teacher. Year 11 and 12 students are permitted to eat outside in designated areas.
- The sharing of food is not permitted.
- It is important that serious food allergies are specified on the student medical form updated at the beginning of each year. Class teachers should also be advised of serious allergies.
- Students are not permitted to bring food that requires hot water or warming, as microwaves and ovens are not available.
- For safety reasons, no glass containers or tinned food containers are permitted.
- Cutlery is not available for student use at the College and should be provided by parents if needed.
- Students are not permitted to order food online or leave College grounds to buy food.

## Students in Classrooms

- Students are not permitted in classrooms before school, during recess and lunch breaks, or after school without a teacher present to supervise, unless a prior arrangement is in place.

## Yard Supervision

- Yard supervision is provided by teachers as follows:
  - Before school students are confined to the Junior Quadrangle areas from 7.45, Reception courtyard and Senior School toilets 8.00am and oval from 8.15am. These areas are supervised.
  - Teachers are rostered for yard supervision during recess and lunch breaks.
  - After College, supervision is provided in the Junior Quadrangle and pick-up lane from 3.10 to 3.30pm.
- Teachers on yard duty are equipped with:
  - Basic first aid supplies
  - A Ventolin inhaler for the emergency treatment of asthma

## Toilets

- Students are encouraged to make use of the toilets during recess and lunch times.
- Foundation to Year 6 students are to use the Junior School Toilets only.
- Year 7 to Year 12 students are to use the Middle and Senior School Toilets only.
- Foundation to Year 2 students using the facilities during learning times may be accompanied by a student from their class.
- Year 3 to Year 12 students must seek permission and get their diary signed off by their subject or class teacher if they need to have a toilet break during lesson time.
- Toilet facilities are available for adults at College Administration.

## General Security

- College and Church grounds are fenced to keep students safe while moving around the College during lessons and break times.
- All parents and visitors entering the College between 8.45am and 2.50pm are required to sign in and out at Administration and wear a visitor badge (available from Administration). This includes parents helping in classrooms.
- When collecting a child for an appointment or doing a classroom delivery, parents must first report to Administration.
- Access to the College grounds after 3.45pm is via the security coded gate. This code is available from College Administration.

## Evacuation and Lock in Procedures

- The College has a procedure for the evacuation or lock in of all students and staff in the event of an emergency. Students will be supervised at these times.
- In the event of an emergency evacuation or lock in, parents will be notified as soon as possible.
- The College practices evacuation and lock in drills each term.
- Parents or volunteers present during an emergency evacuation or lock in should comply with directions from the Principal or delegated staff member/s.

## Child Protection

- The College has a Duty of Care to all students and is dedicated to their safety and wellbeing.
- The College is legally required to notify the relevant authority if there are reasonable grounds to suspect that a student has been or is being abused or neglected.

## Animals

- For safety reasons members of the College Community are not permitted to bring animals onto College grounds or to College events, unless they are restrained in a vehicle (guide dogs and service dogs are the exception). This includes:
  - The College car park (eg drop off and pick up of students)
  - All College activities and events, including those on the oval and those at external venues
  - All sports practices and meetings
- Students are not permitted to bring pets to the College for show and tell under any circumstances.

## Prohibited Drugs and Substances

- In accordance with the law, the College does not allow students to:
  - Use prohibited or illegal drugs
  - Inappropriately use prescribed or 'over the counter' medicines
  - Inappropriately use solvents or other chemical agents, including vaping devices
  - Consume alcoholic beverages
  - Smoke tobacco or other drugs
  - Use or possess non-prescribed steroids or other performance enhancing drugs
  - Attend school or authorised College activities while affected by illegal drugs or alcohol
- The College prohibits the possession, sale, supply, exchange or negotiation of illegal drugs and drug related substances while on College property, while at an authorised College activity or while in College uniform. This includes any occasion where staff of the College are responsible for an individual or group of students, or while students are travelling to or from the College.

## Banned Items

- The following items and substances are banned from the College and all College events:
  - Cigarettes, matches, lighters or other flammable substances
  - Drugs, alcohol, vaping devices and related materials
  - Weapons and dangerous items (eg knives, guns or replicas)
  - Illegal copies of CDs and DVDs
  - Correction fluid
  - Chewing gum
  - Lollipops
  - Glass containers
  - Any aerosols (eg hairspray, spray deodorant), as these may cause severe allergic reactions in students and staff
  - Energy drinks (eg Red Bull)
  - Trading cards (eg Pokémon, AFL)
  - Any contraband items
  - Any other items as determined by the Principal

# College Activities

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## Assemblies

- Assemblies are an important part of College life, providing a regular opportunity to share information, recognise student achievements, learn more about God and worship together.
- A Junior School Assembly is held each Monday morning at 8.40am in the Portlife Church auditorium.
- A Middle and Senior School Assembly is held each Thursday at 11:10am in the Portlife Church auditorium.
- Parents are welcome to attend College Assemblies.

## Excursions/Incursions

- Excursions/incursions are an integral part of the curriculum and are seen as an important means of broadening students' understanding and experience. All students are expected to participate in excursions, unless absent due to illness or injury.
- Parents will be required to sign an Annual Excursion/Incursion permission form at the start of Term 1.
- When an excursion has been arranged parents will be provided with the relevant information, in writing. Appropriate levels of adult supervision will be organised by the College for all excursions.
- Students involved in excursions usually travel by College bus, chartered bus or train.
- Classes may sometimes take a short walk to a nearby site outside the College grounds as part of a learning activity. Parental consent is not required for these activities. Sites that can be visited without parental consent include Patungga (Mangroves) and the adjacent amphitheatre, the Port River, and the Port Adelaide District Athletics Club, all of which are within a short walking distance of the College.

## Camps/Special Programs

- Camps are held annually for Year 7 to 12 students.
- Camps/special programs are a compulsory part of the curriculum and costs are included in College Fees.
- Parents will be advised of camp details prior to the camp.
- Students may be excluded from a camp for behavioural issues.
- Students attending camps are always accompanied by the number of adults required by the College's *Camps, Excursions and Incursions Policy*.
- A student may be sent home from camp for a serious breach of behaviour, with the cost borne by parents.

## Payment for College Activities

- Parents are encouraged to make online payments.
- If sending any money to the College for activities, parents need to place the correct amount in a sealed envelope.
- On the envelope parents need to write:
  - The student's name
  - The student's class
  - The amount
  - What the money is for (eg excursion, fundraiser).

## Fundraisers

- Each year students will have the opportunity to participate in fundraisers for a variety of good causes.
- Fundraising is regarded as a ministry to support those in need.

## Music Tuition

- Private tuition is available at the College.
- Students are released for thirty minute lessons during school time.
- Some lessons will take place before/after school or during recess/lunch.
- If lessons are during class time, students are expected to catch up on missed school work.

# Sport

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## Physical Education (PE)

- Physical Education (PE) is compulsory for all Foundation to Year 10 students.
- A written explanation from parents is required if a student is not able to participate. The explanation must be written in the student's diary, needs to include the specific reason for non-participation and must be signed by the parent.

## College Sports Houses

- All students are placed in one of three College Sports Houses:

House Name	Named After	House Colour
McIntyre	Margaret McIntyre, co-founder of the College and the first College Principal	Green
Ridley	Pastor John Ridley, co-founder of the College	Red
Harris	Pastor Leo Harris, founder of CRC Churches International (Portlife Church's denomination)	Yellow

- Sports Houses compete against each other in a range of inter-house events throughout the year, such as the Athletics Carnivals and the Cross Country Carnival.
- Siblings are placed in the same Sports House.

## Sports Carnivals

- Teams are selected from inter-house sports events or trials to compete against other schools in carnivals organised by the South Australian Christian Schools Association (SACSA), the South Australian Public Schools Amateur Sports Association (SAPSASA), and Secondary School Sport SA (SSSSA).
- The carnivals are offered in a range of sport codes communicated to parents in Term 1.
- These carnivals are conducted during school days at various times.

## Representative Sport

- Representative school teams take part in the regional sports including; Netball, Basketball, Soccer, Cricket and Aussie Rules.
- The representative College teams are advertised through the College Information letter.
- Parents nominate at the beginning of the year if they would like their child to be on a representative school team.
- Teams play outside of College hours and are managed and coached by parents. Parents who are skilled in a sport and are willing to coach a team are encouraged to advise Administration.

# Uniforms

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## College Uniform

- A properly worn uniform:
  - Will enhance the College image and student pride in the College
  - Is an indicator of a good College tone
  - Helps students identify with the College community
  - Allows the wider community to identify students from the College
  - Diminishes fashion competitiveness and superficial differences
- The College has standards of uniform and grooming to which all students are expected to conform. Parents, in enrolling their child, indicate their agreement with and support of the College's position. This includes maintaining a high standard of uniform by providing correct uniform items and ensuring their child wears the correct uniform each day, clean, neatly worn and in good repair.
- A student in College uniform, or involved in any activity associated with the College, is representing the College. This includes excursions and travelling to and from the College. Students are therefore required to dress accordingly. Students will not be permitted to attend the activity if not dressed correctly.
- For uniform details please refer to the *College Uniform Requirements* document in *Appendix D*.
- If a student is unable to wear any item of College uniform a written explanation must be presented to the class teacher on that day. The uniform infringement must be rectified immediately when possible or purchased within one week or as agreed.

## Sport Uniform

- A student's sport uniform must comply with the uniform requirements (see *Appendix D*) and be worn for all PE activities and when advised by the teacher (for example in CALM lessons). A written explanation from parents is required if the correct uniform cannot be worn.
- Sport shoes must be worn for all PE activities.

## Uniform Sales

- The College runs a Uniform Shop in order to provide a cost saving to parents and to maintain a high standard of student attire.
- All uniform items must be purchased from the College Uniform Shop (except for shoes and the Year 12 Commemorative Jumper).
- Each year Administration will advertise times for the purchase and collection of uniforms for the start of the year. This will be in November for existing students and in January for new students.
- The Uniform Shop is open from 2.30pm – 3.30pm Monday, Tuesday and Thursday during school terms.
- All items must be paid for before exiting the Uniform Shop.
- Uniform Return Policy – uniform can be returned to the uniform shop for an exchange within 30 days from the date of purchase with tags still attached. Any price differences between uniform costs must be paid.
- Uniforms which are no longer required can be donated to the College's second hand Uniform Shop.

# Technology

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## Computer Access and Multimedia

- Students are required to comply with the *Student Network Acceptable Use Policy* in *Appendix E*.

## Laptops

- Students are required to comply with the *Student Digital Learning Device Acceptable Use Policy Appendix F* and *Student BYOD Policy Appendix G*.

## Electronic Devices Brought to the College

- Electronics devices include, but are not limited to:
  - Mobile phones
  - iPods/iPads/Apple watches
  - Media players
  - Gaming devices (such as DS and other consoles)
  - Digital cameras and other photographic devices
  - Video and sound recording devices
- Junior School students are not permitted to bring any electronic devices on College grounds.
- Middle and Senior School students are permitted to bring electronic devices to the College. Conditions apply. (see *Appendix H*).
- Mobile phones must be switched off or placed on silent during the school day. In Years 7 - 11 mobile phones will be collected at the start of each school day, placed in protective pouches and stored in College Administration (see *Appendix H*).
- Year 12 students may have their mobile phones on silent and able to access their phones during homeroom time only, with teacher permission. Phones will be confiscated if noticed by a teacher at any other time.
- All electronic devices brought to school are solely the responsibility of the student. The College will not accept responsibility for theft, loss or damage of mobile phones or any other electronic, equipment or information stored on these devices.
- Unless approved by the College, the taking of photos and/or videos on College grounds or on the College Bus (including chartered transport) is strictly prohibited.
- All breaches will be taken seriously and the device will be confiscated immediately. Further consequences will be determined by the Head of School and Principal.
- For educational purposes a personal electronic device may be utilised with permission of the subject teacher.
- Trade Training Centre students will follow the guidelines for using technology outlined in *Appendix H*.

