



# Eastside Lutheran College

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## PARENT HANDBOOK

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### Vision

*“To lovingly support a thriving, caring community of life long learners, each one a special student of God.”*

### Mission

*We exist to provide a caring, stimulating and safe environment, where students are appropriately challenged through high quality educational programs and practices to strive towards personal, social and academic excellence.*

*Staff, parents, students, the Church and the wider community actively collaborate to provide an environment where all can strive to reach their full potential under God.*

### Goals

We endeavour to assist students to:

- Develop Christian morals and a code of ethics displaying such traits as honesty, integrity, responsibility, tolerance and resilience
- Be supported and be supportive of others
- Care for and respect self, others and the environment
- Be motivated, confident and high-level achievers
- Develop interpersonal skills including friendship, teamwork, people skills and leadership
- Exercise problem-solving skills, develop articulate communication, goal setting and skilled thinking
- Enjoy their time at the College

## INTRODUCTION

This **Parent Handbook** is intended to provide information to parents about the College and its operation. It commences with a *Message from the Principal* followed by our *Mission Statement and Aims*.

It contains information on policies and procedures. Sections are listed alphabetically and an *index* is provided at the back for quick reference.

If there is something that you wish to know about the running of the College and the information is not immediately apparent in this Handbook please feel free to contact the College’s Office Administration or relevant support staff.

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P.O. Box 279  
ROSNY PARK Tas 7018  
Phone (03) 6244 6885 Fax (03) 62447339  
Email: [admin@elc.tas.edu.au](mailto:admin@elc.tas.edu.au)  
[www.elc.tas.edu.au](http://www.elc.tas.edu.au)

## **A MESSAGE FROM THE PRINCIPAL**

Dear Parents, Guardians and Carers, (hereafter referred to as "Parent/s")

Welcome to Eastside Lutheran College (the "College, ELC").

Our College is continuing a long journey of building traditions and establishing its own culture. As it grows it will continue to have as a very clear focus; the provision of excellent educational opportunities within a caring, nurturing Christian environment that supports students, families and staff.

At ELC we recognise that the primary responsibility for Christian education rests in the home. The College and home work in partnership to nurture our students. We follow the Australian Curriculum and we aim to provide our students with rich, hands on, experiential learning. We encourage active engagement with the world with a particular focus on how we can be of service to others. How we include, value and accept each other's differences is of particular significance.

At the College, the Christian Education and Worship programs are intended to bring students to an awareness of people's need for a saviour and to know the comfort that as children of God, they have been saved by the grace of God. This is something that is believed. It is held on to by faith.

To teach students to be confident in God's unconditional love is our joy and responsibility. It is what makes this College unique.

Our Christian beliefs and our focus on valuing the uniqueness of each person extends to all of our Community; students, parents, staff and friends. The welcoming sense of Community and family is an important part of our culture. Being a smaller College, parents, staff and students get to know each other personally - their strengths, weaknesses and needs, and we place importance on rejoicing with, comforting and forgiving each other.

As we begin each new College year, we remain committed to building on our strong foundations to continually work towards providing the highest quality of academic, co-curricular and service-learning opportunities for our students.

My door is always open and I look forward to working with you in the holistic education of your child.



Ms Wendy Ruback (Principal)

## **THE LEARNING ENVIRONMENT**

The traditional notion of learning environments has centered mainly on places and spaces. It's natural to associate the quality of learning with the quality of the learning environments, but a showy building with big LCD monitors and gigabit Ethernet may not be a 21st century school at all.

In fact, an effective learning environment doesn't have to be a particular place or space. Effective learning environments do not limit themselves to time or space, but comprise a variety of support systems that take into consideration the ways in which we learn best as well as the unique learning needs of each student.

At ELC you will not see 'you beaut' screens, amazing whizz bang technology and expensive agile furniture. Whilst we place importance on an up-to-date physical learning environment and the need to sustain and promote multiple modes of student learning, at ELC we place greater importance on the human component necessary to encourage students to become intellectual risk-takers and creative problem solvers. Our teachers and support staff are a unique combination of talented people all working to meet the learning needs of the community. The belief that every child deserves and wants to learn, and the commitment to achieve that goal, is shared throughout the College.

In working towards this goal the College places importance on some key factors for successful 21st Century education,

### **Technology Integration**

Students using technology to achieve learning goals rather than the end goal being 'using technology'.

### **Collaborative Environment**

Students working together and listening to others' viewpoints to foster the development of new ideas.

### **Opportunities for Creative Expression**

Students demonstrating their understanding through different modes to build confidence and creativity.

### **Problem-Based Approach**

The core idea of students approaching a new topic in the context of answering a 'big question' or a problem is a cornerstone of our teaching practice. Problem solving goes well beyond the Mathematics and Science classrooms. A problem solving approach to difficulties and challenges can aid students through to writing a short story or solving an economics challenge. We encourage 'taking a risk' and 'giving everything a go.'

### **Justification for Answers**

Students are encouraged to develop their thoughts and inquiry by approaching problems in different ways and seeking the best solution through deep understanding.

### **Writing for Reflection**

Students are encouraged to reflect through discussion and journaling. Self reflection is a powerful metacognitive reinforcement of learning. It works hand in hand with inquiry and justification.

### **Hands-on Learning**

At ELC we place importance on 'doing' and opportunities to connect with the outside world. This goes beyond discovery learning and applying formulas to real world tasks. It also involves emotional learning and developing such feeling as empathy and compassion.

### **Teacher as Facilitator**

As skilled educators, our teachers and support staff work beside students providing support and encouragement for their individual learning.

### **Transparent Assessment**

At ELC we believe students achieve their best and form stronger connections if they are able to understand what demonstration of knowledge will be expected of them. We use ongoing formative assessment and rubrics to guide students in their learning.

