



Eastside Lutheran College

PARENT HANDBOOK



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Vision

"To lovingly support a thriving, caring community of lifelong learners, each one a special student of God."

Mission

We exist to provide a caring, stimulating and safe environment, where students are 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.

This **Parent Handbook** is intended to provide information to parents about the College and its operation.

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
Email: admin@elc.tas.edu.au www.elc.tas.edu.au

A MESSAGE FROM THE PRINCIPAL

Dear Parents, Guardians and Carers,

Welcome to the 2023 School Year. We are looking forward to an exciting and rewarding year.

Our College has 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 education rests in the home. We firmly believe that working in partnership with parents and carers is essential to provide the best educational experience for our students.

We follow the Australian Curriculum, and we aim to provide our students with rich, hands on, experiential learning that promotes active engagement with the world. A major focus across all year levels is how we can be of service to others. How we are inclusive and value and accept each other's differences is particularly foregrounded in all College activities.

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. 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 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.

Kind regards,



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.

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 access to a high-quality education and the commitment to achieve that goal, is shared by all staff at 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 for optimal access to learning and 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 practices. We encourage 'taking a risk' and 'giving everything a go.'

Deep Understanding

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

Self-Reflection

Self-Reflection is a powerful tool at the College and a strong metacognitive reinforcement of learning. It works hand in hand with Problem-Based learning.

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.

Assessment

At ELC we believe students achieve their best and form stronger connections if they can understand what demonstration of knowledge will be expected of them. We use ongoing formative assessment and rubrics to guide students in their learning. Where possible students are able to demonstrate their knowledge in a variety of ways and in an authentic manner.

GENERAL INFORMATION

ATTENDANCE

Absence

The College must be advised by email or phone of any student absence before 9:30am on the day of occurrence. All absences must be explained.

Anticipated Absence Requests

Requests for absence for other than medical reasons are to be submitted to the Principal.

Collection of Students

Students are not to be collected by unauthorised persons 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 ensure their child is aware of any change in how and when they will be collected from College. If changes are 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 8:45am. 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 the College day 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".

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
- Common-sense

provide a sound basis for the behaviour of students, staff, and parents of our College. They also take on a special meaning in a Christian context, where we see each other as forgiven by God for wrongdoing.

In the classroom a clear set of expectations is maintained to support the learning process. Positive encouragement and logical consequences for actions are the cornerstone of our behaviour management.

Parents, Staff, Students, Contractors, Visitors and Volunteers are expected to follow the ELC Code of Conduct.

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, staff & accompanying adults. Students who do not follow these instructions may not be able to use this service in the future.

The College runs several buses and routes. Seats are limited. Preference is given to students who require the bus fulltime.

Please contact the College Office for a bus transport application form.

Coal River Coaches and Redline Buses also operate a service for the College.

CAMPS and EXCURSIONS

Participation

College camps provide students with opportunities for personal and social growth as they live together and share a variety of experiences. We believe they are very worthwhile and therefore we organise camps for students in Early Years to Year 12 as part of their educational program.

It is an expectation that all students will participate in camps and excursions unless there are medical reasons or exceptional circumstances that prohibit their involvement. Where this is the case, parents must seek approval from the Principal for their child's non-attendance and the child must attend school on these days.

Parent Assistance

In planning camps and excursion, teachers consult with the Deputy Principal about the desired number of parent helpers required. The teacher will then seek the necessary number of volunteers to attend camp or excursion.

It is College 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.

Camp and excursion dates and supervision needs for a particular year level are determined as early as possible so that families can plan. Parents wishing to help are asked to make early contact with the class teacher, however this does not necessarily confer preferential selection.

Where there is an oversupply of volunteers, parents will appreciate that the final decision will be made by the Principal in consultation with the Class Teacher

Some camp and excursion expenses are included in your annual fees. Other camps and excursions will be charged to the parents via invoice and only those students who have paid and have the required permission will be eligible to attend.

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

CARPARK

Parents are asked and expected to respectfully obey the directions of the Crossing Traffic Supervisor and all traffic signs within the College grounds, including temporary ones that may be used from time to time.

Please drop your child 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 and must not park in the bus zone.

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

People entering and leaving the College must drive slowly and be vigilant. They MUST NOT drive whilst talking on the phone.

CHAPEL SERVICES

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

Parents are welcome to join the chapel services.

CHURCH SERVICES

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 on Sunday.

Students are expected to participate in special Church services during the year if required by the

Principal. ALL students other than Kindergarten are expected to attend their End of Year Service.

COLLEGE HOURS

GENERAL OFFICE HOURS 8:00am – 3:30pm

DAILY TIMES

8:15 - 8.30AM	STAFF DEVOTION AND BRIEFING
8:15 - 8.45AM	YARD DUTY COMMENCES
8:45AM	COLLEGE DAY COMMENCES
2.45PM	END OF DAY Kindergarten and Foundation
3:00PM	END OF DAY Primary
3:10PM	END OF DAY Secondary

COMMUNICATION

The College newsletter and Facebook page are our main form of regular communication. Please ensure you read the newsletter and check the Facebook page on a regular basis.

Letters are sent home at the beginning of each term and other information is sent home usually via email.

Class DOJO is used as a regular form of communication in the Primary School.

Parent/ Teacher meetings are held early in the year.

Written student reports occur mid-year and at the end of the year.

Verbal student reports occur at the end of Term one and Term 3.

In most instances, any communication between parents and the College relates to their own child. In such cases parents should always speak with or email the relevant class teacher.

Appointments to speak to a teacher can be made through the College Office. Teachers are available for appointments from 3:30 -4:00pm every weekday except Wednesday.

The Deputy Principal has the responsibility for the day-to-day running of the College. If necessary, matters will be referred to the Principal by the Deputy Principal.

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.

Change of Communication Details

If at any time you change your email, 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.

DEVOTION

Devotion is an important part of our day. Staff begin the day with a 15-minute devotion and prayer. All classes begin the day with a devotion that is appropriate to the year level.

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 Business Manager.

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

It is important that homework not intrude unnecessarily on family life. If your child is experiencing difficulty completing the homework, please notify the teacher by email. A basic rule is "NO HOMEWORK IN FRONT OF TELEVISION".