## Film and Media

- Film and media are an increasingly important component of curriculum delivery. The College pays a variety of license fees in order to use copyrighted materials.
- Staff carefully review the use of movies, websites, video clips and other media before displaying them to students. Consideration is giving to the age and maturity of the students and how the media will instruct or inform in relation to the topics being studied.
- The following table summarises the College's policy in relation to what students may view:

Year Level	G Rating	PG Rating	M Rating
<b>ELC to Year 2</b>	No parental permission required	Not displayed to students	
<b>Year 3 to Year 8</b>	No parental permission required	Parental permission required	Not displayed to students
<b>Year 9</b>	No parental permission required	No parental permission required	Not displayed in full to students; staff may show excerpts from M rated media with parental consent
<b>Year 10</b>	No parental permission required	No parental permission required	Parental permission required and students must be 15 years or older
<b>Years 11 and 12</b>	No parental permission required	No parental permission required	No permission needed; parents will be informed by letter

- The College does not display MA or R rated media to students.
- Students require permission from their class teacher to bring music CDs, DVDs or magazines to the College.

# Transport

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## College Bus Service

- The College provides a bus route service before and after school within designated boundaries for children attending the College. Details of the service are available from Administration.
- Preference is given to students using the bus service on a full time basis.
- To ensure the safety of everyone on the bus, students must comply with all bus rules and instructions from the driver. Failure to do so will result in disciplinary action.
- Please ensure that students are ready to board the bus as soon as it arrives.
- Afternoon bus service cancellations are to be made before 12.00pm on the day.

## Delivery and Collection of Students

### Delivery of Students

- All students should arrive at the College between 7.45am and 8.25am. Late arrival puts students at a disadvantage and is an inconvenience to the class teacher. Students arriving late must report to Administration.
- Parents are encouraged to drop off students before 8.25am to ensure students have plenty of time to settle before classes start and also to avoid traffic congestion in the College car park.
- Students are not to be on site before 7.45am, unless attending OSHC. Supervising staff are on duty from 7.45am to 8.30am. Students arriving on site before 7.45am will be placed in OSHC and may be charged accordingly.
- In the morning parents can either park in the car park and walk students into the College via the crossing or use the drop off lane for any students in Foundation and above.

### Collection of Students

- As yard supervision is not provided beyond 3.30pm, all students need to be collected from the College by that time, unless they are attending ELC or OSHC.
- In the afternoon parents can either park in the car park and walk to collect students from the College via the crossing or use the pick-up lane for any students in Foundation and above.
- If being collected via the pick-up lane, students may walk to the pick-up zone next to the crossing to wait for their parents.
- All other students must be collected from the Foundation or Junior School courtyards and accompanied by parents to the car park.

### General Guidelines

- When parents are dropping off and picking up students within the College grounds, all vehicles must enter at the northern entrance and exit via the southern exit. This applies between 7.15am and 8.45am and between 3pm and 3:40pm daily. At all other times vehicles must exit via the northern end of the car park.
- When using the drop off/pick up lane:
  - Parents may only drop off/pick up students once their car is in the coned off area.
  - Students must alight/enter only from the passenger side of the car where possible. Please note: Parents may not use the drop off/pick up lane if students need assistance to get in or out of the car.
  - Staff on duty will monitor traffic and assist students.
  - The drop off/pick up lane cannot be used as a waiting area.
- A 10kph speed limit applies on College and Church property.
- Disabled parking spaces are provided in the staff car park for disabled permit holders only.
- Parents are not permitted to use the visitor car parks for drop off and pick up.
- Please note that, when leaving the car park, turning right onto Causeway Road is NOT permitted at any time. This is a traffic infringement, with fines being issued by Traffic Authorities.
- If parents are unable to get a park in the main College car park and need to park across the road or in a side street:
  - Use the Pedestrian Crossing at the traffic lights at the corner of Bower Rd and Causeway Rd. The gate near the corner of Bower Rd and Causeway Rd is open from 7.15am to 8.45am each morning and from 2.45pm to 3.40pm each afternoon to provide quick access to the College.
  - Do not park in front of local residents' driveways.
  - Do not park in front of local residents' bins on a Thursday as this means their bins will not be emptied.

## Student Drivers

- No parking is available for students on the College grounds.
- Students are encouraged to park in streets or car parks, immediately adjacent to the College adhering strictly to parking restrictions. Students should ensure they cross at pedestrian crossings when walking to the College.
- The College does not accept responsibility for vehicles parked in neighbouring streets.
- Students are not permitted to drive to a College activity or excursion unless permission is granted (exceptional circumstances only) by the Principal/Deputy Principal.

## Transport of Students by Staff

- Portside Christian College Staff are not permitted to transport students with private transport at any time unless permission is received in writing from the parent and permission granted by the Principal.

## Public Transport

- When using public transport to get to and from the College, students are expected to:
  - Remember they are representing the College while in uniform
  - Abide by the Public Transport Regulations
  - Follow instructions given by public transport officials
  - Stay in their seats at all times (if they have a seat)
  - Keep all parts of their bodies inside
  - Act in a manner that is polite and considerate
  - Act in a manner that reflects well upon the College
  - Offer their seat to an elderly, pregnant, disabled or injured person

## Bicycles, Skateboards and Scooters

- Staff and students are encouraged to ride bikes to the College as part of a healthy lifestyle.
- When cycling to or from the College, students are expected to:
  - Wear the correct uniform (including footwear)
  - Comply with all road rules, including wearing a fastened helmet
  - Cycle in a safe manner
  - Extend courtesy to other road users
- When using a bicycle, skateboard, scooter or the like, students are required to:
  - Dismount and walk their bicycle, skateboard or scooter while on College or Church property including the College oval
  - Store their bicycle, skateboard or scooter in the bike shed for the duration of the school day
  - Remove their bicycle, skateboard or scooter from the bike shed at the end of each day

## Travelling Safely

- When students are travelling to and from the College without an adult, the following safety tips may be useful:
  - Travel in groups (with other students)
  - Do not take shortcuts through alleyways or empty parks

# Operating Dates and Hours

## Term Dates

- Term dates are listed on the College Skoolbag App.

## Vacation Care

- The College offers Vacation Care from Monday to Friday, 7.15am to 6.00pm, during the school holidays after Terms 1, 2 and 3 and for a portion of the Christmas holidays.
- The Vacation Care Program will be advertised before each holiday period.
- Bookings for Vacation Care are essential as limited places are on offer. Bookings can be made by calling the OSHC Director on 0427 825 126.
- Vacation Care Fees are outlined in the *College Fee Schedule*, located on the College website.
- To use Vacation Care parents are required to complete a *Vacation Care Student Information* form which will help them claim any entitled Child Care Benefits or Rebates.
- Any changes to bookings need to be made by calling the OSHC Director on 0427 825 126. Cancellations need to be made no later than 9.00am on the day to avoid being charged at the minimum daily rate.

## Bell Times

Foundation - Year 2		
	Start	Finish
First Bell	8.27am	
Home Room	8.30am	8.45am
L1	8.45am	9.25am
Fitness	9.25am	9.35am
L2	9.35am	10.15am
Devotion/Eat	10.15am	10.35am
Recess:		
Break	11.15am	11.35am
L4	11.35am	12.15pm
L5	12.15pm	12.55pm
Lunch:		
Eat	12.55pm	1.10pm
Outside Play	1.10pm	1.40pm
Refocus	1.40pm	1.45pm
L6	1.45pm	2.25pm
L7	2.25pm	3.05pm
Home Room	3.05pm	3.10pm
Dismissal	3.10pm	

Year 3 - 6		
	Start	Finish
First Bell	8.27am	
Home Room	8.30am	8.45am
Fitness	8.45am	8.55am
L1	8.55am	9.35am
L2	9.35am	10.15am
Devotion/Eat	10.15am	10.35am
Recess:		
Break	11.15am	11.35am
L4	11.35am	12.15pm
L5	12.15pm	12.55pm
Lunch:		
Eat	12.55pm	1.10pm
Break	1.10pm	1.45pm
L6	1.45pm	2.25pm
L7	2.25pm	3.05pm
Home Room	3.05pm	3.10pm
Dismissal	3.10pm	

Year 7 - 12		
	Start	Finish
First Bell	8.27am	
Home Room	8.30am	8.35am
L1	8.35am	9.35am
L2	9.35am	10.35am
Eat inside (7-10's only)	10.35am	10.45am
Recess:		
Break	10.35am	11.15am
L3	11.15am	12.15pm
Lunch:		
Eat inside (7-10's only)	12.15pm	12.25pm
Break	12.15pm	1.00pm
Devotion in HR	1.00pm	1.10pm
L4	1.10pm	2.10pm
L5	2.10pm	3.10pm
Home Room	3.10pm	3.15pm
Dismissal	3.15pm	

## Out of School Hours Care (OSHC)

- The College offers OSHC from 7.15 - 8.15am and 3.10 - 6.00pm.
- Bookings for OSHC must be made in advance by contacting OSHC on 0427 825 126.
- OSHC Fees are charged on fee for service basis and need to be paid fortnightly. The fees are outlined in the *College Fee Schedule*, located on the College website.
- To use OSHC parents are required to complete an *OSHC Student Information* form which will help them claim any entitled Child Care Benefits or Rebates.
- Any changes to bookings need to be made by calling the OSHC Director on 0427 825 126. Cancellations need to be made no later than 9.00am on the day to avoid being charged at the minimum daily rate.
- More information about the OSHC Program is available on the College website.

## Flexibility for Year 11 and 12 Students

- Year 12 students are permitted to arrive in time for their first lesson and leave after their last lesson of the day
- When Year 12 students arrive later than 8.30am or leave before 3.10pm they must sign in/out at Student Administration.
- If a Year 12 student has work that is overdue they will lose this flexibility.
- Morning home class is compulsory to attend for all Year 12 students that have a scheduled lesson 1.
- No student is permitted to leave the College during the day between scheduled lessons.
- Assemblies and Christian Living are compulsory for Year 12 students.
- Year 11 students that have a lesson scheduled at lunchtime are able to negotiate a flexible timetable with the Head of Senior School.

## Administration Opening Hours

- Administration and Student Foundation are open from 8.00am – 4.00pm during school terms.

# General Information

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## Enrolment Conditions

- All parents are expected to abide by the *Conditions of Enrolment*. The College's current *Conditions of Enrolment* are listed in *Appendix I*.

## Privacy Statement

- The College requires personal information about students and parents in order to operate efficiently. The College's Privacy Statement is in *Appendix J*.