At the core of what and how we teach at ELC is the role of Lutheran education in Australia. Our desire is to see every student thrive in their work and life. Service in response to God's love is at the heart of all we do and so we must prepare students to be of service throughout their lives. It is our goal that ELC students become active, successful, and contributing members of society. To achieve this we educate to equip our students for their future 21<sup>st</sup> century social, personal and work lives.

## **GENERAL INFORMATION**

### **ATTENDANCE**

#### **ABSENCE**

The College must be advised (email/note/phone) of any student absence before 10am on the day/s of occurrence to the College. Upon a student's return to the College a note of explanation is to be provided to the Class/ Pastoral Care Teacher.

This note must be dated, neatly presented, contain the student's name and must be signed by a parent. It must also give the reason for the absence.

If a student is absent for two or more days parents are required to notify the College by telephone.

#### **ANTICIPATED ABSENCE REQUESTS**

Requests for absence for other than medical reasons, music examinations and the like are to be submitted to the Principal.

In cases of anticipated extended absence or absence at the beginning or end of term, parents are asked to discuss requests with the Principal.

#### **COLLECTION OF STUDENTS**

Students are not to be collected by persons unknown to the College unless prior notification has been provided to the College by parents. Parents arriving before 3pm to collect students are asked not to congregate around the classroom doors.

#### **LEAVING THE COLLEGE GROUNDS**

Students are to remain on the College grounds throughout the College day. They may only leave the grounds if accompanied by a teacher or parent/guardian/carer, and they must be signed out at the Office.

Parents are asked to make their child/ren aware of any change in how and when they will be collected from College. If changes are made necessary during the day, please contact the office **before 2:30pm** and leave a message for your child.

Please refer to Appendix A for details regarding the collection of students who leave before the official end of the College day.

#### **TIME OF ARRIVAL**

Students are expected to arrive at College between 8:30am and 8:45am. College sessions begins at 8:50am. The early arrival of students is discouraged as staff will not be on duty until 8:15am. If a student needs to arrive before 8:30am, written permission must be gained from the Principal. Students arriving after College has begun **must be signed in at the office.**

#### **TIME OF DEPARTURE**

Students not remaining at the College for extra-curricular activities are expected to leave the College grounds promptly. All students should have left the grounds by **3:30pm** when formal supervision ceases.

## **BANKING**

The Lutheran Laypeople's League (L.L.L.) is an auxiliary of the Lutheran Church of Australia (LCA) and has been operating successfully since 1921. It operates similarly to any savings bank account. Low interest loans are taken out by church groups such as our College to assist in the construction of buildings.

Our College can borrow against money deposited in the L.L.L. and earmarked for "**EASTSIDE LUTHERAN COLLEGE**".

The College operates as an agency for the L.L.L.

Parents interested in establishing a pattern of regular saving for their students can obtain further information from the office. Parents may also use the L.L.L. banking facility provided online.

## **BEHAVIOUR CODE**

The principles of:

- Courtesy
- Consideration
- Co-operation and
- Commonsense

provide a sound basis for the behaviour of students in our College. They also take on a special meaning in a Christian context, when we see each other as forgiven by God for wrong doing.

In the classroom a clear set of expectations is maintained to support the learning process. Positive encouragement is given to reward good behaviour. Generally students learn that there are consequences for their actions.

Parents are involved co-operatively in dealing with repeated occurrences of serious behaviour problems.

## **BICYCLES**

Bicycles are not to be ridden within the College grounds.

Students riding bicycles to and from College **must** wear safety helmets.

## **BUS**

Students travelling on buses are expected to remain seated, be well behaved and obey instructions given by drivers in charge of buses, in addition to staff & accompanying adults.

## **CAMPS**

### **PARTICIPATION**

College camps provide students with opportunities for personal and social growth as they live together and share a variety of outdoor experiences. We believe they are very worthwhile and therefore we organise camps for students in Early Years to Year 11 as part of their educational program. All students will participate in any such activity arranged for the class, unless there are medical reasons which prohibit their involvement. Where this is the case, parents must seek approval from the Principal for their student's non-attendance.

### **PARENT ASSISTANCE**

Each year we are grateful for the assistance given by parents who attend camps in a supportive role to the teachers. Help is particularly appreciated in domestic situations such as mealtime, showering and settling the students at night.

In planning camps, teachers (who take responsibility for all aspects of the camp) consult with the Principal on the desired number of parent helpers required. The teacher will then seek the necessary number of volunteers to attend camp.

It is Board policy that all volunteer helpers in the College, which includes camps and excursions, should have provided the College with a copy of a Working With Vulnerable People (WWVP) card. Therefore, preference will be given to those parents who have a current WWVP card. Application forms are available from Tas Services, and there is no charge for volunteers.

On occasions more parents may wish to attend than is required for supervision, or parents may desire to visit the camp part-time. It is felt that to have such additional persons present is unwise and even though done with the best of intentions, can on occasions be distracting for the students.

Camp dates and supervision needs for a particular year are determined as early as possible so that people can plan ahead. Parents wishing to help with a camp are asked to make early contact with the class teacher, however this does not necessarily confer preferential selection. Where we have an oversupply of volunteers, parents will appreciate that the final decision will be made by the Principal in consultation with the Class Teacher. One aspect taken into account is the value in sharing the opportunity to participate amongst different parents from year to year.

## **CARPARK**

Parents are asked and expected to obey all traffic signs within the College grounds, including temporary ones that may be used from time to time. Please drop your child/ren off in the appropriate zones and then proceed safely out of the College grounds. **Drop off areas are not to be used as parking bays.** Please be aware that buses enter the College grounds and therefore be prepared to adjust your driving habits accordingly.