Please see the College Homework Policy available on the College webpage.

INSURANCE

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

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

If you feel that you have been sexually harassed or abused within the Lutheran Church of 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 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.

The Board is responsible for governance only. All operational issues are not the responsibility of College Board. These matters must be referred to the Principal and parent contact with members of the College Board is only through the Principal.

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

- Pastor
- Individual Parents
- Members of the 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, pastoral, caring role with to the whole Congregation and College Community. He is involved as a consultant at College Board level.

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 Head of School.

If the issue is still unresolved, it needs to be taken to the Deputy Principal.

If you still do not receive satisfaction, then you may take your concern to Principal and then 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.

All formal complaints must be made through the complaints form available on the College website. Complaints will not be processed if this process is not followed.

COURT ORDERS

It is very important that any current court orders are provided to the Office. Staff will follow the orders on file unless notified that the order has ceased or expired.

It is the parent's responsibility to ensure the College has current orders on file.

No access restrictions can be placed on a parent if there is no current court order provided.

MANDATORY REPORTING

All staff at the College have a duty of care to report issues of child safety to the Deputy Principal. All teachers

must by law report any suspicion of evidence of child harm to the Department of Education, Children and Young People. The Principal may also be required to report incidences to the Police.

MEDICAL MATTERS

The College must be kept informed of any medical or other conditions which may have a bearing on a student's involvement in the College program or activities, or which may influence the 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.

Generally, parents should avoid sending medication to College to be dispensed by staff. If 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.

Epi-pens are to be supplied by the parent with an action plan.

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 and relevant form must be completed.

INFECTIOUS DISEASES (EXCLUSION)

Students who have contracted an infectious disease MUST BE KEPT HOME until the College is provided with a clearance medical certificate.

Sick students will be sent home immediately, and parents are expected to arrange for collection of sick students in a timely manner. Please do not refuse to have your child collected. This places the College in a difficult position and may lead to a report to the Department of Education, Children and Young People and/or cancellation of enrolment.

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. To minimise the risk of spread, any student with suspected head lice (i.e., 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 DEPUTY PRINCIPAL if their child has a SERIOUS INFECTIOUS DISEASE. This information is treated in confidence.

Infection Control

Students are exposed to the risk of catching infectious diseases when in close contact with one another at College. A major example of this is the current COVID pandemic. Some other common diseases are Measles, Mumps, Chicken pox, Rubella and Hepatitis.

To reduce the chance of infections spreading, the College follows strict safety, hygiene and first aid guidelines.

A copy of your child's vaccination status is required upon enrolment at the College.

Students are not to share food, drink, or utensils.

The College will comply with all government mandated restrictions and may at times need to follow other necessary precautionary restrictions and measures for the health and safety of the College community.

MOBILE PHONES

Students are not to bring mobile phones to class or have access to them during the day. Phones are collected by the class 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 and personal sport equipment must be clearly and indelibly named. Lost property will be stored at the office for a brief period.

NEWSLETTER

Every month our College newsletter is available to families through email and on the College website and Facebook page.

Other circulars intended for distribution to families will normally be included with the newsletter or emailed directly to parents.

PARENT INVOLVEMENT

Voluntary Assistance

A very significant factor in the successful development of the College is the voluntary assistance of parents and friends. This assistance includes financial donations, building assistance, classroom help, fundraising, working bees, camp helpers and sport coaching etc.

If you feel there is some way you can assist the College with time, expertise or equipment please advise your class teacher or contact the Deputy Principal.

PARENT/TEACHER CONTACT

Early in Term One, time is set aside for a Parent/ Teacher Information evening. Teachers will explain the educational program, expectations and other guidelines for their class for the year at this meeting.

Parent/Teacher Interviews: Interviews will be held at the end of Terms 1 & 3.

Written Reports: Detailed written reports are sent home mid-year and at the end of the year.

Parents or teachers may initiate individual interviews as necessary at any time during the year.

Teachers can be contacted via their college email first name.surname@elc.tas.edu.au

Teachers answer emails between the hours of 8:30am to 5pm weekdays. They do not answer emails whilst teaching in class or on weekends or term breaks.

PASTORAL CARE

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

The class or pastoral care teacher has immediate oversight of the pastoral care of students. The College coordinators, Heads of School and Deputy Principal are also involved in the care and wellbeing of staff, students, and families.

Social Worker

The College Social Welfare Officer is available for counselling and assistance and with family support and access to external agencies.

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 03 6244 6885.

PRIVACY

You can be assured that the privacy of your personal information is of the utmost importance to us. The information provided by you during your child'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.

PROFESSIONAL STANDARDS

Staff at ELC are bound by a Code of Professional Standards that are linked to the Lutheran Values and which inform all that we say and do. We uphold and promote the Lutheran Christian ethos, both in and beyond the school.

Love in response to God's love for us, we demonstrate the same kind of love for others.

Justice through genuine concern and through developing a conscience for the rights and well-being of others. We act with fairness and consistency and respond to injustice with courage and integrity.

Compassion through being open and responsive to the needs and concerns of others, and exercise the ability to reach out to and actively care for them.

Forgiveness through forgiving the wrongs others have done to us, seek forgiveness for the wrongs we have done to others and in doing so, focus on making a new start.

Service through giving our love, time, energy and, gifts in response to the needs of others and to make a difference in their lives, without expecting recognition or reward.

Humility by being recognising and valuing the gifts and abilities of others equally to our own and therefore respect and learn from their experience.

Courage having the strength of heart and firmness of spirit to stand up for what is right and 'have a go' despite difficulties, uncertainty, and setbacks.

Hope and placing our trust and faith in God's provision of what we need to handle, all kinds of situations and events, and look forward with trust and confidence.

Quality in every task, every relationship, every interaction we strive always to use our gifts, abilities, skills, and talents to bring about the best outcome.

Appreciation through recognising and highly valuing the gifts and blessings given to us and others.

SERVICE PROJECTS

Each year all year levels are expected to participate in service projects that are appropriate to the level and interests of the students.