## Birthdays

- If providing treats to the class for a student's birthday, please:
  - **Check with the class teacher before bringing anything**
  - Consider providing a healthy treat or non-edible treat (ie stickers)
  - Send the ingredient list to the College for allergy purposes
  - Ensure the food is suitable for the age of the students
  - Ensure the amount is adequate for the whole class to share
  - Ensure the food is in appropriate portion sizes (eg cut any cakes or slices before they are sent to the College)
  - Do not include candles (as matches and lighters are banned at the College for safety reasons)

## Lockers and Desk Trays

- At the beginning of the year, Years 7 - 12 students are issued a key or code lock to a locker. This needs to be returned to the Homeroom teacher at the end of year otherwise a \$10 fee will apply.
- Students are never to access another student's locker or desk tray without permission.
- For general health and hygiene reasons, any food and/or drinks must be cleared from lockers at the end of each day.
- Lockers may be checked by teachers to ensure they are kept neat and respectable.
- Students must be organised for each lesson block so they do not need to access their locker between lessons.
- Students are not permitted to carry College bags between lessons. All College bags are to be stored in lockers.

## Valuables

- If it is necessary for a student to bring a valuable item or a large sum of money to the College, it should be handed to Administration for safe keeping.
- Under no circumstances should valuables or large sums of money be left in students' bags or lockers.
- The College accepts no responsibility for any money or personal item that is brought to the College by a student and is subsequently lost, broken or damaged.

## Toys

- It is recommended that students do not bring toys to the College.
- Students who bring toys to the College do so at their own risk and the College will not take responsibility for their loss or damage.
- Students may not access toys during teaching time.
- Toys brought out during teaching time may be confiscated for a period of time.

## Buying, Selling, or Swapping of Items

- Students are not to be involved in buying, selling or swapping of items, unless approved by the College.

## Lost Property

- Parents are requested to write a student's full name (not just initials) on all items, such as clothing, bags, lunchboxes and water bottles, so that they can be easily returned to the student if they are misplaced.
- The Lost Property cupboard is located at the Student Administration. Students must request permission from a staff member before checking for a missing item.

- Unclaimed, unmarked uniform items are forwarded to the second-hand uniform shop at the end of each term.

## **Vandalism**

- A student found guilty of vandalism will face disciplinary action as outlined in *Student Behaviour Management* from page 6.
- Parents will be expected to pay any costs involved in repairing or replacing damaged facilities or equipment.

## **Relationships**

- Relationships between students must not cause dishonour to the College nor be a distraction to students.
- Physical contact between students is unacceptable on College grounds, excursions and camps.
- Inappropriate behaviour may result in suspension/termination of enrolment.

## **Photography, Recording and Student Copyright**

- At times video footage and photos are taken of students as part of a learning activity or assessment process. This may include the recording of special events such as camps, excursions, concerts, sporting events and Presentation Nights.
- Work produced by students may sometimes be displayed or published for College purposes. This may include the display of a student's original piece of work or the digital representation of the work.
- Student work may be used for display within the College, at College events or on the College website.
- Parental consent will be sought via the Photography, Recording and Student Copyright Consent Form.
- Further information is available from the Photography, Recording and Student Copyright – Information for Parents document.

## **Parent Grievance Procedures**

- If a parent has a grievance against a student in the College they must address the home class teacher of the student concerned or the Head of School. In no circumstances may a parent express their grievance directly to the student or their parent.
- If a parent has a grievance against an adult member of the College Community (eg a staff member) please address your concerns with that person directly in a reasonable manner.
- If there is no resolution of the matter, the matter can be discussed with the Deputy Principal or Principal. If the grievance is against the Principal, the matter can be discussed with the College Board Chairman.

## **Banking**

- The Commonwealth Bank offers a weekly school banking service for students each Tuesday.
- Application forms are available from Administration.

# Fees and Charges

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## College Fees

- Portside Christian College receives Commonwealth and State Government funding which covers approximately 75% of the operating costs of the College.
- The remaining costs are funded through charges paid by College families.
- College Fees are determined each year by the College Board. The fee structure is set to cover budgeted costs for the coming year.
- College Fees are charged for a year and include:
  - Tuition costs
  - Curriculum related excursions
  - A standard issue of stationery (exercise books, pens, pencils etc.)
  - A year book per family
  - Accident and Ambulance insurance (see *Accident Insurance and Ambulance Insurance* on page 49)
- Secondary students (Years 7 to 12) have higher College Fees to cover additional costs associated with the provision of this level of education. Their College Fees also include:
  - A laptop on a three-year lease arrangement (unless another agreement is entered into)
  - Camp fees (please note that refunds are not available for non-attendance)
  - An ID card
  - A \$30 printing credit
  - Provision of textbooks (on loan from the College)
  - Any Open Access subjects
- Discounts are available for siblings, for School Card Holders and for paying College Fees in advance.
- For all College Fees see the *College Fee Schedule* located on the College website.

## Additional Costs

- Examples of items that are not included in the College Fees are listed below and are charged as they occur:
  - College Bus fees (permanent bookings will be calculated and charged on a term basis; casual bookings are charged weekly in arrears)
  - Subject specific equipment (eg graphics calculators for specialist maths subjects)
  - VET course and training fees
  - Trade Training Courses and industry specific costs
  - Subject-related interstate trips and/or camps
  - Mission Trips
  - OSHC fees
  - ELC fees
- For more information about these additional costs, see the *College Fee Schedule* located on the College website.

## College Fee Payment

- All families are required to pay College fees via Direct Debit.
- An annual account and payment plan is provided to every College family at the commencement of the academic year.

## School Card Holders

- The School Card Scheme is administered by the Department for Education and Child Development, and provides financial assistance towards the cost of educational expenses for students of low income families.
- School Card concessions are made available to families with combined family gross incomes below certain levels.
- An allowance for each approved student is paid directly to the College. The College deducts part of the School Card allowance against the Composite Fee for each eligible student.
- Eligibility for a School Card is decided by the State Government and may vary from year to year. Parents will be informed of the required criteria as soon as the College receives notification of the changes from the State Government.

## Extreme Financial Hardship

- The College Board recognises that financial hardship may be experienced by some families. Where financial hardship exists the payment of College fees should be discussed with the Business Manager.
- Arrangements can be made (subject to the approval by the Business Manager) for College fees to be paid on a weekly or fortnightly basis.
- In cases of extreme financial hardship, a Bursary Application can be made to the College Board. In order to assess each application, a Bursary Application (available from the Business Manager) must be completed and forwarded to the Business Manager. All Bursary Applications will be treated confidentially.
- Bursaries are offered at the discretion of the College Board. Consideration is given to families facing financial hardship through unemployment or other special circumstances.
- Approval for a bursary is for a twelve-month period only unless otherwise stipulated. For a continuation of the bursary beyond this period, a further application is required.

## Withdrawal of Students

- Parents are required to give one term's notice (i.e. ten weeks), in writing, if a student will not be continuing at the College.
- If the withdrawal notice is not provided, parents are liable for one term's fees, unless there are mitigating circumstances that are acceptable to the College, as per the *Conditions of Enrolment* (see *Appendix I*).

## Voluntary Building Fund

- The College operates a Voluntary Building Fund account for capital projects.
- Donations to this Fund are tax deductible.

# Appendix A – Bullying Prevention and Response Policy

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## Rationale

At Portside Christian College our God-given mandate is to create a Christ-centred Caring environment where all students and staff feel safe, cared for and encouraged. We want all our students to love, value and look out for each other. This means bullying of any type is unacceptable at Portside Christian College. This policy specifically deals with bullying amongst students currently enrolled within Portside Christian College.

The purpose of this policy is to promote consistency of approach and to create a climate in which all types of bullying are regarded as unacceptable. It provides a structure and strategies for students who believe they are being bullied (described as *victims* in this policy) to be counselled sensitively and effectively. It also provides a structure and strategies for students who are displaying bullying behaviours (described as *perpetrators* in this policy) to be identified early, counselled and dealt with promptly to ensure an outcome is achieved that is in the best interests of the students and College.

## Aims

- Promote a secure and happy environment free from threat, harassment and any type of bullying behaviour
- Take positive action to prevent bullying from occurring through a clear whole College policy
- Show commitment to overcoming bullying by practising zero tolerance
- Inform students and parents of the College's behaviour expectations and to foster a productive partnership which helps to maintain our aim to have a bully free environment
- Educate staff on their role in fostering an environment of care and their responsibilities in achieving the above aims through ongoing training

## Biblical Guidelines

At Portside Christian College we follow the guidelines that are laid out to us in the Bible:

1. Bullying is never acceptable behaviour and will not be tolerated.  
*"Get rid of all bitterness, rage, anger, brawling and slander along with every form of malice. Be kind and compassionate to one another, forgiving each other."* Ephesians 4:31
2. The Bible tells us that each member of Portside Christian College is made in the image of God and that we are His precious creation, which we need to honour.  
*"Let us make man in our image, in our likeness."* Genesis 1:26  
*"But you are a chosen people, a royal priesthood, a holy nation, a people belonging to God."* 1 Peter 2:9
3. Therefore, all students, parents and teachers have the right to feel and be safe going to and from the College as well as in the playground and classroom.  
*"Live in harmony with one another be sympathetic, love as brothers, be compassionate and humble, do not repay evil for evil or insult with insult, but with blessing because to this you were called so that you would inherit a blessing. (1 Peter 3:15)*
4. Each member of the College Community has a responsibility of assuring the safety of other members of the Community.  
*"Don't look out only for your own interests, but take an interest in others, too."* (Philippians 2:4)

## Definitions

The following is a list of definitions used in this policy:

### Bullying

Bullying is where a child or a group of children take advantage of the power they have (through being popular, larger etc.) to intimidate, harass, hurt or reject someone else. It is:

- Deliberate
- Uninvited
- Repeated
- Unjustifiable
- Usually with the intent of causing harm, fear and/or distress

This intimidation is a conscious abuse of power by one person(s) over another. Bullying is based on threat and fear. Once a pattern is set up the perpetrator has to do very little to produce fear in the victim – often a look is sufficient. The victim then finds it almost impossible to break this cycle.

## Victim

Within this policy the term ‘victim’ refers to the person who has identified themselves as being bullied by one or more students currently enrolled in the College. It also refers to the person being identified by a bystander (see later definition) as having been bullied by one or more students currently enrolled in the College.

## Perpetrator

Within this policy the term ‘perpetrator’ refers to the person(s) who has been identified as having bullied one or more students currently enrolled in the College. It also refers to the person being identified by a bystander (see later definition) as having bullied one or more students currently enrolled in the College.

## Bystander

Within this policy the term ‘bystander’ refers to any person(s) who has either supported, been a spectator of, or witnessed a bullying incident involving students currently enrolled in the College.

# Rights and Responsibilities

This policy has been developed in collaboration with teachers, students and parents and will be revised (as the need arises) in order to reflect the emerging needs of the Portside Christian College Community.

Members of the College Community have a **right** to:

- Be safe at the College, free from fear of bullying, harassment and intimidation
- Know that their concerns will be responded to
- Be provided with appropriate support

Members of the College Community have a **responsibility** to:

- Refrain from engaging in bullying behaviours
- Report bullying of self and/or others
- Assist in implementing this policy
- Report any bullying incident they may have witnessed (ie as a bystander)

# Categories of Bullying Behaviour

The following is a list of categories that bullying behaviour can fall into:

## Physical

This includes (but is not limited to) hitting, kicking, rude gestures, inappropriate sexual contact, extortion, pushing, shoving, and taking or damaging belongings. It is any form of physical behaviour that hurts others or their property.