### **Do not park in the bus zone.**

Parents are not to park in the staff car park area.

## **CHANGE OF COMMUNICATION DETAILS**

If at any time you change your postal or residential address, or home, work or mobile telephone numbers, **please notify the office immediately.** Your details need to be kept up to date so that we can contact you in the event of the illness or injury of your student.

## **CHAPEL**

Chapel services for the College are held once a week on Monday. Our beginning of each term Chapel is held on the first day of College term.

Students are given the opportunity to give financial support to those less fortunate than themselves via the offering bowl.

Parents are welcome to join in the chapel services.

Class devotions are held at the beginning of each day of the week.

## **CHURCH ACTIVITIES**

If you do not have a "church home" you are welcome to attend worship services at St Peter's Lutheran Church at the College. Worship commences at 10:00am.

## **CLASS TRAYS**

Routine communications such as medical or permission forms, return slips, notes to the Principal and any other similar correspondence are collected in a "Class Tray" in each room at the start of lessons for the day. The class tray is then delivered to the office.

College fees paid by cheque or credit card can also be handed directly to the Finance Department. College fees paid by cash should always be made at the Office.

**COLLEGE HOURS**

**GENERAL OFFICE HOURS      8:15am - 3:30pm**

**DAILY TIMES**

8:15 - 8.30AM	STAFF DEVOTION AND BRIEFING
8:15 - 8.45AM	YARD DUTY COMMENCES
8:45AM	COLLEGE DAY COMMENCES
10:00 -10.30AM	BREAK - Upper Primary Dept
10:30 -11.00AM	BREAK - Junoir Primary Dept
11.00 - 11.30AM	BREAK- Secondary Dept
12:30PM -12.45PM	BREAK - Secondary Dept
12:45 - 1.15PM	BREAK- Upper Primary Dept
1.15 - 1.45PM	BREAK- Upper Primary Dept
1:45 - 2PM	BREAK- Secondary Department
2.45PM	END OF DAY Kindergarten- Foundation
3:00PM	END OF DAY Primary
3.15PM	END OF DAY Secondary

## COLLEGE SHOES

Students are required to wear **black leather lace** up or buckle up shoes with their formal uniform. During sports days students are required to wear predominantly black or white runners (Fluro runners are not acceptable).

No other shoes will be accepted unless approved by the Principal.

## EXCURSIONS

Excursions to provide enhanced learning experiences are arranged within the curriculum. Some excursion expenses are included in your student's fee. Other excursions will be charged to the parents and only those students who have paid and have permission notes will be eligible to attend.

Local excursion forms are signed at the beginning of the year and cover students for excursions within the Hobart area. Additional excursion forms maybe sent home during the year if necessary.

## FEES

Fee statements are issued in Term 1 and payment is due within four weeks unless prior arrangements have been made with the Finance Department. Payment can be made by cheque, cash, EFTPOS or BPay.

The College offers a Direct Debit facility for payment of fees. Forms are available from the College Finance Department.

In cases of financial difficulty please discuss your concerns with the Principal. A copy of the Fee Billing & Collection Policy is in Appendix E.

## HOMEWORK

Homework is set for the following reasons:

- to develop a regular study habit
- to bring into the home some aspects of College and thus give parents an opportunity of sharing in students' College work
- to train students in skills of learning by self-discipline and self-motivation

The following per night TIME LIMITS are a SUGGESTED GUIDE:

Kindergarten	As per Kindergarten Guidelines
Foundation	10 minutes including reading
Year 1	15 minutes including reading
Year 2	15 minutes including reading
Year 3	15 minutes plus reading
Year 4	30 minutes plus reading
Year 5	30 minutes plus reading
Year 6	30 minutes plus reading
Years 7/8	Up to 60 minutes plus reading
Years 9/10	Up to 90 minutes plus reading
Year 11/12	Up to 90 minutes

It is important that homework not intrude unnecessarily on family life. If it is not clear what has to be done or the student has difficulty please send a note to the teacher. A basic rule is "NO HOMEWORK IN FRONT OF TELEVISION".

## **INSURANCE**

The College has a comprehensive insurance cover for student and staff accidents and injuries

## **LINES OF COMMUNICATION**

In most instances, any communication between parents and the College relates to their own particular student. In such cases parents should speak with, or send a note to, the relevant class teacher. If required please direct communication to the relevant College Coordinator.

On occasion when parents and others connected with the College wish to offer suggestions or raise concerns about the running of the College or College policy, the sole person to contact is the Principal.

The Principal has the responsibility for the day-to-day running of the College. If necessary she will refer matters to the College Board to whom she is responsible.

It is important to keep the lines of communication open.

Please feel free to contact the Principal at the College if you wish to share your thoughts about our College.

## **LUTHERAN CHURCH OF AUSTRALIA HELP LINE (Sexual Harassment/abuse)**

If you feel that you have been sexually harassed or abused within the Lutheran Church Australia, phone 1800 644 628 or write to:

The Supervisor  
PO Box 51  
MARDEN SA 5070

## **MANAGEMENT OF THE COLLEGE**

Eastside Lutheran College is sponsored by the congregation of St Peter's Lutheran Church, Hobart and Lutheran Education Australia. Governance is in the hands of an appointed College Board to whom the Principal is responsible for the operation of the College.

## **COLLEGE BOARD**

The College Board is elected by the Congregation and consists of different membership categories and terms of office are for two (2) years. The College Board is responsible for the Governance of the College.

All day-to-day issues are not the responsibility of College Board. These matters need to be referred to the Principal.