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 child.
- 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 teammates 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

Term dates are decided in Term 3 of the preceding year and are published in the College newsletter, the College Facebook page and on the College website.

TO BE LEFT AT HOME

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

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

The list of items includes but is not exclusive to:

- Chewing/Bubble Gum & Lollies
- Nuts
- Energy or Soft drinks
- Expensive Toys
- Mobile Phones & Electronic equipment
- Jewellery or Valuables (Unless arranged with the teacher)
- Knives, cigarettes, vapes and Illegal substances.
- Pets (unless arranged with the teacher)

UNIFORM AND APPEARANCE

All students are expected to wear the correct College uniform, while at College, and while travelling to and from College.

Details of uniform requirements and sources of supply are clearly set out in the UNIFORM

UNIFORM REQUIREMENTS.

Any short-term VARIATIONS to the uniform are to be explained by the parent to the class teacher. 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, during the winter months College hats will not be required to be worn. For health reasons, spare hats are not provided by the College.

- Garments worn under the shirt or dress must not be visible.
- 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.
- Sports uniform is worn in place of dress uniform when students participate in Outdoor Education sport, Drama and P.E.
- No make -up (including nail polish) is to be worn to College. Colourless sunscreen cream should be used.
- No jewellery is to be worn except one pair of plain sleepers or studs in pierced ears.

Hair is to be neat and clean and worn well out of the eyes. Collar length or longer hair is to be tied up and long fringes over the face are not acceptable. No extremes of hair style or obvious artificial colouring, including tips will be permitted. If this situation occurs, the student will be sent home will need to return wearing a beanie until the style can be acceptably altered.

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) Compulsory for Year 10
 College 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) Compulsory for Year 10
 College backpack

GIRLS' UNIFORM

Formal Winter Uniform:

College skirt (must sit at or below the top of knee)
 Navy trousers

White short sleeved blouse
Navy bow (optional)
Navy stockings or socks
Black leather lace-up or Mary-jane shoes
Maroon V-neck college jumper
Navy spray jacket (optional)

College blazer (optional) Compulsory Year 10
College backpack

Formal Summer Uniform:

College skirt (must sit on top of knees)
Navy trousers
White short sleeved blouse
Navy bow (optional)
White ankle length fold over socks (not sports socks)
Black leather lace-up or mary-jane shoes
Maroon V-neck college jumper
Navy spray jacket (optional)
Navy College sun hat or navy college cap
College backpack
College blazer (optional) Compulsory Year 10
College backpack

GIRLS' & BOYS' PHYSICAL EDUCATION UNIFORM

Navy track pants or sports shorts
Navy leggings (Girls)
College polo shirt
White sports socks
White or black (predominately) lace-up sports shoes (not skate style)
College ruby top
College sunhat or cap

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

All students are expected to wear the correct College uniform, while at College and when 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.

WORSHIP

Please refer to Chapel.

YOUTH GROUP

Connect the College Youth Group meets once a month. Years 6-12 are invited to participate in a range of activities. Some activities involve a cost and transport.

APPENDIX A

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

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

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 child.

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 the teacher is notified at the beginning of the day.

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.

Under no circumstances should a student be collected during recess or lunch or from other venues without informing the class teacher and Office.

Students who are ill

Students who are not well should not attend the College. They need treatment and rest, and their attendance may place the other students and staff at risk.

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.

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. Students must be collected as soon as possible from the Office and signed out.

APPENDIX B

INFORMATION TO PARENT / ADULT HELPERS FOR CAMPS AND EXCURSIONS

Following are some guidelines for supervising adults and general information that will help ensure a smooth and enjoyable camp/excursion for all.

GUIDELINES

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.

In the case of any injury, accident, or misplaced student, inform the teacher in charge as soon as possible.

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.

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.

If there are any signs of behavioural problems or social or emotional difficulties, please inform the teacher as soon as possible.

The teacher will make you aware of those students who require medication or special treatment.

All medication will be kept in the teachers backpack and only in exceptional circumstances will you be asked to administer any medication.

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.

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
INFECTIOUS DISEASES

MOST COMMON INFECTIOUS DISEASES IN SCHOOLS		
ILLNESS / DISEASE	PERIOD OF EXCLUSION	
Whooping Cough	Excluded for four weeks unless a medical certificate is produced.	Medical Clearance Certificate required.
Conjunctivitis	Excluded until discharge from eyes has ceased.	No Medical Clearance Certificate required.
Gastroenteritis (Diarrhoea &/or Vomiting)	Excluded until FOR 48 hours after vomiting &/or diarrhoea has eased.	No Medical Clearance Certificate required.
Hand, food, and mouth disease	Excluded until all blisters are dry.	No Medical Clearance Certificate required.
Impetigo (school sores)	Excluded 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.	No Medical Clearance Certificate required.
Headlice Ringworm Scabies	Excluded until appropriate treatment has commenced and lesions are dry and covered.	No Medical Clearance Certificate required.

OTHER INFECTIOUS DISEASES

ILLNESS / DISEASE	PERIOD OF EXCLUSION	
Chicken Pox	Excluded for at least 7 days after the beginning of the illness and until the last lesion has healed.	No Medical Clearance Certificate required.
COVID	Please check with the College regarding the current restrictions and exclusions.	TBA
Diphtheria	Excluded until 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.	Public health authorities' clearance required.



Hepatitis A	(Infectious Hepatitis) Excluded until subsidence of symptoms, but not before 7 days after onset of jaundice.	Medical Clearance Certificate required.
Hepatitis B	Excluded until fully recovered and no symptoms.	Medical Clearance Certificate required.
Viral Hepatitis	Excluded until fully recovered and no symptoms.	Medical Clearance Certificate required.
Measles	Excluded for at least 7 days from the appearance of rash.	No Medical Clearance Certificate required.
Meningococcal	Excluded until fully recovered and no symptoms.	Medical Clearance Certificate required.
Mumps	Excluded for at least 14 days after the onset of symptoms.	No Medical Clearance Certificate required.
Rubella (German Measles)	Excluded for at least 7 days from the appearance of rash.	No Medical Clearance Certificate required.
Streptococcal Infection	Excluded until fully recovered and no symptoms.	No Medical Clearance Certificate required.