## Verbal

This includes (but is not limited to) name-calling, insulting, repeated teasing, racist remarks, threatening, *sexual harassment*<sup>2</sup> and any other form of verbal behaviour designed to hurt another.

## Covert/Psychological

This includes (but is not limited to) spreading nasty rumours and/or gossip, deliberately excluding someone from the group, setting someone up to fail, isolating someone and isolating others by preventing others from befriending them.

## Cyber-bullying

This includes the use of information and communication technologies (such as mobile phones, social media, chat rooms, online gaming etc.) to support bullying-type behaviour by an individual or group, that is intended to harm others.

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<sup>2</sup> If sexual harassment has taken place the College’s Sexual Harassment Policy takes precedence over this Bullying Prevention and Response Policy. Both policies are available on the student intranet.

# Strategies for Managing Bullying

Bullying is a serious issue. For this reason, actions taken in response to a bullying situation have to be prompt and decisive. In this way the perpetrator will see that his/her actions are not tolerated and the victim will see that he/she is protected.

Portside Christian College has a dual approach to managing bullying: proactive and reactive.

## Proactive Approach (Prevention)

The College takes a *proactive* approach to bullying by endeavouring to create an environment in which bullying does not occur.

Part of this proactive approach includes (but is not limited to):

- Developing a safe environment for the whole College Community
- Informing staff and students about how to recognise bullying behaviour
- Informing staff and students about how to respond when bullying behaviour is noticed and reported
- Training staff and students to positively manage bullying behaviour
- Developing and maintaining a commitment to conflict management and dispute resolution across the College
- Engaging students, parents and staff in any future policy review

Examples of proactive strategies, which the College has/will use to prevent bullying, include:

- Short awareness-raising campaigns (such as a poster campaign)
- Improved supervision in known problem areas
- Activities for students to involve them during recess/lunch times (eg Sporting, Chess, Music, Social Justice, I am Second, Craft)
- The use of drama, role plays, novels etc. within the formal curriculum to help students empathise with the feelings of bullied children and to learn and practice the skills they need to avoid bullying
- Peer support and buddy schemes
- Disseminating the policy and examples of inappropriate action in College assemblies

As part of this proactive approach the College will also deliver a whole College bullying prevention and response curriculum from ELC to Year 12.

## Reactive Approach (Response)

While not wanting to distinguish levels of bullying, the College recognises that physical bullying is different to other categories of bullying. The College's reactive response to bullying therefore is twofold:

### **Physical Bullying**

If an incident of physical bullying has just occurred:

1. The perpetrator and the victim are immediately taken by whoever is in authority to the Student Administration. A record of the incident is made on an *Incident Report Form*.
2. The Principal or his/her delegate interviews the students to establish what happened using a *Victim Impact Statement Form* and a *Perpetrator Statement Form*. The perpetrator(s) is advised that there is no justification for his/her actions – bullying is a form of assault (Police could be informed if deemed appropriate) – and his/her parents could be notified to collect their child from the College.
3. The Principal or his/her delegate excludes the perpetrator(s) from the College until an interview is conducted with the parents.
4. At the interview with the parents it is made clear that the perpetrator must modify their behaviour or face possible expulsion, as the College has to be a safe place.
5. The student is then placed on a *Behaviour Modification Contract*.
6. Both the victim and perpetrator are followed-up by the College Student Wellbeing Team.
7. If the perpetrator fails to fulfil the requirements of the *Behaviour Modification Contract* their enrolment could be terminated.

### Other Categories of Bullying

If any other bullying has occurred, including physical bullying that has yet to be reported:

1. The staff member/student/parent reports the incident to the Student Wellbeing Team and the incident is recorded on an *Incident Report Form*.
2. The *Incident Report Form* is assessed and followed up on by a member of the Student Wellbeing Team where all students involved are interviewed and conversations recorded on a *Victim Impact Statement*, *Bystander Statement* or *Perpetrator Statement*.
3. At this point the incident is then assessed as either a **low** or **high** level incident:

<b>Low Level Incident</b>	Categorised by: <ul style="list-style-type: none"><li>• the victim not typically being harassed and/or</li><li>• the perpetrator is not a repeat offender (no previous report) and/or</li><li>• the bullying behaviour appears less harmful to the victim (once assessed by a member of the Student Wellbeing Team)</li></ul>
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<b>High Level Incident</b>	Categorised by: <ul style="list-style-type: none"><li>• the victim is often harassed and/or</li><li>• the perpetrator often engages in such behaviour (as indicated by previous reports) and/or</li><li>• the bullying behaviour is causing considerable distress and harm to the victim (once assessed by a member of the Student Wellbeing Team)</li></ul>
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4. If the incident is deemed **Low** level the Student Wellbeing Team member will use the **SSS** strategy:

<b>Spell it out</b>	Remind the perpetrator what this behaviour is (bullying) and what's wrong with it
<b>Signal</b>	Remind the perpetrator what will happen next time if the bullying does not stop (ie indicate possible future consequences)
<b>Support</b>	The victim

5. The Student Wellbeing Team member may also utilise other strategies such as:

- A resolution conference between the victim(s), the perpetrator(s) and a member of the Student Wellbeing Team.
- A possible counselling session with the perpetrator and a member of the Student Wellbeing Team.

6. If the incident is deemed **High** level the teacher will use the **RRR** strategy:

<b>Respond</b>	Complete an <i>Incident Report</i> and forward it to the Principal or his/her delegate for their information and follow-up
<b>Report</b>	Notify the parents of the students involved
<b>Refer</b>	The victim and the perpetrator are referred to a member of the Student Wellbeing Team for counselling and support

7. Depending on the circumstances, the Principal or his/her delegate may also choose to exclude the perpetrator from the College until a conference is conducted with the parents. In this case:

- At the conference with parents it is made clear that the perpetrator must modify their behaviour or face possible expulsion, as the College has to be a safe place.
- The student is then placed on a Behaviour Modification Contract.
- Both the victim and perpetrator are followed-up by the College Student Wellbeing Team.
- If the perpetrator fails to fulfil the requirements of the Behaviour Modification Contract, his/her enrolment could be terminated.

### Delay in Response

It is also possible that the victim does not wish any further action to be taken at this early stage in the process. If this is the case, then the *Incident Report* and the *Victim Impact Statement* are kept on file.

This 'delay in response' option will only be available to a victim on the initial referral of a **low** level incident. If any subsequent reports are made by the victim towards the same perpetrator or, if the initial report is deemed to be a **high** level report, this option is no longer available and the correct procedures will be followed.

If the first incident report is oral, the staff member interviewing the student will fill in an *Incident Report Form* first and then proceed to complete the *Victim Impact Statement* and *Perpetrator Statement*.

## Monitoring

The final part of the process in working through any bullying-related incident is the ongoing monitoring once the incident has gone through the correct process. As such the following will accompany any bullying-related incident:

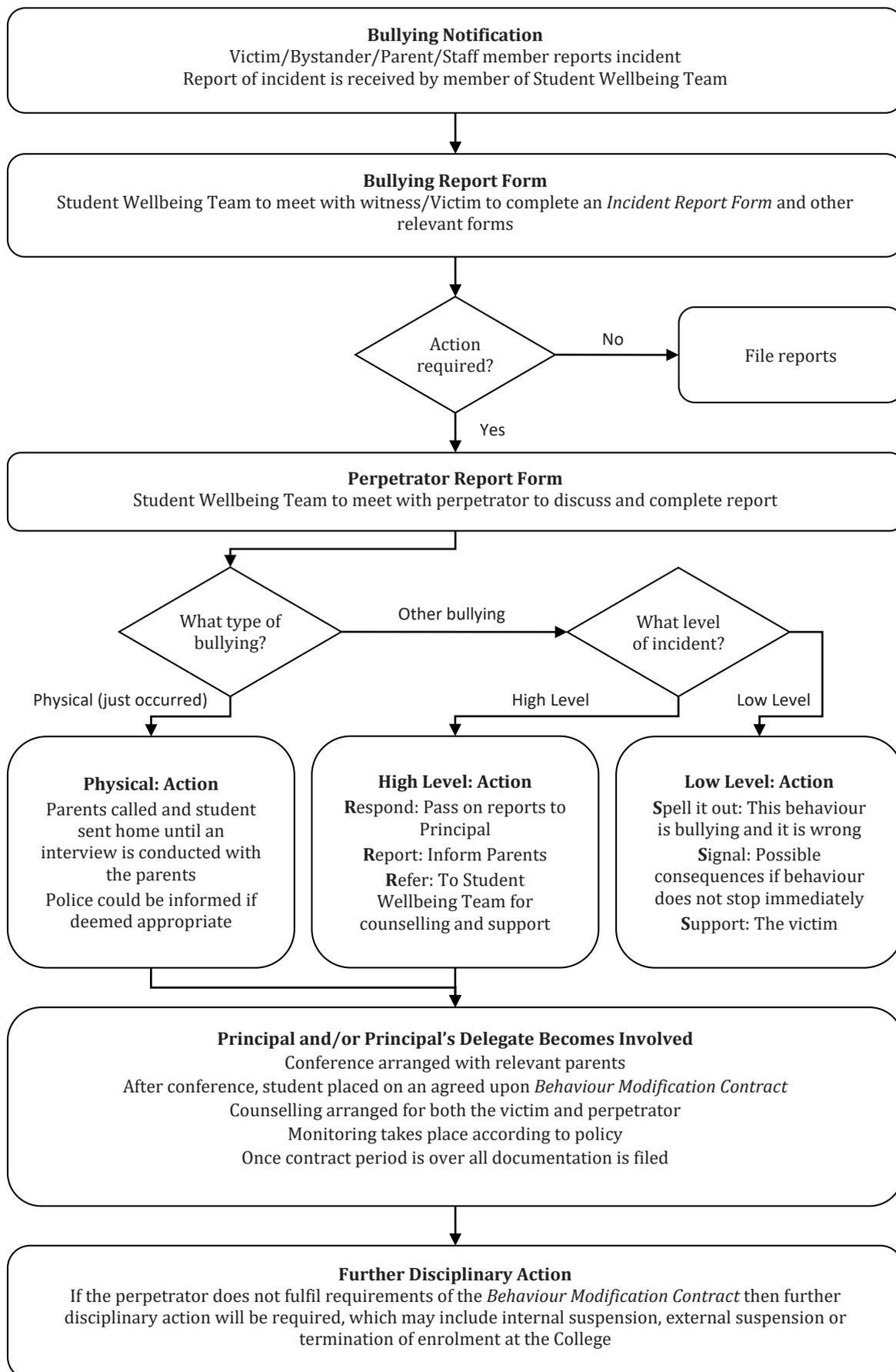
- The teachers of the victim(s) and perpetrator(s) will be notified that an incident has occurred and that it has been dealt with accordingly.
- The teachers will be asked to monitor the ongoing relationship between the victim(s) and the perpetrator(s) and to alert a member of the Student Wellbeing Team should they feel the perpetrator(s) is continuing the bullying behaviour.
- Members of the Student Wellbeing Team will continue to monitor both the victim(s) and the perpetrator(s) informally over the next term to ensure the bullying has stopped completely.
- If required, a member of the Student Wellbeing Team will formally catch up with either the victim(s) and/or the perpetrator(s) should they be unsatisfied that the bullying behaviour has stopped.
- Once satisfied that the victim(s) and perpetrator(s) have been appropriately monitored for a reasonable length of time, and the bullying behaviour has stopped, the incident will officially be closed with all paperwork being stored confidentially if required for future reference.