## **OTHERS**

The following people are NOT identified in the management of the College:

- (a) Pastor
- (b) Individual Parents
- (c) Parent and Friends Association

These individuals/groups, while being committed to the work of the College, have a variety of roles but these are not managerial.

The **Pastor** has a spiritual, guiding, teaching, pastoral, caring etc. role with respect to the whole Congregation and College Community. He is involved at College Board level and also at other levels - particularly as together with the Principal he considers "spiritual" issues of the College.

## **PARENTS**

Parents have much influence but no direct say in governing the College or day-to-day management. They have access to policy and procedure via the Principal. Parents are encouraged to bring their ideas and concerns to the Principal.

## **COMPLAINTS PROCEDURE**

If you, as parents, have cause for concern in relation to your student and classroom matters, then you need to speak in the first instance to the class teacher.

If you are unhappy with the outcome of this meeting, or if the concern is of a general College nature, then you need to address these concerns with the relevant Coordinator. If the issue is still unresolved, it needs to be taken to the Principal. If you still do not receive satisfaction, then you may take your concern to the Chairperson of the College Board.

If there is still concern, then you may contact Lutheran Education Victoria, NSW Tasmania (LEVNT) where mediation may be offered.

**If one or more steps of this process are skipped, you will be referred back to the appropriate step.**

## **MEDICAL MATTERS**

### **INFORMATION**

The College should be kept informed of any medical or other condition which may have a bearing on a student's involvement in the College program or activities, or which may influence his/her performance as a student.

The following provisions regarding MEDICATION apply:

Students should not (except for asthma sprays) carry medicines, including headache tablets (Panadol etc.), on their persons or keep medicines in their bags.

**As a general rule parents should avoid sending medication to College to be dispensed by staff. Eight-hourly doses can usually be requested from the doctor and given out of College hours. Often a student requiring medication for illness is not well enough to attend College.**

In the event that medication needs to be administered during the College day the following conditions will be adhered to:

- Medication Authorisation forms must be completed and signed by the parent authorising College staff to administer any medication.
- All medication is to be in the original packaging, clearly labelled with the student's name, time of dose and exact amount to be given. If it is prescribed medication, it **MUST** contain the pharmacy label.
- If a nebulizer is to be used all components are to be supplied by the parents. The exact dosage and time for administration must be provided in writing.

Any **MEDICATION TO BE ADMINISTERED IS TO BE HANDED IN AT THE OFFICE** by a parent when the student arrives at College.

### **INFECTIOUS DISEASES (EXCLUSION)**

Students contracting **INFECTIOUS DISEASES MUST BE KEPT HOME** until cleared by a doctor.

Appendix C contains a list of illnesses included in this category, along with relative periods of exclusion.

A student with **HEAD LICE** may return to College after appropriate treatment with chemicals, which are obtainable from a pharmacist. Head lice checks will be undertaken at College once per term, and when deemed necessary. However, to minimise the risk of spread, any student with suspected head lice (ie. visible lice or eggs in their hair or excessive scratching of the head) will be required to be collected from College.

Parents are required to **INFORM THE PRINCIPAL** if their student has a **SERIOUS INFECTIOUS DISEASE**. This information is treated in confidence.

### **INFECTION CONTROL IN COLLEGES:**

Students are exposed to the risk of catching infectious diseases when in close contact with one another at College. Some examples of infectious diseases that may be spread in Colleges are measles, mumps, chicken pox, rubella and hepatitis B.

Infectious students may have little or no outward sign of disease. They may not even realise they are carrying a disease. It is therefore important that general precautions be taken to reduce the chance of infections spreading. Only in this way will the spread of illness from undetected infectious students be prevented.

To reduce the chance of infections spreading, the College follows strict safety, hygiene and first aid guidelines. It is particularly important that students with open skin wounds have these covered with fresh waterproof dressings before coming to College. Your co-operation is sought in this regard.

Also you are advised to consider having your child/ren vaccinated against diseases that are likely to spread at College. Information about vaccination can be obtained from your Student's Health doctor or from your own doctor. A copy of your child's vaccination status is required upon enrolment at the College. Students are not to share food, drink or utensils.

## **MOBILE PHONES**

Students are not to bring mobile phones or have access to them during the day. If your student needs to bring a mobile phone for reasons outside of College hours, these must be passed to the "Home" teacher at the commencement of the day and will be returned as the student leaves at the end of the day. Use of a mobile phone during the day will result in the phone being confiscated. Should a mobile phone be confiscated parents are requested to collect the phone at the end of the day.

## **NAMING OF PERSONAL PROPERTY**

All items of clothing as well as lunch boxes, College bags, personal sport equipment and library bags must be clearly and indelibly named. Lost property will be stored in the office for a brief period.

## **NEWSLETTER**

Each second Thursday our College newsletter is available to families. The newsletter will be available in electronic form on the College website and Facebook page.

**The newsletter should be read carefully as it is the main method of communicating with College families.**

Other circulars intended for distribution to families will normally be included with the newsletter. **Deadline for copy is 9.00am Wednesday.** Any copy received after this time will be included in the following fortnight's newsletter.

## **PARENT INVOLVEMENT**

### **VOLUNTARY ASSISTANCE**

A very significant factor in the successful development of the College is the voluntary assistance across many areas. These will include financial gifts, building assistance, classroom help, library help, fundraising, working bees, camp helpers, sport coaching, craft instruction etc.

You are encouraged to become involved and help enhance the tradition of parent support in whatever areas you can manage. If you feel there is some way you can assist the College with time, expertise or equipment please advise your class teacher, the office or contact the Principal.