APPENDIX D

PRIVACY POLICY - STANDARD COLLECTION NOTICE

The College collects personal information, including sensitive information about students and parents or guardians before and during student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide an education for your child and to comply with state and commonwealth regulations.

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.

Certain laws governing or relating to the operation of Colleges require that certain information is collected. These include Public Health and Student Protection laws.

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.

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 Victoria, New South Wales and Tasmania, medical practitioners, and specialists providing services to the College, including specialist visiting teachers, sport coaches and volunteers.

If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your child.

Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in College newsletters, Facebook, magazines, local newspapers and on our website.

Parents may seek access to personal information collected about them and their child 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 student, or where students have provided information in confidence.

Information received from you may 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.

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.

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 for what purpose.

APPENDIX E

FEE BILLING AND COLLECTION POLICY

College Fees & Charges

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.

Levies for activities are charged either at the beginning of the year or in the term the activity is to occur. 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 prior to the time of occurrence.

Application and Enrolment Fees

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.

Withdrawal of Students

Parents are required to give one terms written notice to the College if a student) is to be withdrawn from the College.

Issuing Accounts

College fee invoices will be issued at the beginning of each school year or upon enrolment during the year.

Payment of Fees

All College fees are due and payable by the end of week four of the school year 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 in term 4 of the current year. Copies of this schedule are available from the College office.

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.

Fee payments can be made by cash, cheque, direct debit, EFTPOS, credit card or direct deposit to the College's bank account.

Any family that has not paid their fees in full by the end of Week four Term 1 must contact the Business Manager to negotiate an acceptable payment arrangement to ensure continued enrolment.

Voluntary Building Fund Donation

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

Fee Arrears and Collection Procedures

College fees are due and payable by the end of Week 4 of Term 1. Any fees outstanding at the commencement of Week 5 will be overdue unless alternative arrangements have already been agreed with the Principal or Business Manager.

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 child at Eastside Lutheran College to be cancelled and the debt passed on to our debt collection agency.

APPENDIX F

COLLEGE SHOES

APPROVED STYLES

Formal



Sport



NOT APPROVED



APPENDIX G

STUDENT CODE OF CONDUCT POLICY

Introduction

Eastside Lutheran College (the College) is committed to ensuring a safe and harmonious environment of learning and community. We aim to provide an open, welcoming, inclusive, and safe environment for all members of the College Community.

Students should understand that there are consequences which flow from all behaviours. Consequences of student behaviours which are unacceptable to the well-being of the College community can include verbal reminders, warnings, additional duties, detentions, suspension, and expulsion. In addition, consultation with parents and student counselling may be required. A breach of this Student Code of Conduct may require the College to implement its Behaviour Management Policy. When considering a breach of the Code of Conduct, the College always aims to be fair and consistent whilst appreciating that every situation also needs to be judged on its own merits.

All members of the College community are encouraged to accept responsibility for their own actions, consider their behaviour towards others, and respect authority. The College community's expectations about standards of behaviour are drawn from the Lutheran teachings on which the College is founded.

This Code of Conduct is intended to provide a set of general principles and guidelines to guide students in their interaction with staff, other students, parents and the wider College community. It applies to all students currently enrolled at the College, herein after referred to as "Students".

This Student Code of Conduct outlines the way in which the College requires Students to conduct themselves when attending the College campus, participating in College activities and communicating with members of our community (including staff, parents and other students).

Acceptable conduct

Students are required to:

- treat all students, staff, contractors, volunteers, parents and visitors of the College with courtesy and respect.
- express themselves in a virtuous and responsible manner.
- value the individual differences of others.
- listen and be open to other peoples' point of view.
- utilise services available at the College in an appropriate manner.
- take advantage of learning opportunities
- cooperate with the teaching processes inside the classroom.
- seek assistance from others as required.
- listen to and act on progress reports from teachers and other staff members
- comply with any reasonable direction given by a staff member of the College
- meet assessment criteria to the best of their ability.
- take advantage of decision-making opportunities
- wear the College uniform at the College and at all College events when required.
- uphold the reputation of the College by observing an appropriate standard of behaviour when wearing the College uniform and observe appropriate personal hygiene standards
- respect the property of other students, staff and of the College

- be punctual and attend all classes.
- comply with all safety policies and procedures in place at the College
- uphold the College's core always values.
- speak to other students, staff, contractors, and volunteers with courtesy and respect.
- communicate with other students, staff, contractors, and volunteers in a clear, friendly, and open manner.
- respect the privacy of other students, staff, contractors, and volunteers.
- listen respectfully in the classroom and when attending any kind of College assembly, activity, presentation, class event, or public meeting

Students must not:

- use violence of any kind at any time
- interrupt or disrupt a teacher, staff member or volunteer whilst classroom instructions or learning activities are taking place
- raise their voice when speaking to other students and staff.
- discipline or reprimand another student.
- bully, victimize or harass students, staff, contractors, volunteers, and visitors of the College.
- take a photo or video recording of another student unless the parent of the student is present at the time and consents to the photo or video recording being taken
- smoke cigarettes or attend the College whilst under the influence of alcohol or illicit drugs
- deliberately exclude another student or treat a student differently to other students
- speak to other students in a derogatory or offensive manner.
- post a photo or video recording of staff on social media without the individuals' consent.
- post a photo or video recording of a student on social media without obtaining consent from the student's parent beforehand.
- intimidate, undermine, or threaten other students.
- disclose the personal details of a student to another person without consent
- share their password for the College intranet with anyone.
- bring weapons or unsafe, dangerous, or inappropriate equipment, materials or tools to the College.

When using social media

Students recognise the potential for damage to be caused, directly or indirectly, to the College and others as a result of their personal use of social media especially in circumstances when they can be identified as a student of the College.

When using social media, students must:

- respect a person's personal environment and must not harass other people online.
- act with integrity
- not use social media to voice grievances about the College
- make every effort to ensure that they comply with the College's Social Media Policy
- be respectful to students, staff, contractors, volunteers, and parents.
- not create accounts that hold themselves to be affiliated with the College.
- never reveal confidential information relating to the College, staff members, contractors, volunteers, other parents, and/or students at the College

Students must not post on social media defamatory, offensive, inappropriate, or other material that may damage the reputation of the College. [This includes not disparaging the College's Christian teaching or acting in a manner which is disrespectful or contradictory to the College's Christian ethos.] Students understand that the College may remove or report to the eSafety Commissioner any post on social media that breaches this requirement.