## Role of Parents

If a child tells their parent they are being bullied or if a parent suspects their child is being bullied at the College, the parent's role is to:

- Believe the child but also try to find out if there is another side of the story.
- Go through the ways the child can do something about it.
- Ask the child what they did, or what happened immediately before the bullying started. Sometimes children set themselves up to be bullied and get caught in a predictable cycle with potential perpetrators. If the child can see the cause and effect of this cycle it can help them to not get into the situation in the first place.
- Help the child practice answers to predictable bullying situations eg If the child is being teased for wearing glasses, brainstorm a whole lot of replies and then practice saying the best of them with feeling. "*Yes, aren't I lucky?*", "*Thank you*". "*I think you would look great too*", "*Yes they're a copy of ..... 's*" (someone cool)
- Talk to the child's teacher or a member of the Student Wellbeing Team about their concerns (with or without their child's permission). A parent, or staff member on their behalf, may complete an *Incident Report Form*.
- Keep clear communication with the College until something changes for the child. Do not teach the child just to put up with bullying or to defend themselves physically, or that it is just a normal part of being a kid.
- Finally, pray with them and for them, and for the bully.

# Bullying Prevention and Response Flow Chart



# Appendix B – Student Grievance Policy

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## Rationale

The nature of schools and education can lead to misunderstanding between people. It is imperative that misunderstandings are resolved immediately to ensure unity amongst students. Misunderstanding, unhappiness and conflict situations should be managed in such a way that it does not result in grievance procedures being activated.

Whilst every endeavour will be made to maintain godly, pro-active working relationships, from time to time it is possible that concerns, misunderstandings and disagreements may arise even in a Christian environment.

In order to maintain good relationships, conflict situations and concerns must be dealt with in a Biblical manner, directly and promptly. Immediate resolution avoids cynicism, gossip and a critical spirit. Timely action taken will restore a climate in which relationships can be restored quickly and quality learning can proceed.

The Biblical approach is the foundation for the management of grievances and conflict resolution and these matters should be settled in a godly and acceptable manner for all parties concerned. The pathway of legal intervention should be avoided if possible.

## Scriptural Base

Scriptural references for grievance procedure and conflict resolution are:

- Romans 13:8-11
- Romans 12:9-18 (in particular verse 18: "...do your best to live at peace with everyone", CEV 1995)

## What Do We Believe?

- We are all responsible for making sure that our own behaviour helps to make the College a place which is free from discrimination, bullying and harassment.
- Students are taught and expected to respect the rights of others in accordance with God's Word.
- We should live in harmony with one another (Romans 12:16).

## What Is a Grievance?

A grievance is a complaint made by a student about another person or persons in the College Community (student, staff member or parent).

The complaint could be about:

- Discriminatory remarks or behaviour
- Acts or threats of bullying (including cyber bullying)
- Acts or threats of physical aggression
- Acts or threats of sexual harassment

## What Should You Do?

If you have a complaint against another person (eg a student or teacher):

1. Try to talk with that person, if you feel comfortable doing so. When talking with that person:
  - Avoid taking issue with someone in the 'heat of the moment'. Wait until you are calm. If you are struggling to be calm, pray and ask God to help you. (Proverbs 15:1, James 1:19-20)
  - Arrange a time to speak to the person in private. In the case of a teacher, make an appointment to see him/her. (Matthew 18:15)
  - Ask God to show you if you did anything wrong in the situation and if He shows you something, ask Him to forgive you. Apologise to the person too. (Matthew 7:3-5)
  - Speak directly, in love, to the person against whom you have the grievance, not to anyone else. (James 5:9)
  - Forgive the person, regardless of whether they apologise. (Colossians 3:13, Proverbs 17:9)
  - Continue to pray for the person and show them love. (Luke 6:27-28, Romans 12:17-18)

2. If the matter is not resolved, tell an adult you trust such as:

- Your parent
- Your Homeroom teacher
- Another teacher
- A learning support teacher
- Your LAP support person
- The Head of Junior, Middle or Senior School
- The Principal or Deputy Principal

Ask them to help you work out what to do. They may suggest a meeting between them, you and the person about whom you have complained.

3. If the matter is still not resolved:

- The adult you've told will talk to the Principal
- The Principal will speak separately to you and the person about whom you are complaining
- The Principal will meet with both you and the other person
- If your complaint is against another student, a meeting may be arranged between you, the other student and both sets of parents
- As a result of this meeting:
  - You and the other person should have a better understanding about the matter
  - You may receive a verbal or written apology
  - The other person may receive a verbal or written reprimand

• If the problem happens again, make another report.

## Conclusion

The overriding emphasis of the New Testament is on love and forgiveness, grace and tolerance, as well as doing what is right in the eyes of God. Where conflict surfaces we should act swiftly to dispel any residue in the wider College Community or among each other.

# Appendix C – SA Ambulance Cover Terms and Conditions

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## Aim of Ambulance Cover

To relieve the teaching institutions and parents of the responsibility for payment of accounts for emergency ambulance services resulting from accident or injury to students whilst involved in College activities (conditions apply).

## Eligibility for Cover

- All formal private teaching institutions are eligible for membership to the scheme, provided that it is located in an area served by SA Ambulance Service.
- Out of School Hours Care programs must obtain a separate cover for the children in their care<sup>3</sup>.

## Who is Covered?

- Benefits are extended only to students enrolled with the teaching institution.
- Please note this membership is designed to cover **all** students who are enrolled at time of joining or renewing. It is not possible to cover only those students who do not have alternate cover.

## What are the Benefits?

Subject to the existence of medical necessity, ambulance transport will be provided free of charge to the nearest appropriate place of medical aid. Benefits apply only whilst the student is in attendance during normal school hours, or whilst participating in formal school activities either at or away from the school during normal school hours (ie inter-school sports and excursions where parents are not required to be in attendance).

## Specific Exclusions

This cover does not include:

- The cost of ambulance transport to places other than those which provide (and where the patient is to receive) medical treatment, apart from transport authorised by a medical practitioner with the prior written agreement of SA Ambulance Service.
- Non-emergency or elective ambulance transport.
- Ambulance transport where a third party or insurer has responsibility for that cost.
- Ambulance attendance resulting from non-school related incidents (eg diabetes, asthma, substance abuse).
- Daily travel between home and the teaching institution.

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<sup>3</sup> Please note: The College has taken out separate ambulance cover for OSHC and ELC students.

# Appendix D – College Uniform Requirements

## Summer College Formal Uniform

The summer College uniform is worn during Term 1 and Term 4, unless otherwise directed by the Principal.

Girls Summer Uniform	Boys Summer Uniform
<b>Junior School (Foundation - Year 6)</b> <ul style="list-style-type: none"> <li>• Dress</li> <li>• Short Sleeve Shirt</li> <li>• Navy shorts – <i>for under school dress</i></li> <li>• Navy V-Neck Jumper (optional)</li> <li>• Tailored Navy Shorts or Trousers</li> <li>• Sport Jacket</li> <li>• White Anklet Socks (turned over)</li> <li>• Black School Shoes (Lace up, T-Bar or Mary Jane style only)</li> <li>• College Hat (as required)</li> <li>• College Bag</li> </ul>	<b>Junior School (Foundation - Year 6)</b> <ul style="list-style-type: none"> <li>• Short Sleeve Shirt</li> <li>• Formal Grey Shorts or Trousers</li> <li>• Navy V-Neck Jumper (optional)</li> <li>• Sport Jacket</li> <li>• Grey Anklet Socks</li> <li>• Black School Shoes</li> <li>• College Hat (as required)</li> <li>• College Bag</li> </ul>
<b>Middle and Senior School (Year 7-12)</b> <ul style="list-style-type: none"> <li>• Dress</li> <li>• Short Sleeve Shirt</li> <li>• Tailored Navy Shorts or Trousers</li> <li>• V-Neck Jumper</li> <li>• White Anklet Socks (turned over)</li> <li>• Black School Shoes (Lace up, T-Bar or Mary Jane style only)</li> <li>• College Blazer</li> <li>• College Hat (as required)</li> <li>• College Bag</li> </ul>	<b>Middle and Senior School (Year 7-12)</b> <ul style="list-style-type: none"> <li>• Short Sleeve Shirt</li> <li>• Formal Grey Shorts or Trousers</li> <li>• V-Neck Jumper</li> <li>• Belt Black (optional)</li> <li>• Grey Anklet Socks</li> <li>• Black School Shoes</li> <li>• College Blazer</li> <li>• College Hat (as required)</li> <li>• College Bag</li> </ul>
<b>Assemblies, Excursions and Formal Events</b> <b>Middle and Senior School (Year 7-12)</b> <ul style="list-style-type: none"> <li>• Summer Formal Uniform as above <b>with</b> College Blazer – <i>College tie is optional</i></li> <li>- Formal Navy Shorts are only permitted in Assemblies</li> </ul>	<b>Assemblies, Excursions and Formal Events</b> <b>Middle and Senior School (Year 7-12)</b> <ul style="list-style-type: none"> <li>• Summer Formal Uniform as above <b>with</b> College Blazer – <i>College tie is optional</i></li> <li>- Formal Grey Shorts are only permitted in Assemblies</li> </ul>

# Winter College Formal Uniform

The winter College uniform is worn during Term 2 and Term 3, unless otherwise directed by the Principal.

Girls Winter Uniform	Boys Winter Uniform
<b>Junior School (Foundation - Year 6)</b> <ul style="list-style-type: none"> <li>• Long or Short Sleeve Shirt</li> <li>• Tailored Navy Shorts or Trousers</li> <li>• V-Neck Jumper (optional)</li> <li>• Sport Jacket</li> <li>• Optional ELC Jumper can be worn for Foundation to Year 2 students</li> <li>• Pinafore (Foundation to Year 2)</li> <li>• Skirt (Year 3 to 12)</li> <li>• Microfibre Tights – <i>to be worn with skirt</i></li> <li>• Navy or white Socks – <i>to be worn with trousers</i></li> <li>• Knee High Navy Socks – <i>to be worn with skirt</i></li> <li>• Black School Shoes (Lace up or T-bar only)</li> <li>• College Hat</li> <li>• College Scarf (optional)</li> <li>• College Bag</li> </ul>	<b>Junior School (Foundation – Year 6)</b> <ul style="list-style-type: none"> <li>• Long or Short Sleeve Shirt</li> <li>• Formal Grey Shorts or Trousers</li> <li>• V-Neck Jumper (optional)</li> <li>• Optional ELC Jumper can be worn for Foundation to Year 2 students</li> <li>• Sport Jacket</li> <li>• Grey Socks</li> <li>• Black School Shoes</li> <li>• College Hat</li> <li>• College Scarf (optional)</li> <li>• College Bag</li> </ul>
<b>Middle and Senior School (Year 7-12)</b> <ul style="list-style-type: none"> <li>• Skirt</li> <li>• Long or Short Sleeve Shirt – <i>tucked in</i></li> <li>• Tailored Navy Shorts or Trousers</li> <li>• V-Neck Jumper</li> <li>• Microfibre Tights – <i>to be worn with skirt</i></li> <li>• Knee High Navy Socks – <i>to be worn with skirt</i></li> <li>• Navy or white Ankle Socks (turned over) – <i>to be worn with trousers</i></li> <li>• Black School Shoes (Lace-up or T-bar)</li> <li>• College Blazer</li> <li>• College Hat</li> <li>• College Bag</li> <li>• College Tie</li> </ul>	<b>Middle and Senior School (Year 7-12)</b> <ul style="list-style-type: none"> <li>• Long or Short Sleeve Shirt – <i>tucked in</i></li> <li>• Formal Grey Shorts or Trousers</li> <li>• V-Neck Jumper</li> <li>• Grey Ankle Socks</li> <li>• Black School Shoes</li> <li>• College Blazer</li> <li>• College Hat</li> <li>• College Bag</li> <li>• College Tie</li> </ul>
<b>Assemblies, Excursions and Formal Events Middle and Senior School (Year 7-12)</b> <ul style="list-style-type: none"> <li>• Winter Formal Uniform as above <b>with</b> College Blazer and tie - Formal Navy Shorts are only permitted in Assemblies</li> </ul>	<b>Assemblies, Excursions and Formal Events Middle and Senior School (Year 7-12)</b> <ul style="list-style-type: none"> <li>• Winter Formal Uniform as above <b>with</b> College Blazer and tie - Formal Grey Shorts are only permitted in Assemblies</li> </ul>