### **PARENT/TEACHER CONTACT**

1. Early in Term One, time is set aside for a Teacher Information evening. Teachers will explain the educational program, expectations and other guidelines for their class for the year.
2. Parent/Teacher Interviews: Interviews will be held at the end of Terms 1 & 3.
3. Written Reports: Detailed written reports are sent home mid year and at the end of the year.
4. Parents or teachers may initiate individual interviews as necessary at any time during the year.
5. Parents wishing to telephone teachers should limit their calls to afterschool or within breaks.

If you wish to telephone a teacher at other times the College Office Administrator will take a message and you will receive a return call as soon as possible.

**Parents are asked not to telephone staff at home or call the College prior to 8:30am during staff devotion time.**

## **PASTORAL CARE**

An important part of our College is our pastoral care to parents, students and staff. There are a number of pastoral care options available at the College dependant on your needs.

### **COLLEGE PSYCHOLOGIST**

The College Psychologist is available for assessments and high need counselling. Due to the high demand there is often a wait for services of approximately four months.

### **SOCIAL WELFARE OFFICER**

The College Social Welfare Officer is available on a part time basis to assist in general counselling and assistance with family support and access to external agencies.

### **YOUTH WORKER/ CHAPLAIN**

The College Youth Worker and Chaplain are available to assist students with low-level counselling needs during the school day.

### **PASTOR**

Our Pastor, is available for visitation, private counselling or consultation on any matters regarding your personal life and Christian faith. Contact can be made through the College on 6244 6885.

## **PRIVACY NOTICE**

You can be assured that the privacy of your personal information is of the utmost importance to us. The information provided by you in the course of your student's enrolment is used by the College to organise and conduct its business. Your information will not be disclosed without your consent for any other purpose unless required by law. Additional information is given in the accompanying Standard Collection Notice (Appendix D).

## **SERVICE PROJECTS**

The practice of "free-will" gifts is encouraged at our weekly chapel services where students are given the opportunity to give financial support to those less fortunate than themselves.

## **SPORT**

### **COMPETITION**

The College's program incorporates competition in local and regional sporting associations. Our students can also participate in district trials for swimming, athletics and team sports with a possibility to progress to regional, state and national titles.

## **CODES OF BEHAVIOUR**

### **PARENTS' CODE OF BEHAVIOUR**

- Encourage participation by your students.
- Provide a model of good sportsmanship for your student to copy.
- Be courteous in your communication with players, team officials, game officials and sport administrators.
- Encourage honest effort, skilled performance and team loyalty.
- Make any new parents feel welcome on all occasions.
- Do not interfere with the conduct of any events.

### **SPECTATORS' CODE OF BEHAVIOUR**

- Demonstrate appropriate social behaviour.
- Remember students play for enjoyment. Don't let your behaviour detract from their enjoyment.
- Let game officials conduct events without interference.
- Support skilled performances and team play with generous applause.
- Demonstrate respect for opposing players and their supporters

### **PLAYERS' CODE OF BEHAVIOUR**

- Be a good sport.
- Play for enjoyment.
- Work hard for your team as well as yourself.
- Treat all team mates and opponents as you enjoy being treated yourself.
- Play by the rules.
- Co-operate with team and game officials.
- Control your behaviour on and off the field.
- Learn to value honest effort, skilled performance and improvement.

## **TERM DATES**

Generally this College adheres to Education Tasmania's term dates with variations to accommodate Professional Development time for teachers.

Term dates are published in the College newsletter.

## **THINGS TO BE LEFT AT HOME**

**Many items are not suitable to be brought to College for many and varied reasons. These reasons include:**

- the items may present a danger to others and self,
- they are illegal substances, or
- they may be difficult to replace if broken or lost.

**The list of items includes but is not exclusive to:**

- Chewing/Bubble Gum & Lollies
- Energy or Soft drinks
- Expensive Toys

- Mobile Phones & Electronic equipment eg: Computer etc
- Jewellery or Valuables (Unless arranged with the teacher)
- Knives, Cigarettes and Illegal substances
- Pets (Unless arranged with the teacher)

## **UNIFORM AND APPEARANCE**

1. All students are expected to wear the official College uniform, not only while at College, but also while travelling to and from College.
2. Details of uniform requirements and sources of supply are clearly set out in the UNIFORM REQUIREMENTS.
3. Any short-term VARIATIONS to the uniform are to be explained by the parent to the class teacher.
4. College HATS must be worn during Terms 1 & 4 whenever out of doors - NO HAT, NO PLAY. In line with advice from the Cancer Council, for a period of time during the winter months College hats will not be required to be worn. Students and parents will be notified of these times. For health reasons, spare hats are not provided by the College.
5. Garments worn under the shirt or dress for added warmth must not be visible.
6. When APPEARING IN PUBLIC on the way to and from College it is expected that students will wear their uniform, including footwear, correctly and with pride.
7. SPORTS UNIFORM is worn in place of dress uniform on sport and P.E days each week.
8. **No MAKE-UP** (including nail polish) is to be worn to College. Colourless sunscreen cream should be used.
9. No JEWELLERY is to be worn except that both girls and boys may wear **one** pair of plain sleepers or studs in pierced ears and boys and girls may wear a small cross on a fine necklace inside their uniform. Wristwatches are permitted.
10. HAIR is to be neat and clean and worn well out of the eyes. When shoulder length or longer it is to be tied back in a pony tail or pony tails with ribbons in appropriate College colours, or scrunchies of appropriate size and colour. Hair bands must be in College colours. Long hair is not to be worn loose.
11. **No EXTREMES OF HAIR STYLE OR ARTIFICIAL COLOURING, INCLUDING TIPS** will be permitted for girls or boys. If this situation occurs, the student is liable to be sent home until the offending style can be altered acceptably.