Making a complaint

When making a complaint to the College, students are required to act in a manner consistent to the Student Code of Conduct.

Disputes between Students and the College are dealt with on an individual case basis. The normal procedure is through the College Grievance and Complaints Policy and Procedures. If a student is unable to resolve a grievance, he or she may seek resolution through discussion with the Principal or their representative.

Breaches

Students should report any cases of behaviour in breach of the Student Code of Conduct to a teacher or staff member in confidence.

Any person may notify the Principal of a possible breach of the Student Code of Conduct.

The Director of Student and Staff Welfare or their representative will investigate the complaint to determine whether there has been a breach of the Student Code of Conduct or other policy.

If satisfied that a breach has occurred, the Director of Student and Staff Welfare or their representative may implement disciplinary action against the respondent such as a warning, direction to provide an apology, exclusion from extra-curricular programs or suspension from the College grounds for a period of time. The Principal may make the decision to expel a student. Any decision made under this clause will be made in line with the College's Behaviour Management Policy.

The College reserves the right to vary disciplinary procedures for a particular misdemeanour by weighing the interests of individual students against those of the wider College community.

If a respondent or their parents are unhappy in the application of this Code, they should raise the issue in accordance with the procedure set out in the College's Grievance and Complaints Policy.

In accordance with applicable legislation, the Police or Department of Human and Health Services will be informed of any unlawful breaches of the Student Code of Conduct.

Adopted 2020
Reviewed 2022

STAFF CODE OF CONDUCT POLICY

INTRODUCTION

All members of staff at Eastside Lutheran College (hereafter referred to as the “College”), including the Principal and all staff who work and minister in the name of the Lutheran Church of Australia are included in this document. As employees, they formally undertake to support the Lutheran ethos of the College as a requirement of their employment and are expected to demonstrate their support for the Vision and Mission of Lutheran education through the exercise of their employment responsibilities and conduct.

The purpose of this document therefore is to provide members of the College community with a set of ethical principles guiding the **standards of conduct** that they are expected to uphold in their interactions with students, each other, and the wider community.

This Staff Code of Conduct has been prepared having regard to the Australian Standard 8002-2003 Organisational Code of Conduct.

It is the role of the College Principal to provide appropriate dissemination of the Code of Conduct as well as the timely in-servicing of all employees.

- The Staff Code of Conduct is part of the Employment Package received by all employees, contracted or permanent. It is included in the induction procedure for all staff.
- The Staff Code of Conduct is available on the College Intranet, through the College Complispace Portal.
- All staff are provided with an in-service at the beginning of each year.

The following sets out in practical terms the active implications of this employee undertaking to support the Lutheran ethos of the College and should be read in conjunction with both LEA and College policies and procedures.

1. LAWFUL AND REASONABLE DIRECTIONS

- Employees must comply promptly, conscientiously and effectively with all lawful and reasonable decisions and directions given by a person having authority to give such directions.
- Employees must not knowingly or deliberately impede compliance with, or implementation of, a lawful and reasonable decision or direction.
- When making decisions or giving directions, employees must act within their legal and organisational responsibilities and delegations.

2. PROFESSIONALISM AND ETHICAL CONDUCT

- In the course of their employment, employees must act in a professional and respectful way that enhances their professional reputation and the reputation of Lutheran Education. Employees should be aware that personal conduct outside of normal working hours can reflect either positively or adversely on Lutheran Education and therefore they should always act appropriately in the presence of students, both within and outside College hours. At all times employees should conduct themselves in a manner that does not bring Lutheran education into disrepute.
- Employees must treat fellow employees, students and others within their work environment with the respect and dignity that all deserve.

- Employees whose work involves interacting with students have a special responsibility to comply with duty of care requirements and not to be engaged in inappropriate behaviour such as illegal, anti-social or disreputable activities which may negatively impact on them being seen as appropriate role models for those students.
- Employees must be cognizant of the policies, procedures and delegations that are applicable to their actions. The Principal must make relevant information available to staff. Employees are required to read and ensure that they understand policy documents issued to them or circulated to them. Employees who are uncertain about any aspect of policies, procedures and delegations which apply to them should examine the relevant information and seek advice from the Principal. This includes information contained on the LEA website, on the College website and in College handbooks.
- Employees must uphold and comply with:
 - applicable Commonwealth, State and local laws, regulations, industrial awards, and agreements
 - applicable professional standards and codes of practice that do not conflict with government or Lutheran education policy.
 - Lutheran education and government directives, policies, and procedures
- Employees must act promptly in reporting breaches of the law, Lutheran Education policies, government policies and directives, as well as misconduct and maladministration under the LEA Code of Conduct, to the Principal.
- Employees are expected to behave always in ways that promote the safety, welfare and well-being of students, fellow employees and others in their workplace environment in accordance with relevant occupational, health and safety legislation.
- Employees must perform their work duties competently and responsibly, with a focus on delivering or supporting high quality educational services to students and delivering high quality services to other internal or external Lutheran education clients.
- Employees must maintain currency of their professional competence through appropriate professional development or learning experiences.
- Employees must maintain the accuracy, integrity and appropriate confidentiality of all information used in their professional dealings in Lutheran education.
- Employees must only take leave of absence from their work duties when authorized to do so.
- Dress, personal appearance and hygiene are important elements of professional presentation. Employees must ensure that their personal appearance and presentation are clean, tidy, and appropriate for their work role in accordance with the expectation of the College or workplace.
- Employees must ensure that Lutheran education resources are not used improperly. These resources include financial and material resources as well as intellectual, information, system and knowledge resources related to the work of Lutheran education. Work time is also a valuable resource that must be managed effectively to create productive outcomes.