## Summer and Winter Sport Uniform

Boys and Girls Sport Uniform	
<ul style="list-style-type: none"> <li>• Short Sleeve Polo Shirt</li> <li>• Sport Shorts</li> <li>• Sport Pants</li> <li>• Sport Jacket</li> </ul>	<ul style="list-style-type: none"> <li>• Optional ELC Jumper can be worn for Foundation to Year 2 students</li> <li>• Portside Sport Socks</li> <li>• Sport Shoes</li> <li>• College Hat</li> </ul>

## Blazer and Tie

The College blazer and tie is a compulsory part of the formal College uniform in Year 7 to 12. They are to be worn as follows:

- Wearing the College Blazer during Term 1 and 4 is required for College Assemblies, Excursions or Formal Events (unless advised otherwise by their teacher).
- Wearing the College Blazer and tie is compulsory in Term 2 and 3

## Uniform Requirements

- All uniform items must have the current logo.
- Students must use an official College bag with the College logo.
- Students must use an official College hat.
- Please ensure that **all** items of uniform are clearly named. Socks can be marked with indelible text on the sole. Initials are not sufficient.

## Shoes

May be worn to the College	May not be worn to the College
<ul style="list-style-type: none"><li>• Black leather shoes with Velcro fasteners</li><li>• Black leather lace up or formal shoes with black shoelaces</li><li>• Black leather Lace up/T-Bar/Mary Jane (<i>girls</i>)</li></ul> <p><i>Note: The soles of the shoes are to be no higher than 2.5cm.</i></p>	<ul style="list-style-type: none"><li>• Boots</li><li>• Sandals</li><li>• Platforms</li><li>• Ballet flats</li><li>• High heels</li><li>• Black canvas shoes (Vans, Volleys, Converse or similar)</li></ul>

- Sport shoes are not to be worn with the formal uniform.
- Only sport shoes are to be worn with the sport uniform. The following shoes are not permitted:
  - Skate shoes
  - Canvas shoes (Vans, Volleys, Converse or similar)
  - Casual slip-on shoes
  - Shoes with flashing lights

*Note: Shoes need to be done up properly and laces need to be one colour only (eg not chequered, fluorescent or striped).*

## Uniform Rules

- Students are to be in full College uniform at all times, including the journey to and from the College.
- The official sport uniform is to be worn all day on the day students have a PE lesson, including the journey to and from the College. It should also be worn to College sporting events or when representing the College at sporting events.
- Students are not to alter their uniforms in any way.
- Items worn under the uniform including singlets, T-shirts, underwear and boxer shorts must NOT be visible.
- Girls' summer College uniform and winter skirt must be knee length at all times.
- Shirts are to be tucked in when students are wearing with blazer, winter uniform or at Assemblies, Excursions and Formal Events.
- All socks and tights are to be purchased from the Uniform Shop.
- Scarves (optional) are to be purchased from the Uniform Shop. Other scarves are not part of the uniform and therefore should not be worn to College.
- Plain navy rain jackets without logo's may be worn.
- Belts are to be plain black with a plain buckle, that is, no cowboy or promotional/brand name belt buckles are to be worn.
- On days where uniform is not required, students are permitted to wear neat, modest casual clothes. In the interest of sun safety, all tops must cover the shoulders. The following clothing is **not** permitted - onesies, slogans, ripped or torn clothing, thongs or similar, 'short' shorts, sleeveless tops. Leggings may be worn with an appropriate long top. Clothes should not reveal the midriff.

## Year 12 Commemorative Jumper

The design and ordering of Year 12 commemorative jumpers will be undertaken in consultation with the Head of Senior School. Where possible the jumper will be kept affordable for all Year 12 students and the aim is that the ordering process will be completed by the end of Term 1. Year 12 students are responsible for the purchase of their jumper and wearing their jumper in accordance with the following guidelines:

- The jumper is part of the uniform and students should wear it with pride, keeping it clean and wear it neatly.
- Students must wear their College uniform under their jumper.
- Students are permitted to wear their jumper to and from the College and within College hours. However, students will not be permitted to wear their jumper on College excursions or assemblies. Instead, they are to wear uniform as per the Assemblies, Excursions and Formal Events Uniform.

# Grooming Standards

## Jewellery

- For safety reasons, girls are only permitted to wear one earring in each ear positioned in the lobe. The earrings must be small round studs (stone, silver or gold) or small sleepers (silver or gold).
- Rings, bracelets or wrist bands are not permitted (exceptions: Medic Alert bracelets and a blue WWJD wristband).
- Watches may be worn.
- Students can wear a single small-link neck chain underneath the uniform and should not be visible.
- Piercings cannot be covered. Students will be required to remove those piercings and hand them to their Head of School or take a leave of absence from the College.
- Tattoos are not acceptable
- Any jewellery that is worn that does not fit within these guidelines will be confiscated. Confiscated jewellery will be returned to the student upon request at the end of the day.

## Hair

Students should ensure their hair is presented in a manner that is appropriate for the College environment. The Principal reserves the right to determine appropriateness in these matters and may exclude a student from the College pending suitable corrective measure being taken. In the first instance, a student will be given a maximum of 3 days to rectify the situation.

Standards for Girls	Standards for Boys
<ul style="list-style-type: none"> <li>• Hair styles are to be neat, clean and tidy</li> <li>• A 'messy' look is unacceptable</li> <li>• Head shaving, extremely short hair and dreadlocks are not acceptable</li> <li>• Hair should not impair vision – fringes need to be at/above eye level or clipped back</li> <li>• Hair that is below shoulder length is required to be tied in a ponytail, bun or plait</li> <li>• Teasing hair to create a 'bushy' look is unacceptable</li> <li>• Hair colouring must be of a single natural tone</li> <li>• Hair accessories must be of a navy blue colour</li> </ul>	<ul style="list-style-type: none"> <li>• Hair styles are to be neat, clean and tidy</li> <li>• A 'messy' look is unacceptable</li> <li>• Hair should not impair vision</li> <li>• Close haircuts must not be less than the number 2 comb</li> <li>• Hair colouring must be of a single natural tone</li> <li>• Head shaving, Mohawk's and dreadlocks are not acceptable</li> <li>• Hair must not be longer than the shirt collar</li> <li>• Teasing hair to create a 'bushy' look is unacceptable</li> <li>• Sideburns are not to extend past the middle of the ear</li> <li>• Boys are expected to be clean shaven every day</li> </ul>

## Make-up

Make up is not permitted for students in Junior School. Light makeup may be worn by female students in Middle and Senior School to enhance their natural features. This includes the use of foundation, mascara, clear lip gloss and clear nail polish. Eye shadow, eye liner, lipsticks and coloured nail polishes are not permitted. Make-up is to be applied before attending the College, not during College hours.

## Consequences for Incorrect Uniform

Here the term 'uniform' collectively includes:

- The correct summer and winter uniforms, sport uniform and Year 12 uniform as described above.
- Appropriate shoes, hair styles, jewellery and make up as described in this document.

If the required standards, as specified in this document, are not met in any way then the following steps will be taken by the College to ensure students comply with the standards agreed to by the student and parents upon the student's enrolment:

1. The student will be spoken to regarding the uniform infringement and a letter will be posted home to parents. A record of this will be made by the College. The following timelines will be given for the uniform infringement to be corrected:

On the Same Day		
Jewellery	Hair ties	Shaving
Make up	Piercings	Wrist bands

Monday of the following week		
Shoes	Tie	Incorrect Uniform
Hair style	Dress length	Summer/Winter

2. Failure to correct the uniform infringement by the appropriate time will result in a warning that the student will be placed on a two-day suspension from the College if the matter is not addressed by the following day. This message will be conveyed to parents by the Principal by telephone and a second letter will be posted home. A record of this will be made by the College.
3. Boys who arrive unshaven at the College will be sent to the Head of Senior School to shave. Alternatively, they may be sent home to shave with the expectation to return to the College the same day.
4. In some instances, Parents may be contacted requesting correct Uniform be delivered to the College.
  - a. Middle and Senior School Students – If this cannot be achieved students may either undertake lessons in the Library or be sent home to change with the expectation that they will return to the College. Further consequences may be applied.
5. A student's enrolment could be terminated, at the discretion of the Principal, if the matter is not subsequently resolved.

# Appendix E – Student Network Acceptable Use Policy

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## Introduction

Information and Communication Technologies (ICT) or Digital Technologies (DT), such as computers, laptops, tablets, mobile phones, printers (2D and 3D) and the internet, are an essential part of education and learning at the College. Students are permitted additional ICT access outside of formal lesson times to extend their studies or reinforce their learning (including both academic and social-emotional). To ensure these digital technologies are used appropriately and for maximum benefit, we have established this policy for parents and students to read and sign at the start of each year.

## Digital Learning Vision

The Digital Learning vision of the College is that: “Portside students and teachers confidently, safely and nimbly use digital technologies to deepen their understanding of the world, and themselves.” To achieve this vision, we are constantly researching and implementing digital technologies that enable Portside students and teachers to have the tools to further their learning.

## Internet Access

The internet is a valuable learning and research tool containing vast amounts of information and useful educational material. However, parents and students need to be aware that there is content online that is offensive, irrelevant to the learning curriculum and wasteful of the College’s ICT resources. Students need to be mindful of their online activities and ensure that they are relevant to their studies. All internet activity at the College is filtered, monitored and recorded. There will be consequences for students who deliberately attempt to engage in inappropriate online activity, or fail to report unintentional access or exploits in our security and network. Students may have their network access (WiFi and College account) disabled and their parents informed if this agreement is breached.

## Acceptable Network Use

Students are expected to know and abide by this policy. Students are accountable for their use of ICT resources, including consumables such as toner, paper, disk space, online activities, account information and downloads. Each student is also responsible for managing their home directory, whether locally or cloud stored. This includes deleting unwanted files and only storing files relevant to College academic work. A quota is set for internet usage, printer usage and Home Directory disk space usage.