## **UNIFORM REQUIREMENTS**

### **BOYS' UNIFORM**

#### **Formal Winter Uniform:**

- Long grey "college" style trousers (not "cargo" style pants)
- White long sleeve shirt
- College tie (Optional)
- Maroon V-neck college jumper
- Grey socks
- Black leather lace-up shoes
- Navy spray jacket (optional)
- College blazer (optional)
- Navy backpack

#### **Formal Summer Uniform:**

- Grey formal shorts or grey trousers (not below knee length)
- White open neck short sleeve shirt
- Maroon V-neck college jumper
- Grey ankle length socks
- Black leather lace-up shoes
- Navy College sun hat or navy college cap
- Navy spray jacket (optional)
- College blazer (optional)

### **GIRLS' UNIFORM**

#### **Formal Winter Uniform:**

- College skirt (must sit on top of knees)
- Navy trousers
- White short sleeved blouse
- Navy bow—optional for Secondary students
- Navy stockings or socks
- Black leather lace-up or buckle shoes
- Maroon V-neck college jumper
- Navy spray jacket (optional)
- College blazer (optional)
- College backpack
- Hair ornaments or ribbons in College colours

#### **Formal Summer Uniform:**

- College skirt (must sit on top of knees)
- Navy trousers
- White short sleeved blouse
- Navy bow.
- White ankle length fold over socks (not sports socks)
- Black leather lace-up or buckle shoes
- Maroon V-neck college jumper
- Navy spray jacket (optional)
- Navy College sun hat or navy college cap
- College backpack

- College blazer (optional)
- Hair ornaments or ribbons in College colours

#### **GIRLS' & BOYS' PHYSICAL EDUCATION UNIFORM**

- Navy track pants or sports shorts
- Navy leggings (Girls)
- White or Navy college polo shirt
- White sports socks
- White or black (predominately) lace-up sports shoes
- College ruby top
- Navy college sunhat or cap

**NOTE: COLLEGE TRACK PANTS AND COLLEGE TRACKSUIT JACKET ARE NOT ALLOWED TO BE WORN WITH DRESS UNIFORMS.**

#### **NOTES:**

All students are expected to wear the official College uniform, not only while at College, but also while travelling to and from College.

#### **Supply of Uniform:**

- The College uniform is available from School Locker in Cambridge Park.
- Second-hand uniforms are also sold through the College Facebook page

#### **UNIVERSITY OF N.S.W. COMPETITIONS - ICAS**

All students in Years 3 to 6 will participate in International Competitions and Assessments for Colleges (ICAS) in Science, English and Maths.

#### **WORSHIP**

Please refer to Chapel.

## APPENDIX A

### **EASTSIDE LUTHERAN COLLEGE**

#### **PROCEDURES FOR COLLECTING STUDENTS in Foundation to Year 10 who leave College before the official end of the College day.**

These procedures are put in place for the well being and safety of your student, and to assist in the smooth running of the College.

1. Whenever a student is collected early from College, they must be signed out at the Office. If they return to College before the end of the day, they must be signed in. Signing out must occur before you have collected your student.
2. In most instances, students are collected to attend appointments that are known before the commencement of College. If this is the case, please ensure that a note is sent to the teacher at the beginning of the day. This note needs to contain the time of day the student will be collected and who will be collecting the student.
3. However, unforeseen circumstances do arise and students need to be collected from College. In these situations you are asked to contact the Office as soon as possible so that the teacher and student can be notified.
4. In the above circumstances the student will be collected from the classroom and not the Office area.
5. **Under no circumstances should a student be collected during recess or lunch without informing the class teacher and Office.**

#### **Students who are ill.**

1. Students who are not well should not be sent to College. Not only do they need treatment and rest, but also their attendance may place the other students and staff at risk.
2. It is essential that the Office has up to date and current addresses and contact phone numbers of parents and those designated as emergency contacts.
3. Students who are presented to the Office as sick or injured will be cared for in the sick bay and in most cases the parents will be notified immediately to come and collect their student. These students should be collected as soon as possible from the Office and signed out.
4. In some situations students who are unwell prefer to stay in the classroom until they are collected. Parents will be told if this is the case but are still required to sign out their student at the Office.

## **APPENDIX B**

### **EASTSIDE LUTHERAN COLLEGE**

#### **INFORMATION TO PARENT / ADULT HELPERS FOR CAMPS AND EXCURSIONS**

I would like to thank you for attending this camp/excursion and assisting with the organisation and supervision of the students. Following are some guidelines for supervising adults and general information that will help ensure a smooth and enjoyable camp/excursion for all.

#### GUIDELINES

1. The teacher is in charge and takes responsibility for the camp/excursion, so if in doubt about anything, please ask and confirm details with the teacher.
2. In the case of any injury, accident or misplaced student, inform the teacher in charge as soon as possible.
3. When all of the students are together in a large group, please assist the teacher by constantly counting the students. If you think some are missing, advise the teacher.
4. When taking students to public toilets please endeavour to enter first to check on cleanliness, prior damage that may need to be reported to management and other public users who may pose a risk to the safety of the students. Wherever possible a minimum of two adults should accompany the students to the toilets. One will supervise the students inside the toilets and one will remain outside to collect the students as they exit. This person needs to be in a visible place close to the toilets, and the students need to be shown where that adult will be waiting for them. Before leaving the vicinity of the toilets, the adults must do a head count and ensure that all students are accounted for.
5. If there are any signs of behavioural problems or social or emotional difficulties, please inform the teacher as soon as possible.
6. The teacher will make you aware of those students who require medication or special treatment. All medication will be kept in the teachers back pack and only in exceptional circumstances will you be asked to administer any medication.
7. Whilst supervising a small or large group, please remember that the safety of the students must come before personal interest in any activity. Please be constantly aware of where the students are and what they are doing.
8. When in charge of a small group, do not let them out of your sight. Be aware of your surroundings and the designated meeting place and time to return to the larger group.