3. DUTY OF CARE

- Duty of care is essentially a duty to do everything reasonably practicable to protect others from foreseeable harm. While this applies in all aspects of an employee's work, it is particularly important for those employees who interact with and responsibility for students.
- Teachers have a particular duty of care towards students. It arises out of what is known as a fiduciary relationship, that is, a relationship based on trust. Such positions are bound by two ethical principles:
 - *non-maleficance* - the responsibility to cause no harm to self or others.
 - *beneficence* - to actively promote the good of self and others.

All students have a basic and expected right to a physical and emotional environment that is free from unreasonable risk of harm. Harm includes any significant detrimental effect to the student's physical, psychological or emotional well-being by any cause and includes minor harm that is cumulative in nature and which would result in a detrimental effect of a significant nature to the student if allowed to continue. Amongst other things, harm can be caused by:

- physical, psychological, or emotional abuse or neglect
- sexual abuse or exploitation
- domestic or family violence
- student bullying
- one's own actions (self-harm)

Employees are referred to the Collaborative Caring protocol which lays out the reporting procedures required of employees (& volunteers) in Lutheran schools and as prescribed persons under the Children, Young Persons & Their Families Act (1997) and as mandated reporters of child abuse and neglect.

- Employees must actively seek to maintain a physically safe teaching environment for students in accordance with the Workplace Health and Safety Act 1995.
- Employees must take reasonable steps to prevent harm to students and to support students who have been harmed.

4. PSYCHOLOGICAL HARM

Employees must not behave in ways that a reasonable person would consider to be offensive, intimidating, humiliating, or threatening.

Such conduct might include, but not be restricted to:

- targeting students with unfair and continued criticism
- making excessive or unreasonable demands of others
- making any form, either oral or written (including electronic communication), of derogatory comments to students, parents, work colleagues or the public.

Should such unacceptable behaviour occur, then all recipients of such behaviour have recourse to the processes contained within the College's Grievance Policy.

5. PHYSICAL CONTACT WITH CHILDREN

- Employees must not engage in conduct that could physically harm a student and this should be noted especially in cases involving disciplinary action.
- Corporal punishment is prohibited in all Lutheran schools.
- There may be occasions, however, where physical intervention is appropriate in order

comfort or to protect students, self, and others.

- In these circumstances this would be deemed reasonable action providing that the physical intervention is to comfort, prevent harm or further harm to students and that the employee seeks to avoid inflicting physical harm where possible. The physical intervention would need to be proportionate to the circumstances.

6. SEXUAL CONDUCT

Employees' interactions with students must be, and be seen to be, professional at all times.

- Employees must not attempt to sexualize a relationship with a student. To do so is a breach of trust, an abuse of authority, professional misconduct, immoral and criminal. Failure by the other person to reject such conduct does not necessarily imply meaningful consent for in law a minor cannot consent.
- Employees must not provide or exchange personal contact details such as telephone numbers or email addresses with students, unless there are specific work-related reasons. Similarly, employees must not enter into unauthorized electronic communication with students such as text messaging and other social media unless authorized for a specific reason by the Principal.

The following behaviour constitutes either misconduct or sexual misconduct:

- unwarranted and inappropriate touching of students
- suggestive remarks or action of a sexual nature
- sexual exhibitionism
- obscene gestures, language, jokes containing sexual references or deliberately exposing students to the sexual behaviour of others in any form, other than in the case of prescribed curriculum material in which sexual themes are contextual.
- inappropriate conversations of a sexual nature
- comments that express a desire to act in a sexual manner.
- personal correspondence (including electronic communication) with a student in respect of the adult's sexual feelings for a student.
- deliberate exposure of students to sexual behaviour of others including display of pornographic material
- flirtatious behaviour directed at a student.
- dating a student
- spending significant time alone with a student other than to perform one's professional duties, or without other reasonable explanation
- expressing romantic feelings towards a student in any way.

Sexual misconduct can also include *grooming* behaviour. Grooming behaviour is a process whereby sexual offenders' condition and build rapport with children or young persons to reduce their resistance to, and increase compliance with, sexual abuse. The grooming process can include:

Misleading students by pretending to them that they are special, for example by spending inappropriate time with students, inappropriately giving gifts, showing special favour to certain students but not to other students, allowing students to overstep the accepted College rules.

- breaking of accepted College standards of behaviour, for example undressing in front of students, allowing students to sit on their lap, talking about sex, apparently accidental touching.
- engaging in inappropriate, personalised forms of communication.

Employees must discourage and reject any advances of a sexual nature initiated by a student. Should such a situation arise then employees must report such instances immediately to the Principal to assist in preventing repetition and avoiding subsequent allegations. Allegations will be investigated thoroughly and may involve the Police.

7. DISCRIMINATION AND HARASSMENT

Lutheran education employees are committed to providing workplaces free of all forms of discrimination, victimisation, and harassment. Common types of harassment include:

- intimidatory harassment
- bullying
- sexual harassment

Employees must not discriminate against, victimize, or harass any colleague, student or parent, nor discriminate in how services are provided to the community. All employees of Lutheran education have the responsibility to act fairly and evenly towards other employees, students and the general public in accordance with Lutheran education's policies and relevant legislation including the Tasmanian Anti-Discrimination Act 1998, and the Federal Government's Equal Employment Opportunity Act 1987, Sex Discrimination Act 1994 and Disability Discrimination Act 1992.

Discrimination, victimization or harassment will not be tolerated and will be dealt with in accordance with existing policies. It should be noted that following the receipt and thorough investigation of an allegation of discrimination, victimization or harassment against an individual, there is the potential for the laying of criminal charges in cases where the allegation has been sustained.

8. USE OF TOBACCO, ALCOHOL, OTHER DRUGS AND MEDICATION

Smoking is not permitted in College facilities and grounds. Similarly, smoking is not permitted whilst staff members have direct responsibility for or contact with students.

Employees have an occupational health and safety obligation, in accordance with the Workplace Health and Safety Act 1995, to ensure that their use of alcohol and drugs, whether illicit, proscribed, over-the-counter or prescribed as medication, does not adversely affect their work performance or endanger the health and safety of others.

The illicit use of drugs at any time within a professional context, particularly in association with the supervision of students, is strictly prohibited.