*The College is not responsible for the loss of files on students’ digital learning devices, hence it is strongly recommended that students back-up their work using a variety of methods, including Google Drive, USB sticks, portable hard drives, etc.*

## Email and other Communication Platforms

Year 2-12 students are given a College email account for educational use only and must use the College’s network and facilities responsibly as outlined in this policy. The College reserves the right to periodically monitor students’ email inboxes, and other communication platforms, and take appropriate action if content is not within the educational restrictions specified for email use.

The College may also provide access to other online communication tools (examples include Google Hangouts, Microsoft Skype, etc) for the purposes of collaboration and communication with other College users for academic purposes. The same considerations that pertain to email also apply to these other online communication platforms.

## Examples of Prohibited Practices

While at the College, students must not:

- Charge their electronic devices at the College (this must be done at home)
- Access any computer, file or program without the permission from the Teacher or Network Administrator.
- Send or view emails (or other communication platforms) without permission from the teacher.
- Access or interfere with any teacher’s or student’s computer or cloud based directory, files or documents.
- Bring anything other than homework to the College (including music, programs, images, scanned items or computer files) without permission from a teacher or as it might relate to academic use.
- Download **anything** without permission (eg games, music, video clips).
- Download or view offensive material.
- Use technology to harass, bully, vilify, defame, degrade or abuse anyone. This includes discussing or commenting on another person’s appearance, religion, race, sexuality or disability.
- Use communication platforms (chat, instant message, video, voice, etc) in any way with anyone without permission from the teacher.

- Change any computer settings whatsoever, including monitor settings of shared computers (Room 5, etc).
- Interfere with cables, printers, scanners, cameras, data projectors or computer hardware in any way.
- Tell anyone their Portside password.
- Attempt to gain access to any other person's computer account, email, Google account, etc.
- Copy or redistribute material without correct acknowledgement. Any work, digital or not, is regulated by Copyright Law and the presentation of someone else's ideas or work from the internet without this correct acknowledgement is plagiarism.

## **Consequences for Inappropriate ICT Use**

The consequences for inappropriate use of ICT include:

- Losing network access (WiFi, login capability, Google Account, etc)
- Losing computer network access outside of scheduled lessons.
- Having prohibited material confiscated.
- More serious consequences in accordance with the *Student Behaviour Management* process from the College Handbook
- Student and their parents meeting with the College Principal and or Head of School

# Appendix F - Student Digital Learning Device Acceptable Use Policy

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## Student Agreement

Digital Learning Devices (DLD) refer to use of tablets (iPads, etc) and laptops [Chromebooks, Windows and MacOS, Bring Your Own Devices (BYODs), etc]. The Australian Curriculum and SACE delivery requires the extensive use of ICT, as a digital component features prominently throughout all subjects.

Essential software programs (both local and cloud) and monitoring software (including antivirus, internet filtering, etc) is provided for on student devices, subject to the specific platform or device. Students have access to the internet through the College's network (both fixed and wireless). The College internet filter will provide a level of filtering to restrict students' access to unwanted and inappropriate programs and websites, subject to the educational requirements of the student.

## Conditions of Use

The following conditions apply for the appropriate use of Digital Learning Devices (DLD) at the College:

1. Students are not permitted to bring any DLD to the College, other than what has been prearranged with the College. The only exceptions are students (typically Years 10, 11 and 12) who are permitted to Bring Your Own Device (BYOD), which must be a tablet or laptop (not a mobile phone).
2. The student may use their DLD for educational purposes only, and in the classroom at the instruction or discretion of the teacher. The taking of photos or playing of music, games or movies at the College is strictly prohibited, unless by permission of the supervising teacher.
3. The student is strictly forbidden to download (including capturing, caching, etc) or bring to the College on their DLD any material contrary to the ethos of the College; or by using other methods of circumventing the security and filtering policies. If there is reasonable suspicion that such material is on (or accessible via circumventing) a student's DLD the College reserves the right to impound the device and search for such material. The device will not be returned until the incident has been resolved.
4. The student is strictly forbidden from using their DLD or any other technology to harass, bully, vilify, defame, degrade or abuse anyone. This includes discussing or commenting on another person's appearance, religion, race, sexuality or disability.
5. The student is strictly forbidden from using their DLD to perform an unlawful or inappropriate act.
6. The student is strictly forbidden to connect their DLD to an external internet source while they are at the College (including, but not limited to, hotspotting off 3G/4G devices). The College network (fixed and wireless) is to be used for internet connection and internal network resources of an academic nature.
7. The student is strictly forbidden to connect the DLD to any College device (for example via Ethernet cable, printer cable, display cable, or using remote control functionality) except under permission by the Network Administrator or Head of eLearning.
8. For physical safety reasons, the student may not charge their Digital Learning Device at the College or connect their DLD to power outlets.
9. The student is strictly forbidden to connect their DLD to any other student device (via wireless, network cable, remote desktop, TeamViewer, etc).
10. The student is strictly forbidden to interfere with another student's DLD or accounts (including Portside, Google, etc).

The student and parent(s) agree to the above conditions when they sign the Laptop Agreement Form.

## Student Responsibilities

- The student accepts full responsibility for the care and use of their own DLD. The College does not accept responsibility for theft, reckless damage or loss of the DLD or parts/accessories/data. Students must store their DLD in the bag provided in their locker (or classroom trolley) when not in use, between lessons at school and transporting between school and home.
- It is the student's responsibility to ensure their DLD is charged with sufficient power for school each day in their allocated carry bag. The College will not provide access to a power supply for either use in lessons or for recharging.

*For Windows based, College provided laptops:*

- The student should report any technical or software/hardware issue with their laptop immediately to ICT Support. A replacement laptop will be issued to the student upon investigation and will remain on loan until the problem has been rectified.

*For College provided DLDs:*

- The student should report to ICT Support any accidental damage to their College owned DLD (including iPad, Chromebook, Windows based laptop, etc). A loan DLD may be issued to the student immediately and will remain on loan until the DLD has been repaired (subject to availability of loan DLDs). Parents will be charged an excess amount if damage to the DLD was the result of negligence or intentional damage.

For BYOD:

- The College does not accept responsibility for theft, intentional or accidental damage to a BYOD. The College will not provide hardware or software support for BYOD. The College will investigate disputes between students over BYOD and action appropriate consequences in line with regular College Behaviour Management guidelines.

### Conditions for Loan Devices

1. Students will not be issued a loan DLD if they have forgotten to bring their DLD to the College for the day. This also applies to BYOD.
2. Students will not be issued a loan DLD if the student has failed to charge their own DLD ready for the school day. Charging of DLDs is to be done at home ready for the next school day. Charging DLDs in class is not permitted.
3. DLD chargers will not be loaned for charging of DLDs during the school day.
4. If a student has lost or misplaced their DLD charger, they will need to purchase a new charger from the College which will be billed to parents/caregiver. The student's parent/caregiver will be notified by phone when this occurs. The cost of replacement parts from the College is outlined under the Laptop Common Replacement Parts Price List. This does not apply to BYOD.

## Incorrect Use of DLDs at the College

The consequences for violating one or more conditions will depend upon the nature of the offence and may include:

- A warning followed by a detention (for more minor offences).
- A meeting with parent(s) and a more severe penalty (for more serious offences).

Parents will be formally notified in writing.

At any time, the College may decide to revoke the student's DLD or network use.

## Repair Processes and Conditions for College Provided DLDs

### Warranty

If the DLD is considered to have a fault due to malfunctioning hardware, then the manufacturer warranty process is to be followed and the student will be loaned a DLD from the College (subject to availability). The College purchases hardware with a three-year onsite warranty.

### Physical Accidental Damage

If the DLD damage is deemed to be legitimately accidental, the College will issue a loan DLD, repair the damaged (\*) DLD and pay for 100% of the repair cost. This decision is to be determined by College Leadership. The repair is to be completed by ICT staff or manufacturer technician. In a circumstance where there is a similar repeated case of accidental damage, the student's parents or caregiver are to pay 50% of the repair cost. This scenario will be determined by College Leadership based on the student's prior DLD care and the student's parents/caregiver will be informed by written letter. Once the repair is complete the device will be returned to the student.

(\*) NOTE: There is no warranty available for replacement of the LCD screen on Lenovo Yoga models regardless of accidental damage. The cost of this repair will NOT be covered by the College.

### Negligent Damage or Intentional Damage of College Provided DLDs

If the student fails to take proper care of their allocated DLD this is considered to be damage due to student negligence. This includes, but is not limited to, throwing the DLD, dropping the DLD, leaving the DLD in an area vulnerable to damage (including being stored in school bags that have been left within unsafe or pedestrian areas), spilling liquids on the DLD, leaving the DLD in a location vulnerable to theft or damage by others, and failing to transport the DLD in the provided carry bag.

If the student has wilfully damaged their DLD this is considered to be intentional damage. This includes but is not limited to physical harm (example: missing keys, damaged ports, broken hinges) to both the hardware and software consequently requiring repairs to restore the DLD to its original working state.

These situations will be investigated on a case by case basis by College leadership. The student DLD will be repaired in full by the College and the total cost forwarded to the student's parents/caregiver. Parents/caregivers will be informed in writing of repair costs and repairs will be authorised once parental consent and a payment plan has been finalised. The student will be provided with a loan laptop (subject to availability) for a limited time or until the repair is completed. If repeated damage has occurred and the College does not believe the student has the capability of safely managing the loan DLD, then a loan DLD will not be provided.

## **Lost/Stolen Items:**

If the DLD is lost or stolen, the College Leadership will assess on a case by case basis the course of action. Students can enter a loan laptop agreement if required (subject to availability) as per the information below.

## **Loan DLD Agreement – Warranty/Accidental/Negligent/Intentional Damage**

Students requiring a loan DLD can enter a College loan DLD agreement.

*Short term loan DLD agreement:* This agreement will require the student to sign the agreement form after which they will be issued a loan DLD from the College for the day only (returned by 3:15PM on the day of loan). The repair job will normally be completed during the day and the loan DLD needs to be returned to the College by the end of the same day it was issued.

*Long term loan DLD agreement:* This agreement allows the student to loan a DLD on a longer term basis whilst their DLD is being repaired. Some DLD repairs can take longer to complete and this option will be available if required. The Network Manager will be able to indicate an approximate time of repair. Students entering this agreement will need to sign the form themselves and have it signed by their parents/caregiver before the loan DLD can be issued to the student.

In all cases, if the loan DLD is not returned to the College in its original working state, the total cost to repair the loan DLD will also be forwarded to the student's parents/caregiver. Once the original DLD repair is completed the student will be notified, their DLD will be returned to them and the loan DLD needs to be returned to the College.

## **Common Replacement Parts Price List (2018)**

*This applies to Lenovo Yogas, Lenovo Chromebooks, and Apple iPads.*

### **Laptop Bag:**

laptop bag \$50 ex GST (All yoga models)

### **Chargers:**

Lenovo ThinkPad 65W AC Adapter (slim tip) \$60 ex GST (Yoga models)  
Lenovo Thinkpad 11e 20w (Slim Tip) Charger \$20 ex GST (Chromebook)  
Lenovo Thinkpad Yoga 11e USB C Charger \$71 ex GST (Chromebook)  
iPad Genuine Charger \$60 Ex GST

### **Laptop Digitizer Pen:**

Lenovo ThinkPad Yoga Digitizer Pen \$40 ex GST (Yoga models)

### **Laptop LCD Panels (\*):**

Lenovo ThinkPad Yoga 12.5" \$290 ex GST (Yoga models)  
Thinkpad 11e Screen Replacement \$120 ex GST (Chromebook)  
Thinkpad Yoga 11e Screen Replacement \$200 ex GST (Chromebook)

(\*) NOTE: There is no warranty available for replacement of the LCD screen panels on Lenovo Yoga models regardless of accidental damage. The cost of this repair will NOT be covered by the College.