If you have any questions, concerns, complaints or need any clarification, please see the Principal immediately.

**APPENDIX C**

**EASTSIDE LUTHERAN COLLEGE**

**INFECTIOUS DISEASES**

<b>ILLNESS / DISEASE</b>	<b>PERIOD OF EXCLUSION</b>	
Chicken Pox	Should be excluded for at least 7 days after the beginning of the illness and until the last lesion has healed.	Need not be excluded
Diphtheria	Re-admit after at least two negative swabs have been obtained at intervals of not less than 48 hours, with the first swab to be taken 72 hours after cessation of administration of chemotherapy or antibiotic agents.	To be excluded until cleared by public health authorities
Encephalitis	This is not a specific clinical entity.	No exclusion necessary
Gastroenteritis	Exclude until student is well and vomiting &/or diarrhoea has eased.	Need not be excluded
Hepatitis A	(Infectious Hepatitis) Re-admit on receipt of a medical certificate or recovery, or on subsidence of symptoms, but not before 7 days after onset of jaundice.	Need not be excluded
Hepatitis B	Re-admit on production of medical certificate.	Need not be excluded
Viral Hepatitis	Where no medical certificate is available, may be re-admitted on subsidence of symptoms. Otherwise re-admit on production of medical certificate of recovery.	Need not be excluded
Leprosy	Re-admit on production of medical certificate from appropriate health authority.	Need not be excluded
Measles	Should be excluded for at least 7 days from the appearance of rash or until medical certificate of recovery is produced.	Need not be excluded
Meningococcal	Re-admit on production of a medical certificate of recovery.	Need not be excluded
Meningitis (Bacteria other than Meningococcal)	This is not a specific clinical entity. Re-admit on production of medical certificate.	Need not be excluded
Meningitis (Viral)	This is not a specific clinical entity. Re-admit on production of medical certificate.	Need not be excluded
Mumps	Should be excluded for at least 14 days after the onset of symptoms.	Need not be excluded
Ornithosis	Re-admit on production of a medical certificate of recovery.	Need not be excluded



<b>ILLNESS / DISEASE</b>	<b>PERIOD OF EXCLUSION</b>	
Poliomyelitis	Should be excluded for at least 14 days from the onset and also until a medical certificate of recovery is produced.	Need not be excluded
Rubella (German Measles)	Should be excluded for at least 7 days from the appearance of rash or until a medical certificate of recovery is produced.	Need not be excluded
Smallpox	This disease is adequately covered by existing Quarantine Regulations.	
Streptococcal Infection	Should be excluded until appropriate medical treatment and a certificate of recovery is given.	No isolation of contacts is required
Tuberculosis	Re-admit on production of medical certificate from appropriate health authority.	Need not be excluded
Typhoid Fever	Re-admit after certificate of freedom from infection issued. Three negative faecal cultures taken at intervals of 72 hours, commencing at least 72 hours after cessation of specific therapy.	Need not be excluded unless Public Health Authorities consider this necessary
COVID-19	Should be excluded until COVID test results are completed. Further exclusion period applies as per current COVID-19 guidelines	To be excluded as per current COVID-19 health guidelines

**COMMON LOCAL DISEASES affecting students' skin, hair and eyes:**

<b>ILLNESS / DISEASE</b>	<b>PERIOD OF EXCLUSION</b>	
Whooping Cough	Should be excluded for four weeks unless a medical certificate is produced.	Need not be excluded
Conjunctivitis (acute infection excluded)	Exclude until discharge from eyes has ceased.	Need not be excluded
Hand, food and mouth disease	Exclude until all blisters have dried'	Need not be excluded
Impetigo (school sores excluded)	Exclude until sores have fully healed. The student may be allowed to return provided appropriate treatment is being provided and that sores on exposes surfaces such as scalp, face, hand or legs are properly covered with occlusive dressings.	Need not be excluded
Headlice Ringworm Scabies Trachoma	Re-admit when appropriate treatment has commenced and supported only when requested by a medical certificate.	Need not be excluded

## **APPENDIX D**

### **EASTSIDE LUTHERAN COLLEGE**

#### **PRIVACY POLICY - STANDARD COLLECTION NOTICE**

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide Collegeing for your son/daughter.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of Colleges require that certain information is collected. These include Public Health and Student Protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Colleges, government departments, Lutheran Education South Eastern Region, the Parish, medical practitioners, and people providing services to the College, including specialist visiting teachers, sport coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in College newsletters, magazines, local newspapers and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the pupil, or where students have provided information in confidence.
9. As you may know, the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organizations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and College directory. If you do not agree to this you must advise us now.
11. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

## APPENDIX E

### **EASTSIDE LUTHERAN COLLEGE**

#### **FEE BILLING AND COLLECTION POLICY**

##### **1. College Fees & Charges**

- 1.1. Tuition fee and Levies are set by Board on an annual basis. Fees for the next College year are detailed in the Schedule of Fees issued at the end of each year and remain in force until such time as they are amended on the approval of Board.
- 1.2. Levies for activities are charged either at the beginning of the term in which the activity is to occur or in the term following the activity. The amounts of each activity will vary according to the actual cost incurred for that activity. Typical events that the activity levy would be charged for are buses, competitions etc. Excursion levies for non-curriculum excursions will be charged at the time of occurrence.

##### **2. Application and Enrolment Fees**

- 2.1 An application fee of \$75 is charged at the time of lodgement of an enrolment application. The application will not progress until the application fee has been paid. Should the enrolment be successful the application fee is credited to your student's term 1 fees.