Employees suffering from a drug or alcohol problem that adversely affects their work performance must actively seek professional assistance to address the issue.

Employees must not provide students with alcohol and must not encourage or condone the illegal use of alcohol (including underage drinking) or the consumption of alcohol.

Employees should reasonably endeavour to avoid direct social contact with students where student consumption of alcohol or the illicit use of drugs occurs.

Employees must not be affected by alcohol and / or the illicit drugs in any circumstances where they are responsible for students. This includes camps, retreats, excursions, and other such activities.

In circumstances where College authorities have authorised the serving of alcohol, have secured Licensing Commission permits as necessary and have set aside a clearly defined area for such

purposes, the limited consumption of alcohol is permitted.

At the request of parents and with the agreement of appropriately trained employees, employees are authorized to administer prescribed medications in accordance with College-based policies and procedures.

Employees must not provide students with non-prescribed medications or over-the-counter drugs without the appropriate authorization of College authorities, nor encourage or condone student illicit use of drugs.

9. CONFLICT OF INTEREST

A conflict of interest may exist when an employee's private interests have the potential to interfere with the proper performance of his / her work duties. A potential or actual conflict of interest must be identified, declared, and avoided or resolved in favour of the public interest and should not be undertaken without the express permission of the Principal.

It is understood that situations may occur where employees are working with family members or with persons with whom they develop close personal relationships. Where such relationships exist between employees or with prospective employees, then the potential for conflict of interest should be noted.

As a general principle, all employees who participate in procedures for selection, granting of tenure, performance appraisal, termination or transfer of any person who is a family member or with whom they have, or have had, a close personal relationship should declare any potential conflict of interest. However, the existence of a close personal or family relationship should not constitute a bar to the employment, promotion, granting of tenure or transfer of any individual.

Employees should be aware that private part-time employment including tutoring which conflicts with, or compromises, employment with Lutheran education, may give rise to a conflict of interest. Employees should seek prior approval from the Principal for any such employment.

Employees should be aware that receipt of gifts from those considered as part of the broad client base of the organization (e.g. - students / families of the College) may present the potential for a conflict of interest.

In many cases only individual employees themselves will be aware of the potential for conflict. The onus therefore is on the individual in these cases to notify the appropriate supervisor of this potential.

10. PRIVACY AND CONFIDENTIALITY

As an employee of Lutheran Education, a staff member may be entrusted with access to information of a sensitive nature to enable duties to be adequately carried out.

Employees must ensure that confidential, private, and sensitive information is handled carefully and that the integrity of such information is always maintained in compliance with relevant privacy legislation.

In accordance with the College's Privacy Policy, an employee must not, after leaving employment with the College, use confidential information obtained during the course of his/her employment for other work or non-work-related purposes.

11. USE OF COLLEGE RESOURCES

Employees must ensure that all College equipment, resources, and consumable items are used appropriately for the work and business of the College. Limited and occasional private use of

College equipment and resources may occur providing it does not adversely affect the performance of the employee's work duties, or the work duties of others, or the business or reputation of the College. Examples of where this might occur include:

- limited, occasional and brief private telephone calls
- limited and occasional use of a photocopier
- limited and occasional use of computers, email, and internet subject to College policy on acceptable use by employees of ICT resources

Employees must ensure that College equipment is maintained and used in accordance with the manufacturer's requirements, and that all use is both safe and legal.

Employees must have approval to use College equipment and resources off site for work purposes and must ensure that they are safely stored and secured.

Employees must ensure that they do not breach copyright law or licensing arrangements when copying any College property such as software, library, and reference materials, or copying other property for College use.

Employees must not seek financial gain from work produced for the employer without the authorization of the employer.

Employees whose work duties involve purchasing or managing resources on behalf of the College must act within their delegated authority and comply with legislative requirements, policies, and procedures for the purchase, use and disposal of any College resource.

12. USING COLLEGE INTERNET, INTRANET, ELECTRONIC MAIL, MOBILE PHONES AND OTHER MEANS OF ELECTRONIC COMMUNICATION

Except for official purposes or in accordance with College policy, employees must not use College resources, including mobile phones, the internet, electronic mail systems or other means of electronic communication for:

- accessing, storing, or transmitting words, images or other material that are illegal, sexually explicit, violent or that a reasonable person would find offensive. (This does not include material that is part of a complaint, report or notification about alleged improper conduct of a person made in accordance with an authorized procedure.)
- gambling
- accessing social media not associated with work
- transmitting inappropriate jokes
- sending of inappropriate programs or mail
- what a reasonable person would see as excessive use of the internet
- unauthorized use of the College's email distribution lists

13. APPARENT BREACHES OF THE CODE OF CONDUCT

Potential breaches of the Code of Conduct, including apparent breaches and allegations, will be dealt with in accordance with the principles of procedural fairness and natural justice. Potential breaches may be addressed in the context of established grievance policies.

Employees should be aware that the relevant governing body may apply sanctions if this Code of Conduct is breached. Depending on the nature of the breach, various sanctions such as the following may be applied:

- appropriate warnings
- counselling
- actions as prescribed under the various award provisions.
- demotion

- suspension
- dismissal
- laying of criminal charges or civil action

As appropriate, and according to the word, intent and spirit of the Lutheran Education Agreement, employees may, when in breach of the Code of Conduct, seek access to sector dispute resolution processes.

Approved April 2019
Reviewed February 2022

PARENT CODE OF CONDUCT POLICY

The purpose of this policy is to set out for all involved within the Eastside Lutheran College community, the way the College requires parents to conduct themselves when visiting the College campus, participating in College activities, and communicating with members of the College community including students, staff and other parents and carers.

Parents are expected to be supportive of the College ethos and treat all members of the community with kindness and respect. In particular, it is important that parents remember that the teachers of the College are professional people and are expected to carry out their duties as required by their role and decided by the Principal.

Scope

This Parent Code of Conduct applies any person named in the Enrolment Terms and Conditions as the 'Parent', 'Guardian' or 'Carer' of a student enrolled at Eastside Lutheran College.

Definition of Terms

Where referred to in this document:

The College (ELC) means Eastside Lutheran College

College Board Chairperson is the person appointed to the position or a person acting from time to time in that position.