### **Laptop Keyboards:**

Lenovo ThinkPad Keyboard \$265 ex GST(Yoga models)

### **iPad:**

iPad Screen Replacement \$180 Ex GST

### **Replacement MiFare ID cards:**

\$15 ex GST (Required for printing at the College)

### **Labour Repair Rate:**

\$45.00 ex GST Flat rate – all repairs deemed negligent or intentional.

\*Please note that prices of replacement hardware items are subject to change due to changes in AUD dollar and supplier availability.

# Appendix G - 'Bring Your Own Device' (BYOD) Student Policy

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## Student Agreement

The student laptop scheme ensures that every student in Middle and Senior School has access to technology at all times during the school day. The Australian Curriculum and SACE delivery requires the extensive use of ICT, as a digital component features prominently throughout all subjects.

In 2018 Year 10, 11 and 12 students will be permitted to bring their own devices to the College that abide with the College BYOD policy outlines below.

## Conditions of Use

The same conditions apply for the appropriate use of Digital Learning Devices at the College:

## Important Student Responsibilities for BYOD

1. The College takes NO responsibility for charging of BYOD devices. The device chosen should have minimum battery life of 6 hours to last a normal school day and not require additional charging.
2. Any bag or protective case for the student device need to be provided at own cost.
3. The student is fully responsible for own means of data storage and backup. The College in no way accepts any responsibility for any loss of data located on student BYODs.

## BYOD Minimum Hardware Requirements:

- **Operating System:** Windows 7 or newer or OS X Yosemite or newer
- **Processor:** Intel i5 or newer or equivalent
- **Memory:** 4GB DDR3 or greater
- **Storage:** 120GB or greater (for laptops), 64GB for tablets.
- **Screen Size:** 11 inches (diagonal) or greater
- **Wireless Requirement:** 802.11/a/b/g/n
- **Battery life:** 7+ hours' continuous runtime without charging (whole school day)
- **Suitable carry bag/case for device. Must be suitable for transport at school at between school and home.**

## Acceptable Devices:

- **Windows laptop, Ultrabook, Ultrabook hybrid** (that meets the minimum requirements above)
- **Mac OS laptop** i.e. MacBook Air, MacBook, MacBook Pro
- **Microsoft Surface** (any version made in 2015 onwards) with external keyboard and toughened case
- **Tablet:** iPad Air 2 or Samsung Tab S2 (these tablets must support, and be provided with, an external keyboard and toughened case)

## SIM Enabled Devices

BYODs that have the capability for SIM card insertion are not to be activated on campus. In other words, while on campus, a student BYOD must only have internet access through the College's network (fixed or wireless). Otherwise, this will be considered hotspotting, and therefore will be considered an offence.

## Incorrect Use of BYODs at the College

The consequences for violating one or more of Conditions 9-15 will depend upon the nature of the offence and may include:

- A warning followed by a detention (for more minor offences).
- A meeting with parent(s) and a more severe penalty (for more serious offences).

Parents will be formally notified of either situation by letter.

At any time, the College may decide to revoke the student's BYOD use.

# Appendix H – Mobile Phone and Electronic Devices Policy

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## Rationale

The privacy and protection of students is of paramount importance and the prime motivator for this policy. It will ensure that students are safe at Portside Christian College and that their learning is not disrupted by the use of mobile phones or other electronic devices. We request that parents communicate with the College regarding their children during the school day by calling Administration on 8341 5133.

Electronic devices include, but are not limited to:

- Mobile phones
- iPods/Media players
- Gaming devices (such as DS and other consoles)
- Digital cameras and other photographic devices
- Video and sound recording devices

## Policy

Junior School students are not permitted to bring any electronic device on College grounds (unless permitted by the Principal)

Middle School and Senior School students are permitted to bring a mobile phone to the College.

The following conditions apply:

- Students may only access phones on the College site before morning homeroom and after afternoon homeroom.
- The phone is not used from morning homeroom to afternoon home room. During this time phones need to be turned off or left on silent mode.
  - Students in Years 7 - 11 are required to hand up their phones during morning homeroom
  - Students in Years 12 need to store phones in their lockers or bag
- The College accepts no responsibility for the loss of or damage to any mobile phone brought to College.
- The devices must not be used to photograph or video College activities, surroundings, students or other members of the College Community.

All breaches will be taken seriously and the device may be confiscated. Further consequences will be determined by the Principal. This may result in suspension or termination of the student's enrolment.

## Trade Training Centre

Trade Training Centre (TTC) students are permitted to bring a mobile phone. The following conditions apply:

- The phone must remain switched off at all times when entering College property.
- The phone must be handed in to the TTC teacher each morning and must be collected after College from the TTC Teacher or TTC Manager.
- Phones need to be switched off when handed in.
- Phones are not to be connected to the College's wireless internet at any time.
- The College accepts no responsibility for the loss of or damage to any mobile phone brought to College.
- Students who fail to comply with these conditions could have their option to have their mobile phone while at the College cancelled.

TTC students are permitted to bring tablets or laptops to the College under the following conditions:

- The devices are only to be used for TTC study purposes while at the College.
- The devices must only be connected to the College's wireless internet for TTC study purposes.
- The devices must not be used to photograph or video College activities, surroundings, students or other members of the College Community without the express permission of the teacher, and must comply with appropriate copyright and privacy legislation.

All breaches will be taken seriously and the device may be confiscated. Further consequences will be determined by the Principal. This may result in suspension or termination of the student's enrolment.

# Appendix I – Conditions of Enrolment

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The terms and conditions of continuing enrolment at the College are as follows:

1. That the parents/guardians acknowledge that in accepting an offer of enrolment they are entering into a binding and legally enforceable contract with the College. In addition, the parents/guardians accept that the contract will continue for the duration of their child's education at the College and that the contract cannot be varied or cancelled by the parents/guardians except in accordance with the College's notice of withdrawal provisions (or payment in lieu of notice) as detailed below in clause 10 and, in the case of a joint enrolment, with the consent of both parents/guardians.
2. That the parents/guardians agree to support the College in its teaching of the student and agree to support the College's Mission, Values, Goals and Beliefs as stated in the College Prospectus.
3. That the parents/guardians will allow the student to fully participate in the life and programs of the College including devotional activities, Christian/Biblical Studies lessons, concerts, camps, excursions, sporting activities and Presentation Nights.
4. That the parents/guardians will provide the student with the correct uniform as approved by the College and will ensure that the student always travels to and from the College and College activities neatly and appropriately dressed in that uniform.
5. That the parents/guardians will provide the student with all necessary learning support materials and other equipment of a personal nature that may be required to enable the student to benefit from the education offered by the College.
6. That the parents/guardians acknowledge, support and accept that the College may expel, suspend or otherwise discipline students in accordance with the College's rules and policies.
7. That the parents/guardians understand that the College has the right to review and terminate the enrolment if the student or parent/guardian is not working in harmony with the College or is not showing respect to the College's Mission, Values, Goals, Beliefs, rules and policies.
8. That the parents/guardians accept that the student will be placed in the year level and class as determined by the College.
9. That the parents/guardians will pay all fees and charges as set out and adjusted from time to time by the College by direct debit, within the terms of payment, unless alternative arrangements have been made with the College. In the event of failing to comply, the parents/guardians agree to pay overdue charges and/or debt collection costs.
10. That the parents/guardians agree to give one term's notice of withdrawal of the student from the College in writing to the Principal or otherwise be liable for one term's fees charged in lieu of notice of withdrawal of enrolment, unless there are mitigating circumstances that are acceptable to the College.
11. That the parents/guardians agree that there will be no refund of fees on termination of enrolment, except at the sole discretion of the College.
12. That the parents/guardians agree, where applicable, to all accounts and correspondence being forwarded to the parent/guardian with whom the student lives most of the time during the school term or to the parent/guardian as agreed by the parents/guardians and notified to the College.
13. That the parents/guardians agree that where both parents/guardians sign the enrolment acceptance that the liability for fees remains joint and several regardless of which parent/guardian receives the fee accounts.
14. That the parents/guardians acknowledge and accept that the College reserves the right to arrange any emergency medical or dental treatment which it considers necessary for the student and that the College will make all reasonable efforts to contact the parent/guardian in an emergency.
15. That the parents/guardians agree to support the College in insisting that the student does not bring dishonour to the College or behave in a way which may affect the reputation of the College. The parents/guardians support the College in insisting that the student does not consume alcohol, smoke tobacco or use any illegal drug or substance.
16. That the parents/guardians accept that the student is admitted to the College on the condition that they will obey the College rules, policies and Conditions of Enrolment, including those regarding discipline, dress, conduct and curriculum requirements. The parents/guardians also agree to uphold and support these reasonable College expectations and policies in the interest of the wellbeing of all students.
17. That the College may, at its discretion, suspend or terminate enrolment for failure to comply with these Conditions or for any serious breaches of College rules.

# Appendix J – Portside Christian College Privacy Statement

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We understand the importance of protecting your privacy and the privacy of the children under your care. We are committed to comply with the Privacy Act 1998, and the National Privacy Principles. The Privacy Act regulates the way organisations may collect, use, disclose, store and safeguard your personal information. The National Privacy Principles are designed to give individuals access to their information to ensure it is complete, up-to-date and accurate.

## How and why we collect your personal information

We collect personal information from you when you seek to enrol your children at the College or when you or your children use the services provided by the College. We collect this information so that we can administer and supply the services you or your children require, and to give you information to which you are entitled as a member. This includes health information pertaining to your children at the College to assist in the provision of emergency medical treatment.

## If your personal information is not provided

If you do not provide us with all the information we request, we may be unable to enrol your children at the College or supply to you the services that you require.

## Marketing information

We may, with your consent, use your personal information to give you information that may be of interest to you and provide details of the services that are available from us or from other organisations with which we have relationships. Your consent will be implied unless you notify us that you do not consent to your information being used for this purpose. You can elect to alter your consent at any time.

Under no circumstances will information be sold to external agencies for marketing purposes.

## When we may give your personal information to other organisations

Sometimes we may need to give some personal information about you to other organisations that provide us services so that we can supply to you the services you require from us. These organisations may only use the information to the extent necessary to provide the services we authorise.

Sometimes we may be required to give some personal information about you to other organisations to comply with our legal obligations. Examples of such organisations are our auditors and legal advisers.

## Your access rights and how to contact us

The Privacy Act outlines your rights to access the personal information we hold about you, and you can ask us to correct the information if it is inaccurate.

We recognise that you provide us with your information in trust and we will demonstrate our integrity by protecting and keeping secure your personal information.

If you have any queries relating to this Privacy Statement or require additional information, please contact our Privacy Officer on (08) 8341 5133.

PORTSIDE  
CHRISTIAN COLLEGE

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A ministry of Portlife Church