##### **3. Withdrawal of Students**

- 3.1. Parents are required to give written notice to the College if a student(s) is to be withdrawn from the College. This requirement does not apply to students leaving at the end of Year 10.

##### **4. Issuing Accounts**

- 4.1. College fee invoices will be issued on four occasions throughout the year - normally four weeks after College commences

##### **5. Payment of Fees**

- 5.1. All College fees are due and payable by the end of week two of each term unless alternative payment arrangements have been made with the Business Manager or Principal. A schedule of fees for the next year is issued to all parents/guardians annually normally at the end of term four of the current year. Copies of this schedule are available from the College office.
- 5.2. Discounts - sibling.  
A sibling discount is offered for two or more students of the same family enrolled at the College at the same time. A discount of 10% applies to the second student, 20% for the third student while the fourth and any subsequent student will not be charged tuition fees.
- 5.3. Fee payments can be made by cash, cheque, direct debit, EFTPOS, credit card or direct deposit to the College's bank account.
- 5.4. Any family that has not paid their fees in full by the end of week two of each term, or not already made alternative arrangements must contact the Principal or Business Manager to negotiate an acceptable payment arrangement to ensure continued enrolment.

## **6. Voluntary Building Fund Donation**

6.1. The College has established a fully tax deductible building fund - donations are voluntary.

## **7. Fee Arrears and Collection Procedures**

7.1. College fees are due and payable by the end of week 2 of each term. Any fees outstanding at the commencement of week 3 of each term will be considered to be overdue unless alternative arrangements have already been agreed with the Principal or Business Manager.

7.2. In the week immediately following the due date for payment the Business Manager or other delegated person will issue a reminder notice which will include the account to be paid and a request to discuss payment arrangements with the Business Manager.

**Following receipt of the reminder notice, failure to pay, or put in place arrangements to pay with the Business Manager, will cause the enrolment of your student/ren at Eastside Lutheran College to be cancelled and the debt passed on to our debt collection agency.**

**APPENDIX F**

**EASTSIDE LUTHERAN COLLEGE**

**College shoes**

**A sample of boys and girls approved College shoes**



**Human-style leather sports shoe for boys**



**Girls shoe**



**Optional for boys or girls**





INDEX

**A**

<b>APPENDIX A</b>	<b>21</b>
<b>APPENDIX B</b>	<b>22</b>
<b>APPENDIX C</b>	<b>23</b>
<b>APPENDIX D</b>	<b>25</b>
<b>APPENDIX E</b>	<b>26</b>
<b>ATTENDANCE</b>	<b>6</b>

**B**

<b>BANKING</b>	<b>7</b>
<b>BEHAVIOUR CODE</b>	<b>7</b>
<b>BICYCLES</b>	<b>7</b>
<b>BUS</b>	<b>7</b>

**C**

<b>CAMPS</b>	<b>8</b>
<b>CARPARK</b>	<b>8</b>
<b>CHANGE OF COMMUNICATION DETAILS</b>	<b>9</b>
<b>CHAPEL</b>	<b>9</b>
<b>CHURCH ACTIVITIES</b>	<b>9</b>
<b>CLASS TRAYS</b>	<b>9</b>
<b>COLLEGE HOURS</b>	<b>10</b>
<b>COLLEGE SHOES</b>	<b>11</b>

**E**

<b>EXCURSIONS</b>	<b>11</b>
-------------------	-----------

**F**

<b>FEE BILLING AND COLLECTION POLICY</b>	<b>26</b>
<b>FEES</b>	<b>11</b>

**H**

<b>HOMEWORK</b>	<b>11</b>
-----------------	-----------

**I**

<b>INFECTIOUS DISEASES</b>	<b>23</b>
<b>INFORMATION TO PARENT / ADULT HELPERS FOR CAMPS AND EXCURSIONS</b>	<b>22</b>
<b>INSURANCE</b>	<b>12</b>
<b>INTRODUCTION</b>	<b>2</b>

**L**

<b>LINES OF COMMUNICATION</b>	<b>12</b>
<b>LUTHERAN CHURCH OF AUSTRALIA HELP LINE</b>	<b>12</b>

**M**

<b>MANAGEMENT OF THE COLLEGE</b>	<b>12</b>
<b>MEDICAL MATTERS</b>	<b>13</b>
<b>MISSION STATEMENT</b>	<b>2</b>
<b>MOBILE PHONES</b>	<b>15</b>

**N**

<b>NAMING OF PERSONAL PROPERTY</b>	<b>15</b>
<b>NEWSLETTER</b>	<b>15</b>



***P***

<b>PARENT INVOLVEMENT</b>	<b>15</b>
<b>PARENT/TEACHER CONTACT</b>	<b>15</b>
<b>PASTORAL CARE</b>	<b>16</b>
<b>PRIVACY NOTICE</b>	<b>16</b>
<b>PRIVACY POLICY - STANDARD COLLECTION NOTICE</b>	<b>25</b>
<b>PROCEDURES FOR COLLECTING CHILDREN</b>	<b>21</b>

***S***

<b>SERVICE PROJECTS</b>	<b>16</b>
<b>SPORT</b>	<b>16</b>

***T***

<b>TERM DATES</b>	<b>17</b>
<b>THINGS TO BE LEFT AT HOME</b>	<b>17</b>

***U***

<b>UNIFORM AND APPEARANCE</b>	<b>18</b>
<b>UNIFORM REQUIREMENTS</b>	<b>19</b>
<b>UNIVERSITY OF N.S.W. COMPETITIONS - ICAS</b>	<b>20</b>

***W***

<b>WORSHIP</b>	<b>20</b>
----------------	-----------