Principal means the person charged with responsibility for the operation of the College or a person acting from time to time in that position.

Parent is a person who is the legal guardian for a child enrolled at the College.

When visiting ELC

Parents are required to:

- comply with all safety policies and procedures in place at the College.
- comply with the Child Protection policies of the College.
- only enter a classroom or attend a College sanctioned event, such as a camp or excursion, with permission from a staff member
- listen respectfully when attending any kind of College assembly, activity, presentation, class event, or public meeting
- treat others with courtesy and respect.

Parents must not:

- use verbal or physical violence of any kind at any time
- use language that could be deemed as offensive or inappropriate.
- disparage the College's Christian teaching or act otherwise in a manner which is disrespectful

- or contradictory to the College's Christian beliefs
- interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place
- bully or harass other people.
- take a photo or video recording of a child if that child is not their own child, unless the parent of the child is present at the time and consents to the photo or video recording being taken
- attend the College whilst intoxicated or under the influence of illicit drugs
- Smoke whilst on College grounds

When Communicating with Staff

The College conducts regular meetings between staff and parents at which the student's progress can be discussed. There may be other times when a parent or staff member requests a meeting to discuss issues that may arise during the course of a student's schooling.

If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through the College Office.

Parents should avoid contacting staff members at home or outside of school hours unless prior agreement has been made with the parent or staff member that contact out of hours is acceptable.

Parents should note, however, that generally, staff members are not obligated to respond to contact by parents (emails, phone calls etc.) outside of school hours.

Parents are required to:

- treat staff with courtesy and respect at all times.
- ensure that all communication is conducted in a courteous and acceptable manner.
- raise all concerns using the correct procedures, channels and personnel.
- use constructive feedback rather than negative.
- respect the privacy of staff Parents must not:
- approach a member of staff in a confrontational manner or act in a violent, aggressive or threatening manner
- use verbal or physical violence of any kind at any time.
- raise their voice when speaking to staff.
- speak to staff in a derogatory or offensive manner.
- intimidate, undermine, threaten, bully, or harass staff.

When Communicating with Other Students and Parents

Parents are required to:

- speak to other students and parents with courtesy and respect
- contribute to a Christian, positive and friendly culture within the College community
- support and encourage the values, activities, and beliefs of the College.
- respect the privacy of other students and parents.

Parents must not:

- approach a student, including their own child, on the College grounds during school hours, or at a College function without staff permission
- approach a student or another parent in a confrontational manner or act in a violent,



- aggressive or threatening manner
- approach a student to discuss a complaint without the student's parent being present
- use verbal or physical violence of any kind at any time.
- raise their voice when speaking to other students and parents
- speak to other students or parents in a derogatory or offensive manner
- take a photo or video recording of a child who is not their own without obtaining prior consent from that child's parent
- intimidate, undermine, threaten, bully or harass other students or parents
- disclose the personal details of a student or parent to another person without consent

When Using Social Media

Parents are required to:

- respect a person's professional and personal environment.
- make every effort to ensure that their child/ren comply with the College's Technology and Device Acceptable Use Policy
- be respectful to staff, contractors, volunteers, other parents, and students

Parents must not:

- use social media to voice grievances about the College
- harass other people online.
- reveal confidential information relating to the College, staff members, contractors, volunteers, other parents, and students at the College.
- post a photo or video recording of a child who is not their own on social media without obtaining prior consent from that child's parent.
- post a photo or video recording of a student in school uniform unless authorised by the Principal
- post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the College. This includes not disparaging the College's Christian teaching or acting otherwise in a manner which is disrespectful or contradictory to the College's Christian beliefs.

When Making a Complaint

Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the College, however, these issues and concerns should always be raised with the right person with the correct communication channels being followed in accordance with the College's policies and procedures, including the College's Grievance and Complaints Policy and Procedures.

Whilst the College will make reasonable attempts to comply with a court order, the College's priority is the wellbeing of the students and will only comply with court orders to the extent necessary. The College prefers not to become involved in family law proceedings.

When Dealing with Behavioural Matters Relating to Students

The College expects students to comply with its rules and not engage in behaviour which is harmful to others or is contrary to the College's Student Code of Conduct Policy or the ethos and philosophy of the College.

Parents are expected to support the College in relation to its Behaviour Policy and not do anything which undermines its authority. It must be understood that in the case of minor disciplinary matters, the College will be the arbiter of what took place and what is a fair consequence.

College Management will not engage in debate with parents about the details of the conduct or the appropriateness of the consequence.

In relation to more serious disciplinary matters which may result in suspension or expulsion the College will inform parents of the matter and will deal with it in accordance with the College's Behaviour policy. While parents will be consulted, the final decision will be the Principal's.

Separated Parents and Students in alternative living arrangements.

In many instances the College will have students enrolled who have parents that are separated or divorced. Parents should not attempt to involve the College in any parental dispute that may arise. The College is not able to make judgments on the merits of claims made by one parent against another and should not be asked to do so. Nor should it be asked to take any action which would, or is designed, to disadvantage one party.

The College will, observe any orders made by a Court in relation to a student or communications with parents.

In some instances, students are living in an Out of Home Care arrangement. There are various forms of living arrangements e.g., kinship care, foster care and group home care. In these instances, the allocated Department of Children's Case Worker is considered the legal parent/ guardian, unless the College is otherwise formally notified by the Department, in writing.

The Department of Children's Case Worker will have the same rights and responsibilities as a parent of a student enrolled at the College. It is important that all Court Orders and other documentation pertaining to the students living, care and custody arrangements are always current. This is an expected duty of care of the Department of Children's for the duration of the student's enrolment.

Consequences of a Breach

Failure to abide by this Parent Code of Conduct may result in a restorative conversation and in some circumstances, in the interest of duty of care, a sanction by the Principal or their delegate of one of more of the following:

- the parent may be required to provide an apology.
- the parent may be directed to leave the College grounds immediately.
- the parent may be excluded from the College premises or events.
- contact may be made with appropriate authorities, such as the Police.
- the enrolment of child/ren at the College may be terminated as a result of the behaviour

Adopted 2017
Next Review Nov 2023